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**DELHI PUBLIC SCHOOL  
NUMALIGARH  
ASSAM**

**HOSTEL RULES AND  
INFORMATION BOOKLET**

## INTRODUCTION

Delhi Public School, Numaligarh has hostels for boys and girls. These hostels cater to the needs of the parents of the neighbouring places as well as the neighbouring states. Each hostel is under the overall administration of the Wardens, Matron and Assistant Wardens. They take parental care of every child to make the child's stay an enjoyable and comfortable one.

**Hostel Activities and Recreation:** The House system prevails in Delhi Public School, Numaligarh. All students are divided into four houses namely Dhansiri, Dihing, Luit and Dikhow. The Inter-House, Inter – School Games held from time to time to build up a healthy competitive spirit as well as team spirit among our children. The academic competition such as Elocution, Debate, Extempore, Skit, Story Narration, Recitation and Collage making etc. develop the skill of articulation and creativity among the students. Along with these other competitions such as creative writing, poem composing, story writing, Quiz, One Act Play, Mono- Acting also stimulate the talents of the boarders.

All children are given ample opportunities to bring out their hidden talents in the sphere of Instrumental Music, Band, Octopad, Drums, Guitar (Electric/ Spanish/ Hawaiian). Tabla, Congo, Synthesiser and Harmonium, Classical and Indian Vocal Music, Classical and Folk Dances and other stage items.

Compulsory excursions are also organised for boarders once in a year to extend their range of experience and social skills, in addition to frequent treks, picnic and day outings.

**Other Facilities:** The hostellers get proper guidance and counselling from the school counsellor, subject teachers and the house wardens. They supplement their free time by reading current magazines and newspapers. Films are screened once a week and the hostel common room is also equipped with a music system, television, VCD player and DTH cable connection. A fully automated laundry and a store with all the accessories to meet the students' day to day demands and other related facilities are available. There is a hospital in the township with qualified specialist, who attend to the sick children. Every hosteller is provided with a study unit, Kurlon mattress, bed sheets, pillow etc. We have well trained chefs and bearers to cater to the needs of the children. Besides these, the hostel students are trained in the use of cutlery. Vegetarian and non vegetarian meals are provided to the hostellers. The store also provides hostel students the opportunity to buy tuck for a specified amount.

Equal weightage is also given to games and sports activities. Special coaches are arranged for various games and activities as and when required. To shape up and strengthen the culture experience of the child, school has also engaged separate dance and music teachers.

The school follows a zero tolerance policy towards corporal punishment and aggression. However in case of breakage or damage to the school property suitable penalty would be charged. The school provides counselling through a trained counsellor as and when required.

**Disciplinary measures are taken in case of violation of hostel rules. School reserves the right to expel any students from the school and hostel in case the school authorities find that the conduct of any hosteller is harmful to other students.**

## **FORMALITIES TO BE COMPLETED ON JOINING THE HOSTEL**

When a student joins the hostel the following documentation formalities must be completed on forms supplied by the school office.

- a) Undertaking from the local guardians consenting to the child's staying with him/ her during sickness.
- b) A certificate certifying that no cash/ costly belonging are retained with the student.
- c) A list of articles of clothing and other items to be deposited with the student, a copy of which is to be handed over to the Warden.
- d) A health Certificate regarding medical history, immunisation and medical fitness certificate etc. must be duly checked and signed by the family doctor, parents and handed over to the Hostel Warden concerned.
- e) A certificate authorising the school to make arrangements for school activities, such as excursions, computer, theatre, music, dance etc.
- f) A certificate indemnifying the school against any damage, sickness, accident or death caused in the normal functioning of school and hostel activities.
- g) An authority letter from the parent indicating two names and addresses (with their photographs and contact numbers) 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 residences and live in a family environment. No students will be allowed to become a local guardian to another hostel student of DPS. The hostellers will strictly adhere to these rules.
- h) A letter to be given by the parent regarding any special tonic or supplement that the hosteller is required to take.

### **GENERAL RULES**

1. Hostel students will follow the daily routine of the hostel and school, unless exempted on medical grounds on recommendation of the Hostel Warden/Medical Officer.
2. Hostellers are not allowed to stay in the rooms during school hours/games/activity/study time.
3. Hostellers are not allowed to keep or take medicines or tonic without the knowledge of the Hostel Warden. Any medicines must be handed over to the Warden concerned.
4. CD Players and tape-recorders with external speakers should not be played or used in the rooms.
5. Mobile Phones are permitted once a week by the Warden. Beyond this any mobile found in possession will be confiscated.
6. Please do not send any cash/valuable articles through your ward(s) without the knowledge of house warden. The school will not be responsible for the loss of any property of the student.
7. Electric kettles, heaters, irons or any other such appliances are not allowed in the rooms.
8. Hostellers are expected to scan the notice boards and follow instructions given to them. All notices are put up on the Hostel Notice Board. Announcements, if any, will be made during dinner time.
9. Hostels will be allowed to go home during the long breaks. The local guardians/parents will collect their wards from the school hostel and make arrangement for his/her travel. All

boarders will return to the hostel a day before the school re-opens (by 5 p.m.). A fine of Rs. 500/- will be imposed for late arrival per incident. Further, the school reserves the right to terminate the hostel admission of any student not reporting back in time.

10. Examination reports will be sent to the parents through the Hostel Wardens if the parent is unable to attend the **Parent Teacher Interaction**. A mail has to be sent to the Principal by parents stating reason for not attending the PTI.
11. Remedial/Special classes will be arranged for hostellers according to the suggestion of subject teacher/s and requirement of the child.
12. Any hostel student falling sick will report to the Hostel Warden immediately.
13. Any wilful damage to or theft of School property or other's property will be regarded as a breach of school /hostel rules and the student would be expelled/fined by the school authorities accordingly.
14. Expensive parties to celebrate birthdays are not allowed. The school will arrange for a cake, sweets and snacks for a small party within a reasonable amount. The House Warden will undertake the arrangements for this. However, the amount to be spent for the party will be billed to the parents.
15. The hostellers should not carry any kind of tuck from home, extra eatables, pickles, chutneys and digestive tablets are not permissible. Items like Gutkha or even empty packets of these found in possession of students will invite serious disciplinary action like expulsion.
16. Hostellers can avail of the facility of Tuck-shop, Tailor, Barber, Cobbler on written slip with the signature of the warden. Glue or items for repair of shoes are neither permissible nor required.
17. A hosteller has an option of co-curricular activities. Equestrian training, Aerobics, Yoga and Work Experience (SUPW). Participation in one or more of these activities is compulsory.
18. Parents are requested to get the student's hostel number stitched on every items of clothing.
19. Parents are required to pay on demand all bills or charges for items or services incurred by their wards, over and above the scheduled annual fixed charges.
20. Any inquires regarding their wards by parents must be made only to the Warden/ Matron. Contacting the other hostel staff is prohibited.
21. PTI must be attended by the parents or local guardian.
22. Counselling must be done by parents when hostellers meet them or on during break time (holidays).
23. It is compulsory for all boarders to write a letter home every week and hand it over to the warden. These letters will be put in a letterbox provided by the school.
24. Entry to the hostel by parents is prohibited. They need to meet their wards in the visitor's room with the prior permission of the Principal.

## **INFORMATION FOR HOSTEL STUDENTS ROOM RULES AND REGULATIONS**

1. Hostellers are provided with a bed, a cupboard, a study unit and a chair. Each boarder must maintain utmost cleanliness and make sure the floor under his/her bed and cupboard is clean. Waste paper and refuse must be thrown in the dustbins provided in the rooms and not littered on the floor.
2. **CUP BOARDS-** Cupboards must be arranged neatly. Surprise checks will be made by Hostel Wardens. Any extra items, other than those specified in the hostel kit will be confiscated. Shoes will be arranged neatly in the shoe rack. The number of shoes is limited to four pairs. Boarders will dust their rooms and cupboard tops daily.
3. **STUDY UNITS** - Books shelves are to be used for books and stationery 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.
4. **EATABLES-** Keeping eatables in the dorms is unhygienic and stands prohibited.
5. Hostellers may bring their own musical instruments, sports kits and art material.
6. Please note that computer games, mobile phones, CD players with external speakers or gold jewellery etc are **not** permitted.
7. Hostellers may bring their cameras, but these must be handed over to the respective wardens for safe keeping. They will be allowed to take and use them whenever necessary.
8. Hostellers who wish to play tennis must bring their own racquets and tennis balls. Similarly, if any hosteller wishes to play badminton or table tennis, it would be preferable if they have their own badminton racquets/table tennis balls.

## **VISITORS AND VISITING HOURS**

1. An identity card will be issued to the local guardians of every hostel student. No local guardians will be permitted to visit their wards without the identity card.
2. Visitors will meet their wards in the Visitor's Room/Reception Area only.
3. In Case of an emergency, visits can be arranged with the approval of the Principal. Advance intimation need to be given to the school office for the same.
4. Parents or visitors are not permitted to enter the hostel under any circumstance, except the visiting room area specially designed for meeting their wards.

## **RULES FOR EXIT /OUTINGS**

1. Parents are not allowed to meet their ward(s) in school/hostel without the prior approval of the Principal.
2. Hostellers will be allowed night-out on the 1<sup>st</sup> or 4<sup>th</sup> Saturday/Sunday after school hours in a month. Please note that these outings are not compulsory. If you are too far away or unable to come for any other reason, we will look after the hosteller. Please note that the children must be dropped back in the hostel by 5 pm. The outing facility will be withdrawn from any students returning late. A fine of Rs. 500/- will be imposed for every late arrival. Further, the school reserves the right to terminate the hostel admission of any boarder not reporting back in time. Medical leave before or after a break will not be granted.
3. Lunch outing is allowed with parents or local guardians only.

4. No authorisation of leave for others will be allowed except in emergency cases with the approval of the Principal.
5. Hostellers may be collected for the assigned weekend by their local guardians/parents on Saturday between 2.30 p.m. and 4.30 p.m. They must report back to the hostel on Sunday by 5.00 p.m.
6. Gate pass for Day/Night exit or to meet your ward(s) can be issued by the Warden concerned.
7. In case of emergency Exit, the warden may issue the gate pass after discussion with the Principal.
8. When students are unable to return on time after weekends & holidays, leave letters should be sent to the Principal by the parents/local guardian within 24 hours. Such leave will be only granted for medical reasons which should be submitted along with the leave application.
9. If any hosteller overstays his / her outing and returns late, the number of outings equal to the number of days taken extra will be forfeited.

### **MEDICAL**

1. All hostel students of the school treated outside for any contagious illness are required to bring a fitness certificate before joining the hostel. Only then will they be allowed to re-join the hostel.
2. Any case of illness should be immediately reported to the Hostel Warden.
3. Hostellers are medically examined by qualified and experienced doctors. Parents will be consulted if required to decide upon further measures. The school authorities do not take the responsibility of any kind of surgery or long term treatment.
4. All Hostel students will be referred to the VKNRL Medical Officer for check up, treatment and follow up action. They will be taken /sent back to the hostel after being declared fit by the VKNRL Medical Officer.

### **WITHDRAWAL**

If a hosteller is withdrawn from the school during the session, the following rules would be applicable.

- a) Notice of withdrawal must be given 30 days prior of the last date of the term.  
Tuition Fees has to be paid for the entire period including notice period. Full fees would be charged for shorter period of notice.
- b) If a student is withdrawn from the hostel, full fees and all annual charges have to be paid.
- c) If a hosteller is away for more than a week without permission, the name will be struck off the rolls.
- d) In the case of non payment of fees instalment, the student's name will be struck off the hostel rolls after a month and would be treated as a case of automatic withdrawal from the hostel.

## TELEPHONE CALLS

Parents of hostel students may ring up their wards over hostel phone as per the schedule notified separately.

## REQUIREMENTS FOR SPORTS ITEMS

ITEM	QUANTITY
Badminton Racket :	1
Table Tennis: Racket	1
Tennis (Optional) Racket	1
Balls	6

## USE OF WASHROOMS

Boarders must spend the minimum time required in washrooms 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 water taps after the use.

## BIRTHDAY PARTY

Expensive parties to celebrate birthdays are not allowed. The school may arrange for a cake, sweets and snacks for a small party within a reasonable amount. The House Warden will undertake the arrangements for this. However, amount to be spent for the said party will be billed to the parents.

## DISCIPLINE IN THE MESS

- Hostellers will enter the Dining Hall and behave in a disciplined and orderly manner.
- Each hosteller will begin the meal after prayers.
- After meals, chairs / benches must be put back neatly on conclusion of the meal.

## DRESS DURING MEALS

	On working days	on holidays
Breakfast	School uniform	Games Kit (set)
Lunch	-do-	„
Tea	Sports Kit	„
Dinner (Boys)	Kurta Pyjama	Kurta Pyjama
Dinner (Girls)	Salwar-kameez	Salwar-kameez

**LIST OF SUNDRIES**  
**(Should be brought from Home)**

<b>ITEMS</b>	<b>QUANTITY</b>
1. Umbrella or Raincoat	1
2. Thin quilt or blanket	1
3. School Satchel (bag)	1
4. Hangers	12
5. Water bottle	1
6. Nail clipper	1
7. Torch (with two pencil batteries)	1
8. Table Alarm Clock	1

**TOILETERIES**  
**(Should be brought from Home)**

<b><u>ITEMS</u></b>	<b><u>QUANTITY</u></b>
1. Tooth paste	1
2. Tooth brush	2
3. Comb/ Hair brush	1
4. Soap case	2
5. Shampoo (Optional)	1
6. Hair Oil/Hair cream (Optional)	
7. Cold cream (Optional)	
8. Talcum powder	

**(No Hair Gel will be allowed)**

**SHOES**  
**(Should be brought from Home)**

<b><u>ITEMS</u></b>	<b><u>QUANTITY</u></b>
1. Black leather shoes	1 pair
2. White Sports shoes (for games)	1 pair
3. Good quality Kito sandals/ Brown leather sandals	1 pair
4. Slippers	1 pair
5. Black shoe polish	1
6. Shoe brush hard and soft	1 set



**GENERAL CLOTHES**  
**(Should be brought from home)**

<b>ITEMS</b>	<b>QUANTITY</b>
1. Hand Towels	3
2. Bath Towels	2
3. White handkerchiefs	3
4. Night suits	3
5. Dressing gown	1
6. Going out clothes / Party dresses	2 sets
7. Bottle Green Ribbon / Hair band (Girls)	4
8. Bottle Green Turban (if worn)	4
9. Kurta pyjama / Salwar kameez (white)	4 sets
10. Cardigan (for winter)	1
11. Bath Gown	1
 <b>Undergarments</b>	
12. Drawers (boys)	6
13. Vest (boys) white	6
14. Chemise (Girls) white & cotton	4
15. Panties(Girls)	6

**STATIONERY**  
**(Should be brought from Home)**

<b>ITEMS</b>	<b>QUANTITY</b>
1. Fountain pens / ink pens	1
2. Pencil (HB)	1 set
3. Geometry box	1
4. Eraser	2 pcs
5. Gum	1 tube
6. Cello tape	1 roll
7. Pencil sharpener	1
8. Foot ruler	1

## **LIST OF CLOTHING (BOYS/GIRLS)**

The following items will be supplied by school and billed to parents at the end of the term.

<b><u>ITEMS</u></b>	<b><u>QUANTITY</u></b>
<b>SUMMER UNIFORM</b>	
White Shirts	4
White Shorts upto class 3, Trousers for class IV onwards / Skirts	4
White Socks with green stripes	3 pairs
Bottle Green Belt	1
Bottle Green Tie	1
<b>WINTER UNIFORM</b>	
Blazer with School Badge	1
White full sleeves shirt	4
Grey Worsted Trousers / Skirts	3
Grey woollen stockings with green stripes	3 pairs
Bottle Green Tie	1
Bottle Green Jersey (Plain V. Neck)/ Sweater	1
(Shoes and belt as in summer uniform)	
Tights/Slack (black) optional	2
<b>SPORTS KIT</b>	
T-shirts	3 pairs
Shorts	3 pairs
Socks	3 pairs
Track Suit	2

### **RULES AND CONSEQUENCES FOR VIOLATION OF RULES BY THE HOSTELLERS**

1. Every hostellers will be provided with a study unit, a chair/ stool, a bed with rubberised coir mattress, two bed sheets, a pillow, and a cupboard in a room in the hostel. The room will be shared by three/ four boarders. Maintaining the above mentioned materials in proper order during the boarder's stay shall be his/her responsibility. Loss, misuse or damage caused to any of these materials must be compensated for by him/her.
2. Every room is fitted with wire meshes on doors and windows, curtain on windows, two tube lights and two fans with regulators and switches. Maintaining these fittings safely and without damage shall be the common responsibilities of the room dwellers.
3. Every hosteller must keep his/her bed, study unit, books, copies, dresses, shoes, cupboard clean and tidy. Lights and fans in the room must be switched off when not in use. Surprise checking by the school/ hostel authority will be carried out from time to time. Waste paper, refuse and other waste materials must be disposed off in garbage bins provide outside room. However, sweeping, mopping and general cleaning of the room will be done by hostel staff.

4. Every hosteller must always study and sleep at the place allotted to him/her. However, occasional study at the hostel common room may be allowed. A hosteller must not alter the arrangement of the seats (beds & study units) in the room without permission of the Warden.
5. Hostellers must follow the daily routine of the hostel and the school, unless he/she is exempted only on medical ground on the recommendation of Warden/ Matron. A hosteller is not allowed to remain in the hostel room during school/games/ activity/study hour except on medical ground.
6. Every hosteller must maintain a decent and disciplined way of living in the hostel which can only help them to achieve their main goal of becoming a good and successful human being. He/she must be respect to his seniors, hostel staff, fellow boarders and friends. Any activity contrary to this expectation shall invite disciplinary action (including suspension and expulsion from hostel/school).
7. A wilful damage or theft of school/hostel property and others property shall be regarded as violation of rule.
8. The following articles are strictly prohibited in the hostel.
  - a) CD players, tape recorders, mobile phones, electric kettle etc and such other devices.
  - b) Health drinks like Horlicks, Bornvita etc. any eatable/food items brought in by boarders, any other student, parents or local guardian etc from outside.
  - c) Tobacco and tobacco products, alcoholic drinks, narcotics and drugs of any form. Consuming or possession of these substances or an empty packet/ container of such substances by a boarder will qualify him or her for strict disciplinary action such as expulsion from hostel.
  - d) All kinds of aerosol spray used as deodorant, perfume or pain killers etc.
9. Hostellers must refrain from all kinds of personal remarks against other boarders, violence, ragging and aggression in the hostel.
10. Disciplinary action for violation of hostel rules:
  - a) In case of violation of a rule by a hosteller directly or indirectly, will be warned first but after that he/she will be expelled from hostel immediately for repeating the act of violation.
  - b) Playing aggression, acts of violence, indulging in ragging, smoking, consuming alcoholic drink, narcotics, drugs etc are considered a serious offences in the hostel for which the boarder/ boarders involved will immediately be expelled from the hostel.

### **INFORMATION TO PARENTS AND UNDERTAKING THEREOF**

1. Please do not send any cash/valuable articles through your wards(s) without the knowledge of Warden. The school will not be responsible for the loss of any property of the boarder.
2. Parents are required to pay, on demand, all bills or charges for items or services incurred by their wards, over and above the schedule annual fixed charges.
3. Any inquires regarding their wards by parents must be made only to the Warden /Matron concerned. Contacting support staff or other hostel staff is strictly prohibited.
4. Entry of parents into the hostel in prohibited. They may meet their wards in the visitors' room after informing Principal. Parents to meet their ward only on the allotted visiting days.

5. Outing: your ward will be allowed one outing with parents/local guardians only on the 1<sup>st</sup> or 4<sup>th</sup> Saturday of every month after school hours. In case of the school holiday during the month such outing stands cancelled. (Please refer to the hostel rules provided).
6. Authority letter /Local Guardian card should be shown at the time of picking up the hosteller.
7. No other hosteller(s) beside your ward will be allowed to leave the hostel for outing.
8. Request mail for special permission for leave can be sent in advance to Principal on school e-mail ID: [dpsnumaligarh@gmail.com](mailto:dpsnumaligarh@gmail.com) . Please present a hard copy of the approval from the principal to the warden for attaining the leave.
9. Blankets for of the hosteller on a cool day or during winter must be provided by the parents.
10. Toilets items, such as soap, shampoo, hair oil, tooth paste, skin cream, lotion etc. and accessories such as vests, inner wears, towels and kurta pyjamas, handkerchiefs etc. should be provided to the boarder by the parents in sufficient quantity.
11. Hostellers are not allowed to keep or take medicine or tonic without the knowledge of the Warden/Matron. You are requested to provide name/hostel number-tags on 'home clothes'.
12. Hostellers are not allowed to colour their hair while at school or home during holidays.
13. Your ward will be intimated about new hostel rules which will be required to be adhered to strictly.
14. The school will discontinue/withdraw the hostel facilities to the hostellers in the new session under the following condition:-
  - a) In case your ward does not score the minimum qualifying marks/grades at the end of the year as part of annual assessment.
  - b) In case there are registered complaints against your ward, in spite of his/her counselling, on account of indiscipline in the hostel and on account of serious violation like ragging, bullying, smoking, using alcohol, drugs and similar activity.

**ACKNOWLEDGEMENT & UNDERTAKING BY THE PARENT FOR RECEIPT OF  
HOSTEL RULES & INFORMATION BOOKLET**

(in duplicate)

I, \_\_\_\_\_ Father/mother \_\_\_\_\_ of  
Master/Ms. \_\_\_\_\_ of class \_\_\_\_\_ have received the DPS  
Numaligarh hostel booklet containing information and a set of hostel rules and regulations and I  
undertake to follow the rules therein. I also agree to ensure that my ward abides by these rules and  
regulations, failing which I / we will accept the consequences as per School/ Hostel rules.

Signature of the Parents : \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email ID : \_\_\_\_\_  
Date/Place : \_\_\_\_\_

**ACKNOWLEDGEMENT & UNDERTAKING BY THE PARENT FOR RECEIPT OF  
HOSTEL RULES & INFORMATION BOOKLET**

(in duplicate)

I, \_\_\_\_\_ Father/mother \_\_\_\_\_ of  
Master/Ms. \_\_\_\_\_ of class \_\_\_\_\_ have received the DPS  
Numaligarh hostel booklet containing information and a set of hostel rules and regulations and I  
undertake to follow the rules therein. I also agree to ensure that my ward abides by these rules and  
regulations, failing which I / we will accept the consequences as per School/ Hostel rules.

Signature of the Parents : \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email ID : \_\_\_\_\_  
Date/Place : \_\_\_\_\_

## **Important Information**

### **Address for Correspondence:**

Delhi Public School  
Numaligarh Refinery Township  
P.O. - N.R. Project  
Dist: Golaghat  
Assam - 785 699  
e-mail ID : [dpsnumaligarh@gmail.com](mailto:dpsnumaligarh@gmail.com)  
Website : [www.dpsnumaligarh.in](http://www.dpsnumaligarh.in)

### **Telephone Numbers: (STD Code: 03776)**

<b>Sr. School</b>	:	266705
<b>Jr. School</b>	:	266708
<b>Accounts Office</b>	:	266897
<b>Boys Hostel</b>	:	291824
<b>Girls Hostel</b>	:	291838

### **Visiting Hours:**

Principal : 9:00 am to 10:00 am (Monday to Friday)  
9.30 am to 10.30 on working Saturdays or any convenient time for major issues  
but only with prior intimation/appointment with the secretariat.