



# **DELHI PUBLIC SCHOOL FARIDABAD**

*A Home Away from Home for Girls & Boys – Classes VI-XII*



**HOSTEL HAND BOOK**

## 1. TENOR

The hostel environment at DPS Faridabad encourages a commendable spirit of community and assists in developing a camaraderie that will be sustained in life beyond the school. A creative attitude is gradually infused in the hostellers as they live and grow alongside students from vastly varied backgrounds and states of India and abroad. A mental and spiritual wellness is inculcated that is beyond the traditional relationship imposed by the regular school, during class room interactions. There is a healthy partnership with parents, based on agreed values that stretch the well being of hostellers and hone their prospects. Age specific guidance is provided by the wardens on a regular basis to create a homelike ambience within the precincts of the institution.

## 2. ADMISSION FORMALITIES

Before a student joins the Hostel the following documentation formalities must be completed in the forms supplied by the Hostel Office.

1. Two character certificates, one from the school last attended, attested by the Principal and the second attested by a gazetted officer.
2. An authority letter from the parent indicating two names, addresses, photos, tel. nos. of people who would act as the local guardians. Kindly note that only those persons will be allowed to become local guardians who are employed, have their own residence and live in a family environment. No student will be allowed to become a local guardian to a hostel student of DPS Faridabad. These rules will be strictly adhered to by the Hostel Wardens.
3. A letter from the parent certifying that no cash/costly belongings are in the possession of the student.
4. A Health certificate regarding medical history etc. duly certified by the area Chief Medical Officer.
5. A certificate authorizing the school to make arrangements for the hostel students for school activities, such as excursions, computers, theatre, music, dance etc.
6. A certificate indemnifying the school against any damage, sickness, accident or death caused in the normal functioning of usual activities.
7. A letter from the local guardian permitting the child to stay with him/her during sickness.
8. Parents are required to give a telephone number and address of a person in Faridabad for immediate contact in case of any emergency.
9. School uniforms must be provided by the parents.
10. A certificate from the Chief Medical Officer, Delhi Public School, Faridabad that he/she is medically fit to resume school after an illness.
11. Passport size photographs (5 copies) and Aadhar Card of the following to-be submitted:
  - a. Child
  - b. Parent (both/either)
  - c. Local Guardians

### 3. ROOM AND FACILITIES

1. 2/3/4 Sharing AC Rooms.
2. House Keeping Services
3. 24 Hours Security.
4. Veg. & Non-Veg. Meals. (Only Egg)
5. T.V. & Indoor Games.
6. Evening outdoor games under supervision and Sports Academy
7. Video Conferencing with Parents
8. 24 Hours Medical Health Facility.
9. Tutorial Facility.
10. Telephone Facility.
11. Study room.
12. Career Counselling
13. Competitive Classes - transport available (FITJEE/Akash/Career Launcher)



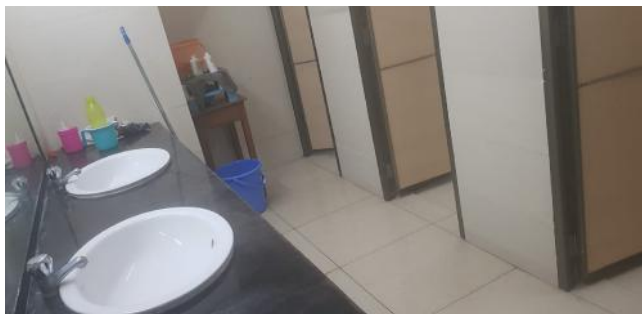
### 4. INFORMATION FOR HOSTEL STUDENTS

#### A. ROOMS - RULES AND REGULATIONS

1. A Floor incharge of the boarders from each floor will be responsible for the maintenance of the cleanliness and discipline on each floor. The Floor incharge will ensure that ACs, fans and lights have been switched off when they are not in use.
2. Boarders are provided with a box-bed, a cupboard, a drawer cabinet, a study table and a chair each. They are also provided with bedding, bed sheets and blankets.
3. Each boarder must maintain utmost cleanliness and make sure that the floor of his / her room and the cupboard is clean. Waste paper and refuse must be thrown in the dustbins provided in the rooms. Shoes should be arranged neatly in the shoe rack. The number of shoes allowed is limited to four pairs. Boarders should dust their rooms and cupboard tops daily.
4. Book shelves are to be used for books and stationary only and not for toiletries. Books must be neatly arranged and each boarder will be responsible for the dusting and cleaning of his/her bookshelf. The floor incharge must ensure that this is done and defaulters must be warned and brought to the Warden's notice.
5. Surprise checks will be made by Hostel Wardens. Any extra items, other than those specified in the hostel kit will be confiscated.
6. Keeping eatables in the rooms is unhygienic and is prohibited. The floor in-charge must make sure that any boarder who litters the room or spills anything, cleans up the mess himself/herself.

## B. BATHROOMS AND TOILETS

Boarders must spend minimum time in bathrooms and toilets to give others a fair chance to use them. They must ensure that the bathrooms and toilets after use are as clean as they would like to find them. They must also make sure that they close all the taps after use.



## C. THE MESS

Boarders in the Dining Hall must behave in a disciplined and civilized manner. After meals, chairs must be put back neatly without noise.



## D. DRESS DURING MEALS

	On Working days	On Holidays
Breakfast	School Uniform	Casual
Lunch	-do-	-do-
Snacks	Casual	-do-
Dinner	-do-	-do-

**(Students are not allowed to come to the dining hall in night dress)**

## E. BOOK/UNIFORM-COUNTER

The school book/uniform-counter will be open at fixed timings. No credit will be permitted.

## F. CANTEEN

The School Canteen will be open according to schedule, which will be announced from time to time. It will provide snacks only.

## G. LIGHTS-OFF TIME

The lights switch off time in the hostel for students is 11.00 p.m.

## H. COUNSELLING

1. Regular/as and when required, counselling for parents and hostellers for academic/behaviorial issues.
2. Mentoring for parents and students regarding choice of appropriate careers as per the ability/talent of the hosteller, by experts.

## I. OPEN HOUSE

1. Video Conferencing with parents by wardens and subject teachers with respect to academic updating and feed back and/or any other query regarding the hosteller concerned.
2. Frequency of the Video Conferencing fixed as per schedule of the hostellers.

## J. ENTERTAINMENT / OUTINGS / RECREATIONS

1. Outings will be arranged once a month on a Friday/Saturday or other Holidays for shopping or any other purpose. Students will be accompanied by the Wardens.
2. Recreational facilities like indoor games, television and newspapers are provided to the boarders.
3. Screening of films under the advice and supervision of the Hostel Wardens.
4. Visit to nearby historical places, museums, picnic spots etc.



## BIRTHDAY PARTIES

Birthday parties are organised at an additional expense to be borne by the parents.



## TELEPHONIC AND VIDEO CONFERENCING

The hostel provides incoming telephonic and video conferencing facilities. Any one of these can be availed as per the schedule given below :

Parents can call their ward on the following numbers according to the schedule given

**Phone Numbers :** 8744078552 / 8744078517

**Timings :**

**Monday to Friday : 3.00 p.m. to 7.00 p.m.**

**Saturday : 9.00 a.m. to 3.00 p.m. (Boys)  
3.00 p.m. to 7.00 p.m. (Girls)**

**Sunday : 9.00 a.m. to 3.00 p.m. (Girls)  
3.00 p.m. to 7.00 p.m. (Boys)**

**The Schedule for Video Conferencing is :**

**BOYS -**

**Monday : Hostellers of Class VI to VIII**

**Wednesday : Hostellers of Class IX and X**

**Friday : Hostellers of Class XI and XII**

**GIRLS -**

**Tuesday : Hostellers of Class VI to VIII**

**Thursday : Hostellers of Class IX and X**

**Saturday : Hostellers of Class XI and XII**

**Note :** Outgoing Telephone calls will be allowed, in emergency, with the permission of the Wardens.



## 5. REQUIREMENTS FOR HOSTELLERS

All articles of clothing and other items belonging to the students must have their names clearly marked on them.

### A. SCHOOL UNIFORM FOR BOYS AND GIRLS

#### Summer

White trousers	3
White shirts (Half-sleeves)	3
White socks with two green stripes	4 pairs
Black shoes	1 pair
Bottle green belt	1
Bottle green ribbon/turban as per requirement	
School Track Suit	1

#### Winter

Blazer (bottle green single breasted) with school badge)	1
Grey worsted pleated trousers	3
White shirts (full-sleeves)	3
Grey woollen stockings with two green stripes	3 pairs
Bottle green jersey (V Neck, plain)	2 pairs
Bottle green tie	1
(Shoes, belt/ribbon, turban as in summer uniform)	
School Track Suit	1
House T-Shirt (VI-X)	1

### B. SPORTS WEAR

Each student must maintain his/her individual SPORTS KIT. It will comprise the following items :

Warming up shoes	1 pair
Shorts	3
T-Shirts	3
Track Suit	1

### C. GENERAL CLOTHES

Hand towels	6
Bath towels	3
Undergarments	6
Handkerchieves	6
Night suits	2 sets

Dressing gown	1
Warm vests for winter	3
Day clothes	4 sets
Party dresses	2
Cardigans (full sleeves for winter)	2
Cardigan (sleeveless)	2
Slippers	1 pair

### TOILET ARTICLES

Soap with soap case	1
Tooth brush and tooth paste	1
Nail cutter	1
Comb/hair brush	1
Hair oil	1
Shampoo	1
Shaving kit (if required)	1
Shoe polish and brush (black & white)	1+1

**NOTE :** *Bed Sheets, Bed Covers, Blankets and Pillow Covers will be provided by the school. Medium size suit case and one handbag should be brought for the clothes. Large tin boxes will not be allowed*

### GENERAL

#### Dos

1. Hostellers are to follow the daily routine of the hostel and school, unless exempted on medical grounds on the recommendation of the Hostel Wardens / Medical Officer.
2. Every hosteller should strictly adhere to the daily / weekly / monthly schedules with respect to academics, attendance, communication, meals, sports, rest, entertainment and outings for the sake of general discipline.
3. All hostellers should keep their beds, cupboards and study tables clean and tidy.
4. Hostellers should remain in their allotted rooms at night and switch off lights at 11:00p.m. Extra time is allowed with permission of the warden.
5. Hostellers, upon joining the boarding, must read, understand and agree with the hostel's code of conduct.

6. Hostellers, have to pay all dues towards the school before leaving the hostel.

### **Don'ts**

1. Hostellers should not possess : -
  - a. Mobile phones / blue tooth speakers;
  - b. Smoking / drinking items;
  - c. Jewellery
  - d. Medicines without prescriptions
  - e. Expensive watches / shoes / clothing / cameras
2. Bullying / ragging is prohibited and strict action will be taken against those involved in such activities or anyone instigating others to do so even for fun.
3. Gambling of any kind is also prohibited.
4. Borrowing or lending money and thereby charging interest or keeping a security in cash or kind, is also prohibited.
5. Hostellers should restrain from damaging school property or defacing it in any way. Vandalism will have zero tolerance.
6. Hostellers should avoid use of obscene expressions or profanities of any kind during their stay in the hostel.
7. All forms of harassment and in particular sexual harassment, through words or actions is not tolerable. Violation will invite consequences as deemed fit by the school authorities.
8. Possession of pistols / guns / sling shots / knives or weapons of any kind is not permitted. It is a serious offence under the existing Indian Law. The item in question will be immediately impounded and the student will be expelled.
9. The possession, consumption or dealing in drugs/alcohol/tobacco by students is an offence under the Indian Law and will lead to immediate expulsion.
10. Fancy hair cut or colouring of hair is prohibited.
11. Pasting of indecent / offensive poster or picture on the room wall/ cupboard will invite disciplinary action.

12. The school has zero tolerance for the student who indulges in physical violence, theft or pornography.
13. No unauthorized food items to be kept in rooms.
14. Bursting of crackers and playing with colours is prohibited.

## **6. RULES AND REGULATIONS**

1. All the hostellers are expected to maintain discipline.
2. They should not speak or shout loudly as it may disturb others.
3. They should follow the school and hostel timings strictly.
4. They should keep their rooms neat and clean.
5. They should have their meals quietly in the dining hall.
6. Hostellers are not allowed to enter each other's room at night.
7. Hostellers are not allowed to miss the evening games activity.
8. Any medical problem should be reported to the wardens and school medical officer immediately.
9. Hostellers are not allowed to keep or take medicines or tonics without the knowledge of the Hostel Warden/Medical Officer.
10. All lights, fans, AC etc. should be switched off before leaving the room.
11. News papers and magazines should not be taken outside the reading room.
12. All the lights are supposed to be switched off at 11:00pm.
13. Hostellers are not allowed to keep mobile phones. It is strictly prohibited. In case it is found, it will be confiscated
14. Anyone found violating hostel rules may be fined and expelled from the hostel.
15. Protocol for safety of hostellers with respect to the Protection of Children from Sexual Offences Act. (POCSO Act of 2012), to be adhered to within the premises of the hostel.

16. The hostel provides wholesome nourishing meals to the hostellers. Parents must not give any food items or tuck to their children as that disrupts the diet planning of the child.
17. Phone calls can be made to the hostellers on holidays / as per schedule provided. In case of emergencies the parents may contact the respective Wardens
18. Visitors may meet the concerned hosteller / hostellers only with authorization of parents and prior permission of the Wardens and the school authority.
19. Hostellers must report on the day previous to the reopening of school in case of vacations / long breaks of the school. Late comers should report to the school reception instead of moving straight to their rooms or class rooms. Their arrival is to be communicated first to their respective wardens.
20. Hostellers are not allowed to stay in the rooms during school hours/ games/activity/study periods.
21. No day-scholar can enter the hostel without permission.
22. Transistors, record-players, tape-recorders, guitars should not be played or used in the rooms. It is strictly prohibited.
23. Electric kettles, heaters, irons, coolers or any other such appliances should not be used in the rooms.
24. Night Roll Call/Attendance will be taken at 10.00p.m.
25. All notices will be put up on the Hostel Notice Boards. Announcements, if any, will be made during dinner time.
26. Duty badges will be issued to students on duty and to the Hostel appointees.
27. Hostel will be closed during long breaks (Summer Vacation, Diwali Break & Winter break). The parents/local guardians will collect the child from the School Hostel and make arrangements for his/her travel.

**Note:-No hosteller will be allowed to stay in the hostel during vacation.**

## 7. A. COMPETITIVE CLASSES

1. Transport facility for all competitive courses as per the hostellers' requirement (FIT JEE/Aakash/Career Launcher) will be made available as and when required.
2. Parents are expected to provide an undertaking with respect to any untoward happening to and fro hostel for the above facility.

## B. ACADEMIC PRACTICES

1. Hostellers have fixed study hours and venue, separately for boys and girls.
2. A hosteller is provided with additional help in subjects in which he / she faces difficulty on request. Parents are intimated accordingly. Such facility is provided on the basis of monetary charges fixed in consultation with the administrative heads and disbursed accordingly.
3. Enrichment classes of hostellers will be subject to assessments based on Unit / Semester system of the school academic schedule. A record of the performance of students of the these enrichment classes will be duly maintained.





### C. SPORTS ACADEMY

Hostellers with talent in any sports can enrol themselves in the Sports Academy for practice and participation.



### D. NCC

To maintain and inculcate discipline among the hostellers, it is mandatory for them to join the NCC.



### 8. LEAVE RULES

1. Hostellers are not allowed to leave the hostel premises without the permission of the Wardens.
2. Students are allowed to visit local guardians once a month during the weekend through the system of gate-passes issued to them by the Hostel Wardens duly signed and dated.
3. Students may be collected for the week-end by their local guardians on a Friday between 2:00 p.m. & 6:00 p.m. They must return to the hostel on the Sunday, same week by 6:00 p.m.
4. When long leave is taken during working days or students are unable to return on time after a week, a leave letter/an e-mail should be sent to the Wardens as well as the Class Teachers by the local guardian immediately.
5. The students should be picked up and brought back strictly on the dates and time given to them. A fine of Rs.500/- per day will be imposed for joining late and leaving early if without any prior information.
6. The hostellers will not be sent with any person other than those authorized by the parents and duly approved by the authority.

## 9. VISITORS AND VISITING HOURS

1. Parents and local guardians may visit their wards only on the 2nd and 4th Fridays, Saturdays and Public Holidays as per the following schedule  
Fridays – 02:00 p.m. to 6:00 p.m.  
Saturdays – 10:00a.m. to 6:00 p.m
2. An attendant from the Hostel will be on duty during visiting hours to guide visitors and parents.
3. In case of an emergency, a visit can be arranged with the prior permission of the Wardens.
4. Information of guardian's/ parent's visit to be given a day in advance to the Wardens.
5. No Visitor will be allowed after 6:00 pm.
6. Parents/Visitors are not allowed to enter their ward's room.
7. Parents/Visitors are not allowed to provide tuck, food, any beverages, money etc to any hosteller/their ward without the knowledge of the Wardens.

## 10. MEDICAL

1. Regular Medical checkup is provided to hostellers.
2. All Hostel students treated outside the school for any illness are required to bring a fitness certificate before joining the hostel.



## 11. DISCIPLINE

The purpose of the disciplinary policy in the hostel is to ensure smooth running of the system and high safety standards of students. In case of any breach, note the following :-

### CORRECTIVE MEASURES AND ACTION SERIOUS BREACH OF GOOD CONDUCT

S.NO	MISCONDUCT	CORRECTIVE MEASURE	FURTHER RECOMMENDED ACTION	FINAL ACTION TAKEN
1	Inflicting Injury	<ul style="list-style-type: none"> <li>In case of injury and/or use of weapon of any kind, School will decide the punishment based on the degree and/or severity of offence. In serious cases, the hosteller will be asked to leave school/hostel in the first instance itself.</li> <li>In all cases medical expenses of victim will be borne by the delinquent student.</li> </ul>		If the child remains defiant and insolent then the school will consider : <ul style="list-style-type: none"> <li>One inferior grade in Project/Activity grading scheme.</li> <li>Home stay</li> <li>Expulsion</li> </ul>
2	Man handling/Bullying/Ragging	<ul style="list-style-type: none"> <li>1st Time - Counselling</li> <li>2nd Time - Home Stay</li> <li>3rd Time - Child asked to leave</li> </ul>	<ul style="list-style-type: none"> <li>Undertaking by Parent</li> </ul>	
3	Consuming Drugs	<ul style="list-style-type: none"> <li>Counselling</li> </ul>	<ul style="list-style-type: none"> <li>Child asked to leave</li> </ul>	
4	Consuming Liquor	<ul style="list-style-type: none"> <li>Counselling</li> </ul>	<ul style="list-style-type: none"> <li>1st Time - Home Stay : return on undertaking by parent.</li> <li>2nd Time - Child asked to leave</li> </ul>	
5	Smoking	<ul style="list-style-type: none"> <li>Counselling</li> </ul>	<ul style="list-style-type: none"> <li>1st Time - Home Stay : return on undertaking by parent.</li> <li>2nd Time - Child asked to leave</li> </ul>	
6	<ul style="list-style-type: none"> <li>Keeping Mobile and Unauthorized items</li> <li>Procuring Unauthorized food and beverages</li> </ul>	<ul style="list-style-type: none"> <li>Counselling</li> </ul>	<ul style="list-style-type: none"> <li>1st Time - Item will be confiscated. Parents to be informed.</li> <li>2nd Time - Home stay &amp; Parents undertaking</li> </ul>	
7	Damaging School Property	<ul style="list-style-type: none"> <li>Counselling</li> </ul>	<ul style="list-style-type: none"> <li>Penalty</li> </ul>	
8	Harassment to another hosteller/staff members	<ul style="list-style-type: none"> <li>Counselling</li> </ul>	<ul style="list-style-type: none"> <li>Assisting in house keeping work for a fixed time</li> </ul>	
9	Possession of Money more than required	<ul style="list-style-type: none"> <li>Counselling</li> <li>Monthly outing cancelled for a period as fixed</li> </ul>	<ul style="list-style-type: none"> <li>Letter to Parents</li> </ul>	
10	Possession of Pornographic material	<ul style="list-style-type: none"> <li>1st Time - Counselling</li> <li>2nd Time - Home Stay</li> <li>3rd Time - Child asked to leave</li> </ul>	<ul style="list-style-type: none"> <li>Letter to Parents</li> </ul>	
11	Improper/Invalid usage of IT facilities	<ul style="list-style-type: none"> <li>1st Time - Log in ID disabled for 1 month</li> <li>2nd Time - Log in ID disabled for 1 term</li> </ul>	<ul style="list-style-type: none"> <li>Letter to Parents</li> <li>Parents will be called</li> </ul>	
12	Monetary Dishonesty	<ul style="list-style-type: none"> <li>1st Time - Counselling</li> <li>2nd Time - Child to read books on morality and write review on it.</li> <li>3rd Time - Home Stay</li> </ul>	<ul style="list-style-type: none"> <li>Letter to parents</li> <li>Monetary penalty</li> </ul>	
13	Academic Dishonesty	<ul style="list-style-type: none"> <li>1st Time - Owing up or Public Apology, Counselling</li> <li>2nd Time - Home Stay</li> </ul>	<ul style="list-style-type: none"> <li>Parents will be called</li> </ul>	

#### NOTE :

- Boarding rules have to be strictly followed by all hostellers.
- Continuation as a hosteller will be based on the academic performance, behaviour and turnout.
- For major violation of code of conduct, the school authorities will take extreme disciplinary action leading to communication with parents and a withdrawal or expulsion.

**CONSENT FORM FOR HOSTEL ENRICHMENT CLASSES**

Dated : \_\_\_\_\_

My ward \_\_\_\_\_ of class \_\_\_\_\_ requires Enrichment Classes for the session \_\_\_\_\_ in the hostel after the school hours, to enhance his/her academic performance in \_\_\_\_\_ (subject/subjects).

I assure that he/she will attend these classes as per schedule and shall take prior permission from the Wardens. In case of any absence/non compliance with schedules, my ward may not be allowed to continue with these classes.

In this regard, I agree to the remuneration fixed by the school.

Signature :

Mother :

Father :

**UNDERTAKING (ATTENDANCE)**

Dated : \_\_\_\_\_

I understand that my ward \_\_\_\_\_ of class \_\_\_\_\_ has been absent from hostel very often due to which her/his attendance is not upto the mark.

I promise regular attendance of my ward in the future and request you to allow my ward to appear for the (Unit Test/Semester/Pre-Board) to be held in \_\_\_\_\_.

I further put on record that if in future his/her attendance is below the mandatory percentage as required for a student to appear for the (Semester/Board Exams), then, the school may take action, as per the school norms.

Signature :

Mother :

Father :

**UNDERTAKING**

Dated : \_\_\_\_\_

I, \_\_\_\_\_ of class \_\_\_\_\_ hereby promise to work hard and score \_\_\_\_\_ aggregate in the forthcoming examination (Weekly Test/Semester/Pre board/TS)

I will stand by my word and work sincerely towards achieving this target.

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Parent's Signature

**UNDERTAKING**

Dated : \_\_\_\_\_

I am grateful to the Delhi Public School, Faridabad Management for allowing my child \_\_\_\_\_ of class \_\_\_\_\_ to attend \_\_\_\_\_ coaching classes outside the school premises.

I indemnify the school in case of any mishap.

Yours Sincerely

(Parent/Guardian)

Address :

Contact No. : \_\_\_\_\_