

# Hostel Handbook



Academic Year 2023-24

---

# Contents

<b>I. ABOUT OPS BOARDING</b> .....	1
<b>II. HOSTEL ADMINISTRATION</b> .....	1
<b>III. ACCOMMODATION</b> .....	2
<b>IV. HOSTEL ACCESSORIES</b> .....	2
<b>VI. HOSTEL TIME TABLE</b> .....	3
<b>VII. STUDENT LEAVE</b> .....	4
<b>VIII. PARENT VISIT PROTOCOLS</b> .....	5
<b>IX. PARCELS &amp; DELIVERIES</b> .....	5
<b>X. PROTOCOL FOR STUDENT EXIT FROM CAMPUS</b> .....	6
<b>XI. CODE OF CONDUCT</b> .....	6
<b>XII. INFIRMARY</b> .....	8
<b>XIII. LAUNDRY</b> .....	8
<b>XIV. STUDENT DINING</b> .....	8
<b>XV. DISCIPLINE</b> .....	9

## I. ABOUT OPS BOARDING

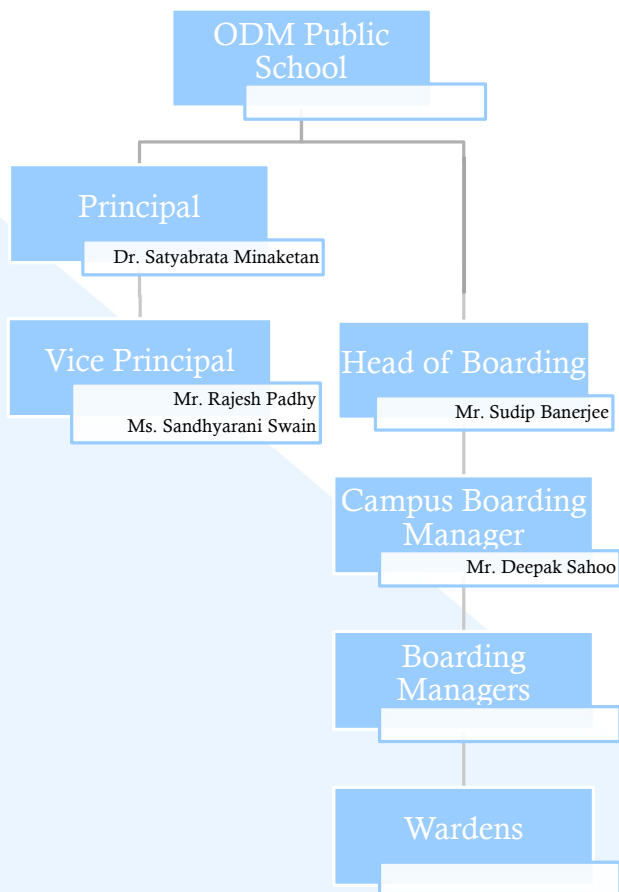
Boarding is one of the important facilities offered by OPS, as a part of its quality drive for holistic education. It provides separate hostels for boys and girls. All girls' hostels are in-campus whereas boys' hostels are both in-campus and outside campus.

AC Hostel rooms are offered to students for their comfortable stay during their study at OPS. We have canteens serving hygienically cooked Indian, Chinese and Continental foods. Hostel students at OPS are provided with all the amenities which make it a second home for outstation students.

Facilities and features offered include -

- Furnished AC Rooms for comfortable stay
- Hygienic Kitchen and Dining Halls
- Facilities for Indoor and Outdoor Games
- Inhouse Infirmary and Ambulance
- Good quality Indian, Chinese and Continental Foods
- Cafeteria for refreshment
- Homely Ambience
- 24x7 Caring Staff for students' well-being
- Tablet-based Library Access
- Doubt-clearing Classes
- Stress Management Sessions
- Weekend Activities & Movie Sessions

## II. HOSTEL ADMINISTRATION



### **III. ACCOMMODATION**

Hostel Accommodation is available for students taking admissions under the Residential plan for classes XI and XII. School has several separate residential houses within and outside the school campus. Girls and Boys reside in separate Boarding houses.

All hostel rooms are air conditioned. There are five types of rooms available – single cabin, double, four, six and eight seaters.

Room allocation is done on a first come first serve basis and no request will be entertained for giving any particular room to a student. Students can apply for Single cabin accommodation (if available) by paying additional charges.

#### **TENURE OF OCCUPANCY**

- Initially, during the first year of admission, the boarder will be provided with hostel accommodation ordinarily for a period of one year. Thereafter they may be shifted to different hostels.
- Boarders shall occupy the hostels allotted to them till the day following their final examination of the ongoing academic year.
- Boarders are not allowed to retain possession of the hostel rooms or lock up their luggage in their rooms during the vacation.

### **IV. HOSTEL ACCESSORIES**

All new students are provided with the following accessories at the time of hostel entry.

- Mattress – 1
- Pillow – 1
- Bedsheets – 2
- Pillow Covers – 2
- Bucket – 1
- Mug – 1
- Food Tray – 1
- Spoon – 1
- Fork – 1
- Glass – 1
- Hangers – 6
- Thermo-Flask – 1
- Water Bottle – 1
- Milk Mug – 1

All existing students are provided with 2 Bedsheets, 2 Pillow Covers, 1 Fork and 1 Spoon when they move to class XII.

## VI. HOSTEL TIME TABLE

DETAILS	TIMINGS
Wake-up Call	6.00 am
Bath & Dress-up	6.30 am - 7.15 am
Breakfast	7.30 am - 8.10 am
Morning Assembly	8.15 am
School Hours	8.15 am - 4.00 pm
Lunch	12.45 pm - 1.50 pm
Game Time	4.15 pm - 5.30 pm
Cafeteria Time (Girls)	4.30 pm - 5.00 pm
Cafeteria Time (Boys)	5.00 pm - 5.30 pm
Snacks	5.30 pm - 5.50 pm
Evening Guided Class	6.30 pm - 8.30 pm
Dinner	8.30 pm - 9.15 pm
Value Discussion & Student-Parent Connect	9.15 pm - 9.45 pm
Self-Study Slot	9.15 pm - 11.30 pm
Night Attendance by Wardens	9.45 pm
Lights Off	11.30 pm

*\*Tab lab slots for self-study continue parallelly from 12 noon to 9 pm based on Students' Timetables.*

In order to keep the residential students engaged and content, we organize celebrations on key festivals such as Diwali, Holi, etc. so that the students do not feel homesick.

There is also a pre-defined Sunday Activity Planner available on ODMConnect. As per this planner, parents can view what activities are being organized for their children on any given Sunday. This may be in the form of Movie Evening on campus, Games, Mass Outing, Parents Outing day, Yoga/Zumba sessions, etc.

Birthday celebrations are permissible only at snack time in the dining hall with the permission and approval of the Campus Boarding Manager.

Any unauthorized absence from the hostel shall be viewed seriously and disciplinary action as deemed fit shall be taken. As the first step, a boarder who leaves the hostel without prior permission may be denied entry back to the hostel.

## VII. STUDENT LEAVE

Leave Type	Description	Approval Mechanism	Violation Penalties
<b>Mid-Day Leaves and Full Day Leaves</b>	Leave from School But Stay in Hostel	1. Applied by Wardens on ODMConnect (on student's behalf) 2. Approved by Class Teacher & Campus Boarding Manager	Class Teacher to escalate issue to Campus Boarding Manager.
	Leave from Hostel But Attend School	1. Applied by Parents on ODMConnect 2. Approved by Class Teacher & Campus Boarding Manager	Reporting back to the hostel as per the date on Gate Pass. If extension is required, leave has to be applied, and only if approved, it would be allowed. <b>Or else penalty of INR 500 per day</b>
	Leave from both Hostel & School	1. Applied by Parents on ODMConnect 2. Approved by Class Teacher & Campus Boarding Manager	Reporting back to the hostel as per the date on Gate Pass. If extension is required, leave has to be applied, and only if approved, it would be allowed. <b>Or else penalty of INR 500 per day</b>
<b>Sunday Outing with Parents</b>	<p>Only allowed with parents or registered local guardians on SUNDAY where permission is given for exit from hostel after 9am and return back by 6pm</p> <p><i>Only in special case, parents can write an email, seek permission to pick up early on Sunday. If approved, students can be picked before 9am on Sunday, but not before 7am.</i></p> <p><i>If parents are picking students a night before, this needs to be done max by 6pm.</i></p>	<p>1. Prior Application - on ODMConnect from parents 2. Approval from Boarding Manager 3. Gate pass generation &amp; verification of parents/LG 4. Moving out of students</p> <p><i>(In special case, if classes not there, students can be given permission to leave, a night before at max. No classes missing, would be allowed)</i></p>	<p>1. Same day entry after 6pm, not allowed on campus. 2. Any entry further to 6pm, <b>fine of INR 500 per day</b> which shall be generated on ODMConnect.</p>
<b>School Vacation Leave</b>	Summer Vacation, Pooja Vacation & Winter Vacation	On the first day, or the day before vacation, parents / LG are required to visit & pick up their children	Reporting back to campus, on the last day of vacation. If extension is required, leave has to be applied, and only if approved, it would be allowed. <b>Or else penalty of INR 500 per day</b>

- Any case, where a child wants to leave the hostel and report to school as a day boarder - should only be approved for a maximum of 7 days.
- Parents are required to pick up their children within 2 days of beginning of any vacation and drop the students back positively on the last day of the students' vacation.
- Any late pickup - should be emailed to Campus Boarding Manager & Admin Head, and only on Admin head's approval, the late pick up would be allowed.

- Students will not be allowed to stay in the hostel during any vacation (Summer, Pooja, Winter Vacation.)
- All fines will be collected via ODMConnect. No Cash Transactions are permitted. School is not responsible for any dealings done in cash.

### **RULES REGARDING ITEMS BROUGHT TO CAMPUS AFTER SUNDAY OUTING WITH PARENTS AND/OR VACATION**

#### **Food Items**

- Students will be only allowed to bring one home-cooked meal. The quantity allowed should serve 1 person for 1 meal at max.
- Chips, Cookies, Cakes, Maggi packets & all other snack items – Only 2 packets will be allowed at max.
- Nothing apart from the above-mentioned items and quantities shall be permitted.
- No outside restaurant food will be provided to students – neither during parent visits in visitors room nor to carry back to the hostel room.

#### **Electronics, Games & Other items**

- No items like Electronic Gadgets, Games, & etc will be allowed which are restricted in campus

All the bags of the students would be checked at the gate thoroughly by security guards. Before students enter the hostel, all the bags would be checked by Wardens once again.

If any item is found, which is not allowed, the items should be immediately handed over to the parents or local guardians.

## **VIII. PARENT VISIT PROTOCOLS**

- Parents are not allowed to visit campus to meet their students without prior permission of Campus Boarding Manager/Admin Head.
- Parents can be only allowed to meet the students in school on a working day, provided the students are not engaged in any class (School or Revision)
- For this Visit, Parents are not allowed to bring anything other than allowed books, clothes or 1-2 small packets of snacks or 1 home-cooked meal (serving 1)
- Local Guardians - meeting is not allowed during the week (Other than Sunday)
- Vehicles won't be allowed inside campus.
- No personal security guards of parents will be allowed inside the campus beyond vehicle parking area.
- Parents are not allowed inside the Hostel Block.

## **IX. PARCELS & DELIVERIES**

- In case of emergencies, parents can send online parcels/deliveries for their ward. Only those parcels that contain Books and Study Stationery are allowed. In case of shoes and clothes, the value must not exceed INR 1500.

- All such parcels must be addressed to the Student Name along with School Address. Boarding Team's name and numbers are not to be added. The school representatives reserve the right to not answer unknown calls. Parents must coordinate with the delivery person themselves. Any parcel lost in transit or not delivered will not be the responsibility of the school.
- All parcels will be opened in front of the security guards and wardens. Once approved, it will be handed over to the student. If not approved, then Parents will be informed to collect the parcel within 2 days or else the school reserves the right to discard the parcel.

## **X. PROTOCOL FOR STUDENT EXIT FROM CAMPUS**

- Anytime a child has to leave campus, **GATE PASS** is required.
- This Gate Pass specifies the date of Exit and expected date of Entry.
- Students must display this Gate Pass at the time of return to the hostel/school premises. Without a signed or Approved gate pass, students should not be allowed to leave/enter the campus.
- Students will not be allowed to exit the campus alone. In case a student is leaving the hostel at any time, it is mandatory to have a certified parent or registered local guardian pick them up.
- If neither is available to pick up the student, in a certain case of emergency, then parents are required to send a Letter of Authorisation to the official boarding email ID mentioning the name, photograph and a copy of govt. valid ID proof of the individuals being authorised to receive the child. Such authorized individual will be required to display their ID card to the security at the time of pick up.

## **XI. CODE OF CONDUCT**

- As a group of (pre-defined) students will be accommodated in a room, the responsibilities of lock & key will be borne equally by all roommates.
- All roommates are responsible for proper maintenance of their room items with neatness and cleanliness of their respective rooms & common area.
- Parents, Visitors and Day Scholar students are not allowed to enter the hostel at any moment.
- All residents are required to produce, whenever asked, their valid Identity Cards issued to them by the School.
- Residents must also take care of the Hostel and its environment. The rooms, common areas and surroundings of the Hostel should always be kept clean and hygienic.
- Walls must not be spoilt or disfigured by pasting notices, photographs or any other materials.



- If any maintenance work (Civil, Carpentry, Electrical and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities.
- No boarders will engage any personal attendant for their personal use.
- No boarders will indulge in acts like smoking, consumption of alcoholic drinks, drugs, gambling, intimidation, wilful damage to property, use of abusive language, cooking in the room or in the Hostel premises, use of electronic gadgets etc.
- The following documents are to be submitted by the Parents at the time of reporting of their wards in the hostel -
  - Hostel Admission Form duly filled in. (Email ID and Contact number)
  - Submission of Health Card of the student duly filled in with a Fitness Certificate by a Govt. Regd. Medical Officer.
  - Undertaking from the Parents accepting the terms and conditions of the school and the hostel and non-possession of costly belongings/electronic materials/ cell phone by the student.
  - All the boarders have to furnish the Disciplinary Undertaking before availing the hostel accommodation
  - Details of two Local Guardians along with their photograph and ID proof. Local Guardians should not be less than 25 years of age.
- Parents/Guardians can meet their ward in the lobby / reception area of the school with prior permission only. Such meetings shall be permitted only outside of academic hours.
- Boarders are not allowed to step out of hostel campus even with their Parents or Guardians without prior permission of the concerned authorities.
- Boarders are required to carry their ID Cards at all times in the compound of the hostel complex and produce it on demand by the authorities.
- Boarders are advised to lock doors when they leave the room for security reasons. The authority is not responsible for any loss of private property. Boarders are strongly advised to lock all their valuables e.g., watches, money etc. at all times.
- Boarders are not permitted to change rooms or sleep anywhere other than in their designated rooms.
- The boarders are advised not to keep large amount of cash (can keep maximum Rs.1000/- or valuables in the rooms. The boarder is responsible for the safety of his/her belongings inside the room.
- Any boarder who finds his/her room-mate missing must report to the authorities immediately. This is to enable the hostel authorities to take immediate action.
- Students will be given phones to talk to their parents on a daily basis for 15 mins in the evening either pre-dinner or post-dinner. Students need to carry their own keypad phone and deposit it with Wardens. Such phones will be charged by and kept with the wardens.
- The keypad Phones will be kept with the school authorities throughout the tenure of the child. These phones will not be handed over to during vacations. They will be returned only when the student permanently leaves from the hostel. Charging of Phones, Safe Storage shall be the Complete Responsibility of Wardens.

## XII. INFIRMARY

At the time of hostel entry, parents should fill up a Medical History form with full details of Medical History of their ward like any regular/emergency medication required, allergies and any other relevant information. The form must be submitted at the time of hostel entry.



Students have to submit their medicines and authenticated prescriptions to their floor coordinator at the time of hostel entry. Parents must ensure that their wards understand their responsibilities using their own medication, for example, 'using an inhaler for asthma'. School has its own Infirmary, Ambulance and a Infirmarian.

In case of minor medical issues like fever, cold, loose motion, Infirmarian will look into that and may also prescribe the medicine to a certain condition but in major cases, he/ she will take them to our partner Hospital (APOLLO & KIIMS) after the Parent's consent. The expenditure in the Hospital will have to be borne by the parents. Parents may take their ward for their own treatments at their own level too.

## XIII. LAUNDRY

- Laundry facility is provided twice in a week. Both wet cleaning and ironing are offered.
- A Student can give a maximum of 8 pieces of clothes at a time.
- Under garments are not allowed for laundry.
- Students are not allowed to give any clothing item costing higher than INR 1500 for this service.
- All residential students will be provided with 2 bags at the time of admission into the hostel with a unique bag number.
- Students are required to fill in a manual sheet at the time of giving clothes for laundry and place the same in the laundry bag along with the clothes. Students place these bags at a pre-defined spot (defined by Boarding Manager/ Admin Head) during the scheduled time slot.
- Students collect the laundry bags from the designated spot and verify the number of clothes right away before heading back to their rooms.
- Annual Laundry Fees charges are mandatory for all residential students.



## XIV. STUDENT DINING

- The school operates a dining hall serving students a variety of dishes like Indian, Chinese, & Continental food. The ambience of the canteen reflects youthfulness with its elegant tables, cosy chairs & colourful graffiti on the walls.
- The timings are as follows and the students should strictly adhere to these timings.
  - Breakfast - 7.30 am to 8.10 am
  - Lunch - 12.45 pm to 1.50 pm
  - Snacks - 5.30 pm to 5.50 pm



Dinner - 8.30 pm to 9.15 pm

- The system of self service will be followed in the canteen. The Quantity of food will be limited except in the case of certain common items.
- Students can entertain their parents as guests on prior intimation to their wardens. Parents are required to purchase the guest token to be able to dine in the canteen along with their ward.
- Students are not permitted to enter the kitchen or store room of the canteen in any situation.
- Students are not permitted to cook any food on their own in their rooms.
- Students will not be permitted to take food outside the canteen without medical ground and necessary permission from the Infirmarian. No one can take canteen utensils such as spoons, forks, etc. to his/her room.
- No student shall waste food and one should leave the dining hall immediately after completion of his/her food.
- Students are not permitted to stay in the canteen without any reason.

## **XV. DISCIPLINE**

Students are required to abide by the Code of Conduct of the Hostel and the Disciplinary Handbook.

Please refer to the Disciplinary Handbook for detailed guidelines of Do's and Don'ts along with penalties associated in case of non-compliance.

Any breach of these rules by the students will invite an inquiry/action that will be conducted by the Disciplinary Committee. If the situation warrants, a student can be suspended from the hostel varying from short to long duration as a prima-facie action pending inquiry. This will be notified by the hostel authorities.

If the student is found guilty, the appropriate authority will take disciplinary action as deemed fit. Depending on the gravity of the case, the school authority reserves the right to take direct disciplinary action, amounting to expulsion from the hostel.

Notification of all disciplinary action will be made by the hostel authority with the approval of the School Management.

The management reserves the right to change these rules from time to time keeping the parents informed through circulars.