

NOTICE FOR CHANGE OF PLAN TO RESIDENTIAL WING

FOR STUDENTS OF XI-XII | ODM Public School


Dear Parents,

Greetings of the day!

Kindly find the step-by-step procedure for your change of plan to the Residential wing,

- Hostel Entry Information
- Hostel Accessories (Charges & Distribution Process)
- Student Handbook

A. HOSTEL ENTRY & IMPORTANT INSTRUCTIONS

- 1) ***To protect the privacy and security of our existing residential students, it is essential to strictly follow our guidelines for student's hostel entry. Therefore, for the mid-session change of plan, parents will not be permitted inside the hostel during the final entry process.***
- 2) The room allotment process is predetermined by the school depending upon the availability.
- 3) The Student and parents are advised to consult the **Hostel Handbook** .
- 4) Items that a student should carry with them:

We recommend students to come with the items mentioned below:

- a) Casual dresses, Ethnic dresses, night suit(s), daily wear dresses like shorts(boys), t-shirts, leggings, Kurti, blanket, running sports shoes, simple watch (**not digital**), cap, torch, alarm clock, umbrella/raincoat, mosquito repellent, stationery items like charts, colours, paint brushes, study lamp, etc.
- b) Toiletries items like Toothpaste, toothbrush, soap, oil, shampoo, cream/body lotion, comb, etc.
- c) The student is allowed to bring their musical instruments. However, please note that digital or virtual games and electronic gadgets are not permitted on campus.
- d) It is prohibited for the student to bring any form of glass, sharp objects (such as knives, blades, or scissors), as well as matchboxes or lighters.
- e) **The student may bring a compact keypad phone to the hostel for communication with their parents, adhering to the hostel schedule. However, smartphones are strictly prohibited. The phone will be collected by the warden and the student will be given access to them for calling according to the designated schedule.**

- f) **To facilitate a smooth and efficient hostel entry process, we strongly urge you to download the required documents from the provided checklist link.** Once downloaded, please print and complete the forms before arriving on campus. This will streamline the documentation process. Ensure all necessary paperwork is filled out and ready for submission.

[Checklist of the Documents \(Please click on the blue pointer to access the information\):](#)

1. Kindly download the link and ensure you bring the form completed and signed accordingly. <https://tinyurl.com/yc5xyv2v>
2. The parent must provide a Local guardian (with required details) without fail, without the same Hostel entry may not be processed.
3. **The local guardian must be more than 25 years old.**
4. Parents are required to bring photocopies of the Aadhaar cards of the father, mother, student, and local guardian.
5. Please come with all pending documents- Original TC, Conduct, Migration (other than CBSE board), attested board marks sheet and other admission documents physically.
[If already submitted the same, you may ignore it.]

B. HOSTEL ACCESSORIES:

B.1. Only Cash Payment will be collected for Hostel Accessories, on the day of hostel entry

Step-1	Hostel accessories amount can be paid only through Cash at the admission department.
Step-2	After making the cash payment, you will get a physical receipt, post that, you need to report to the hostel department. They will help you to collect Hostel Accessories from the concerned unit.

B.2. Hostel Accessories Pricing:

Total amount payable by Residential Students for hostel accessories is INR **27200/-** (2 years).

The items provided within the Hostel Accessories:

Items Provided	Count
Mattress	1
Pillow	1
Bed Sheet	2 + 2 (next year)
Pillow Cover	2 + 2 (next year)
Bucket	1
Mug	1
Food Tray	1
Spoon	1 + 1 (next year)
Fork	1 + 1 (next year)
Glass	1
Hanger (6 Pcs)	1
Thermo Flask	1
Water Bottle	1
Milk Mug	1
Annual Laundry	2 Years

C. STUDENT HANDBOOK

The Student Handbook, which includes all the details of the school and its rules and regulations for the this session. Parents are requested to go through the handbook thoroughly.

Link: [HOSTEL HANDBOOK](#)

Link: [DISCIPLINE HANDBOOK](#)

Warm Regards,

Team ODM