



# ST. XAVIER INTERNATIONAL SCHOOL, BHUBANESWAR

## HOSTEL ADMISSION FORM

### Student Information

Admission No : \_\_\_\_\_ Session : 20.....

Name: \_\_\_\_\_

Class : \_\_\_\_\_ Branch : \_\_\_\_\_

Admission Date : \_\_\_\_\_ Birth Date : \_\_\_\_\_

Affix Passport sized Recent photograph

### Parental Information (Father)

Name: \_\_\_\_\_

Mobile No:

Occupation: \_\_\_\_\_

Designation: \_\_\_\_\_

Email-Id : \_\_\_\_\_

Residential : \_\_\_\_\_

Address \_\_\_\_\_

Specimen Signature : \_\_\_\_\_

Affix Stamp sized Recent photograph

### Parental Information (Mother)

Name: \_\_\_\_\_

Mobile No:

Occupation: \_\_\_\_\_

Designation: \_\_\_\_\_

Email-Id : \_\_\_\_\_

Residential : \_\_\_\_\_

Address \_\_\_\_\_

Specimen Signature : \_\_\_\_\_

Affix Stamp sized Recent photograph

### First Local Guardian Information

Name: \_\_\_\_\_

Mobile No:

Occupation: \_\_\_\_\_

Residential : \_\_\_\_\_

Address \_\_\_\_\_

Relation to the Student : \_\_\_\_\_

Specimen Signature : \_\_\_\_\_

Affix Stamp sized Recent photograph

### Second Local Guardian Information

Name: \_\_\_\_\_

Mobile No:

Occupation: \_\_\_\_\_

Residential : \_\_\_\_\_

Address \_\_\_\_\_

Relation to the Student: \_\_\_\_\_

Specimen Signature : \_\_\_\_\_

Affix Stamp sized Recent photograph

Detail information regarding ward's health (any specific Disease): \_\_\_\_\_

(Admission to the hostel is granted for a academic year. No withdrawal from hostel itself is allowed during the mid of session. All hostellers will have to pay the hostel fees in advance before joining the hostel.)

### DECLARATION BY PARENTS

We, hereby, certify that the information given in this form is correct to the best of my knowledge and belief. We, on behalf of our ward, hereby, undertake to abide by all the notification/ instructions/ circulars issued by the head of the school from time to time. **We put our signatures to confirm the above declaration.**

Date : .../...../.....

Signature of Mother

Signature of Father



# ST. XAVIER INTERNATIONAL SCHOOL, BHUBANESWAR

## RULES AND REGULATIONS

### FORMALITIES TO BE COMPLETED BEFORE JOINING THE HOSTEL

1. Before a student joins the hostel, the following documents/formalities must be completed on separate forms
  - a) A certificate from the local guardians accepting responsibility of the boarder and granting permission for a stay during sickness is to be submitted at the time of admission.
  - b) Emergency contact numbers should be given by the parents to the office.
  - c) The parents should produce NO POSSESSION OF COSTLY BELONGINGS certificate.
  - d) FITNESS CERTIFICATE of the ward issued by a Registered Medical officer is to be submitted by the parents.
2. Admission to hostel will be confirmed only after the student has paid the hostel and mess charges in full.
3. Residing in the Institute's hostel and opting mess facility is not compulsory, but once admitted / opted will have to continue for one year. The charges will not be refunded if the student leaves the hostel / mess earlier or is expelled from the hostel / mess for whatever reason.
4. Boarders have to follow the daily routine of the hostel and school unless exempted on medical grounds on recommendation of the hostel warden/medical officer.
5. Students are required to share room.
6. Hostel rooms allotted at the time of admission shall not be changed / exchanged during the academic year.
7. Occupant is not allowed to do any repairs, unnecessary nailing and pasting pictures / posters on the wall.
8. The rooms will be handed over to the occupant in a good condition. Any breakage / damage of hostel furniture thereafter will be borne by the occupant.
9. Students are responsible for cleanliness of room and furniture. No rubbish will be thrown around the hostel premises.
10. Student will be smartly dressed at all times. Torn uniforms, civvies, linen are not permitted.
11. Room inventory will be signed by the occupants and handed over to the warden / rector and clearance will be obtained before proceeding on leave. Dues if any will be paid out.
12. During end vacations, hostels will remain closed for the renovation process and no student shall remain in the hostel.
13. Cooking is strictly prohibited in hostel rooms.
14. Good vegetarian Indian & Chinese food is served to the boarders. Non Veg food/ snacks are not allowed inside the School/Hostel Campus.
15. Food will not be served in the room except in case of sickness. Warden/Rector/Coordinator of the **School** must be informed of illness / untoward incident.
16. Students will strictly follow the mess timings; menu and no request except in case of illness will be entertained for special personal menu.
17. Food, crockery, cutlery from the mess shall not be taken to the living/hostel room/dormitory.
18. Penalty as deemed fit will be levied on students if utensils from the mess are taken in the room/ found missing
19. Visitors will be entertained only with prior permission obtained in writing from School office. 2 Photographs with address of guardian / visitors of students to be submitted by the parents to the warden /School office. Visitors will enter their names in the visitor's book and will be permitted to meet the student only after the warden / endorses it. However they will not stay for what so ever reason in the hostel during night and students request for the same will not be entertained.
20. Parents / Relatives / Friends are not permitted to visit the student during working hours of School /when classes are in progress.
21. Students remaining in the hostel during School timings for whatsoever reason without permission are liable to be expelled from the hostel and in such cases the student is not entitled for any kind of refund. Rejoining the hostel will be treated as fresh admission.
22. Discipline and Punctuality will be maintained at all times. Institute and hostel rules will be strictly adhered. Lapses in the rules may lead to disciplinary action against defaulters.
23. Lights / fans must be switched off when not in use. Water taps should be closed after use. Economical use of electricity and water is mandatory.
24. Chewing of pan / tobacco, smoking, consumption of hard drinks/wine is strictly prohibited.
25. Unnecessary / unwanted / group discussions / gossip / meetings / abusing / quarrelling in the rooms/hostel premises/outside are prohibited round the clock.
26. Warden / rector shall visit the rooms whenever need arises. Strict action shall be taken against students found violating any rules.
27. Students are advised for their safety, not to play/fiddle with any electrical switches / plugs / fitments etc.
28. Students are not allowed to use electrical appliances viz. heaters, stoves etc. in the rooms.
29. The timings shall be followed strictly. Disciplinary action shall be taken against defaulters.
30. Students are admitted to the hostel taking into consideration they are medically fit, in case any communicable / fatal disease is brought to notice then the student(s) has to leave the hostel and will be allowed to rejoin only when a doctor's certificate that he/she is medically fit, is produced.

31. If any student falls sick, he / she will report to the warden. In case of hospitalization, a student will be detailed to stay in the hospital for a day after which parents / guardians will stay with student or make necessary arrangements.
32. In case of emergency parents can meet Advisor Administration of **St. Xavier International School** . .
33. Students are responsible to the security of their money and valuables. They are advised not to keep jewellery /expensive items and excessive cash in their room/on person. Complaint regarding damage/loss of such valuables will not be entertained.
34. Mobile phones/ Laptops/ Tab/ Cameras of any type are strictly prohibited.
35. Students seeking leave are to fill in their application forms at least two days in advance. Urgent/immediate applications for leave will not be entertained except in case of sickness/untoward incident and such similar cases. Students will leave the hostel only if the leave is sanctioned and after reporting to the warden/rector. It's mandatory for the student's to show the sanctioned leave applications to the warden.
36. Student leaving from the hostel after reporting time through illegal ways and means without intimation, for whatsoever reason is liable for disciplinary action or expelled from the hostel or mess or both without any refund.
37. No students / parents / guardians / friends / visitors / outsiders will enter the hostel campus/stay in the hostel without prior permission in writing from the School office.
38. Guests are not permitted to stay in the hostel. Students of opposite sex are not permitted to enter the hostel premises. Students of the Institute/hostel/locals are prohibited to meet the hostel girls on any pretext what so ever, without prior permission of the Admission officer of St. Xavier International School in writing.
39. All the rules and regulations are made / prepared for the convenience, betterment and safety of the students. Violating any of the rule(s) will lead to disciplinary action as per respective rules. Institute will not be responsible/entertain in case of theft of any sort/FIR launched against any student(s) or any mishap caused/happened with the student(s) due to violation of any of the rule(s) of the hostel.
40. Students shall abide by the rules and regulations formed / altered from time to time.
41. Parents/guardians are advised to motivate and guide their ward(s) to abide by and follow all the rules and regulations of the Institute/hostel/mess.
42. No student holds the right to abuse / quarrel with other student(s) / people associated with the hostel and mess. Any kind of complaint regarding hostel / mess, its cleanliness etc is to be made in the Hostel Warden in writing.
43. Any matter of dispute regarding the hostel/mess or the persons associated with it is to be brought to the notice of the management of St. Xavier International School on occurrence.

#### **RULES FOR OUTING**

44. Visiting days will be 1<sup>st</sup> and 3<sup>rd</sup> Sunday of the month. Visiting hours:- Sunday **09:30 AM to 05:00 PM**.
45. Boarders can go for outings on every 1<sup>st</sup> and 3<sup>rd</sup> weekend days i.e. Sundays. They may visit their local guardians through the system of gate pass, which will be issued by hostel warden. Gate passes cannot be issued through authorization letter; rather it should be collected by the parents or local guardians personally.

<b>OUTING TIME</b>	
<b>Gate Pass Issue Timings</b>	:9 am to 11 am( Strictly for Girls Hostel)
<b>During Sundays &amp; Holidays</b>	:4pm to 6 pm ( For Boys Hostel)

- Entry after weekend outing will be before 6 pm on Sunday. No student will be allowed to enter the hostel after 6 pm under any circumstances even while returning from termed breaks. In case of delay on account of train / bus timings the boarder can stay with the local guardian and can report to the hostel on the next day with the local guardian.
46. Students remaining out of the hostels / going to their native place / local guardians / relatives / friends house / place without permission shall attract a **penalty of Rs 100/- per day**. Students will be warned to follow the hostel / mess rules. Subsequent violation of the rules will lead to cancellation of admission from the hostel / mess facility and in such cases the student is not entitled for any kind of refund.
  47. Leave for attending marriages / functions or any other ceremony during school term will not be sanctioned unless it pertains to the parents or siblings.

#### **HOSTEL CALENDAR**

WELCOME NIGHT - First week of July

HOSTEL FAREWELL -Last Week of February

OUTINGS Students escorted by wardens, will be taken out for sight seeing.

Movies and shopping once a Month – generally 2<sup>nd</sup> and 4<sup>th</sup> Weekend.

We have read all the rules and regulations mentioned by the School and are acceptable to us and will abide by them.

Date: .....

Signature of Student:\_\_\_\_\_

Place: .....

Signature of Parent: \_\_\_\_\_



# ST. XAVIER INTERNATIONAL SCHOOL, BHUBANESWAR

## UNDERTAKING BY PARENTS

1. I / We \_\_\_\_\_ do hereby undertake that I/we have read and understood the Hostel Rules & Regulations laid down by the School and agree to abide by them.
2. I / We hereby authorize the persons as stated on Page 1 of this form to act as Local Guardians for my / our son / daughter.
3. I / We also delegate my / our responsibility to him and authorize him to take necessary decisions and actions in my / our absence.
4. I / We certify that my / our residential address and the Local Guardians address and contact details as mentioned on page 1 of this form are correct. In case of any change, I / we will intimate the same to the school management within 3 days.
5. My / Our ward will not indulge in any act of RAGGING. If he is found indulging in any such act or misbehavior, disciplinary action may be initiated against him as per the provisions of the Act No. IPC 326 (Serious Injury), 323 (Injury) and IT Act 67 (Vulgar SMS) and he may be expelled from the school if found guilty. If my / our ward is involved in any act of ragging, an FIR may be lodged against him.
6. I / We have gone through the prospectus and read through the fee structure and payment schedule. We agree to abide by them and strictly adhere to the payment schedule given. I / we will deposit the fees in full before the beginning of each term. The school fees and penalty, if any, which is due towards payment by me, will be paid within 30 days. If I / we default in making the payment, I / we are aware that, I / we will be asked to withdraw my / our ward. I / We will accept such a decision of the school authorities.
7. I / We have carefully read the "LEAVE RULES" of the School for St. Xavier International Hostel. I / We understand that no leave will be granted to the students unless approved by the Principal. The gate pass will be issued only to me / us or to the authorized local guardians to take my / our ward, out of the hostel during regular week end outings / leave for special occasions.
  - a. Leave for attending marriage:
    - I. I / We understand that the application for leave to attend marriage will be supported by a marriage invitation card.
    - II. I / We understand that in addition to the travel time, only two days leave will be permitted for the following cases:
      - Marriage of real brother or sister.
      - Marriage of Parents real brother or sister
  - b. Leave on account of death in the family
    - I. I / We understand that such leave is permissible to offer condolence only in the event of death of an immediate relative in the family
8. I / We shall ensure that my / our ward will report back to the school on the assigned date as mentioned in the leave application. He will join back on the day the school reopens after vacations as per the dates specified in the school calendar. I / We understand that if my / our ward fails to join back on the assigned date, necessary disciplinary action may be taken against him as per the school rules & regulations.
9. If my / our ward leaves the school campus without permission, the school authorities may lodge an FIR with the local Police Station. I / We will have no right to question and raise objections to this action. The school will not be held responsible in the event of any accidental mishap or untoward incident in such circumstances.
10. I / We will try to attend the PTM as per the schedule given in the School Almanac. In case of my / our inability to do so, I / we will ensure that the Local Guardians attend the PTM on our behalf.
11. I / We shall ensure that my / our ward will not carry any eatables, electrical gadgets,.
12. I / We & my / our family shall visit my / our ward only on the specified days stated in the visiting schedule for the Parents / Local Guardian.
13. I / We will not visit the rooms of the students without proper permission from the Principal / Warden.
14. I / We assure that I / We will extend full cooperation to the School authorities in the interest of my / our ward. I / We have read the rules & regulations of the St. Xavier International School (Hostel & School) and agree to abide by them. If, in spite of precautions taken by the school, any mishap, accident, injury or death takes place during the period of my / our ward's stay in the school & hostel or if and when he/ she joins a tour, excursion, sports activities or camp, I / We will not hold the school or any member of its staff wholly or partly responsible for it.

**(Father's Signature)**

**(Mother's Signature)**

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_