

Guidelines and Rules for Hostellers

These rules are framed to ensure smooth running of the Hostel and for the comfort, safety and security of the Hostellers. These are for the common good and hence individual specifications or demands will not be considered which is against the spirit of Hostel life

In all the matters and incidents any deviation from common sense, decency and expected behavior will be interpreted as breaking of the rules.

- Hostellers will follow the daily routine of the Hostel and School unless exempted on medical grounds or on recommendations of the Hostel Warden.
- Hostellers are not allowed to stay in Dormitories during school time.
- Hostellers are expected to behave/conduct in a manner to ensure their own and others safety, security as well as the well being and happiness of others in the Hostel. Any deviation will be viewed seriously and punishment awarded.
- Cupboards and Beds will be arranged neatly. Surprise checks will be made by Hostel Warden. Any extra items other than specified in the Hostel kit will be confiscated.
- Personal hygiene should be maintained at all times.
- Toilets and Bathrooms should be left clean for the next person to use.

POSSESSIONS ALLOWED/NOT ALLOWED

- No student may keep more than pocket money amount. The school is not responsible for any loss of money.
- Students may not keep expensive articles, jewellery portable CD/DVD players, radio etc
- Mobiles, I-tablets, Laptops, I-pods, I-pads or any Internet Connective devices are prohibited. If found they will be returned to parents only after payment of ₹1000/- fine for the first time. If repeated these will be confiscated.
- Electrical gadgets or appliances are not allowed in the Hostel. Sharp edge tools and inflammable items are prohibited.

HOSTEL LEAVE RULES

- Weekend outings with Parents/Local Guardians with an Exeat (Specific written permission by the Warden) is allowed on 2nd Saturday/Sunday and 4th Saturday/Sunday of every month. For proper security and for Hostellers participation in school activities it is desirable that at least 24 Hours advance request is made for these weekend outings.
- Reporting after weekend exeat will be before 6:00 PM. No Hostellers will be allowed in after 6:00 PM under any circumstances even while returning from Term breaks. If their transport is delayed they must go to the Local Guardian who will bring them to Hostel the next day one hour before the start of the School.
- Application for attending family or religious functions or any other eventuality will not be entertained unless it pertains to Parents or Siblings
- Any emergency need for the Hostellers to be home is dealt with by the Warden as per the merit of the case; his decision is binding.
- Wearing of School Uniform is compulsory at every exeat and reporting times.

PARENT/GUARDIAN

- Local Guardians are those who are trusted by the parents and approved by the school to play the role of responsible adults to facilitate the Hosteller in Kanpur. They should be earning adults, residing in Kanpur, living in a family environment.
- Parents must inform the School immediately if they are changing the Local Guardian for any reason.
- Visitors/Parents are not allowed into to visit the Hostel/Dormitories. They will meet their wards in the Visitors Room/School Office.
- Visitors/Parents are not allowed into school if in possession of firearms.
- Sudden and unexpected visits of Guardians/Parents are not allowed for meeting Hostellers unless it in an emergency situation

MEDICAL

- Any Hosteller feeling ill or falling sick **must report immediately** to the Hostel Warden and/or School Infirmary.
- The school infirmary will attend to minor medical needs. Illness/Emergency cases will be taken to PPM Hospital, Saket Nagar or to any medical doctor escorted by the infirmary Sister or Hostel Warden or any other responsible school staff as per need.
- If any Hosteller is suffering from any infection or communicable disease that may spread to others then he has to be collected by parents or Local Guardian immediately.
- Hostellers should not keep any medicines or drugs unless supported by a prescription of the Doctor, and a statement from the parent supporting the prescription. These must be initialled by the Hostel Warden.
- If the Hosteller is allergic to any drug on food the Parent should inform the Warden in writing prior to the start of the session/term.
- Parents and Local Guardians can contact their wards over the school telephone no. 0512-2611984 every Saturday between 12 noon to 2 PM and on Sundays between 2 to 5 PM.
- The school organizes outings for Hostellers escorted by Teachers/Hostel Warden.

Before the student joins the Hostel, the following formalities must be completed:

- An authority letter from the parent giving two names and address to act as local guardians, with their photographs and telephone numbers that would be recorded in a register.
- Local Guardians must not be a student, however aged they may be.
- Only those adults who live in a family environment and are earning members themselves can become the Local Guardian.
- A certificate from the Local Guardians accepting responsibility for the hostel student and permitting him to say during an exeat or at times of sickness or medical emergency.
- A certificate certifying that no mobile telephone/cash/costly belongings are retained by the student.
- A health certificate regarding medical history of the student specifying any observation that would be useful for caring about the child in case of any medical need.

PCVN Boy's Hostel Weekdays Schedule

| | Summer 1 April 2012 | Winter (After Diwali) |
|---------------------------------|--------------------------------------|--|
| • Rising Time | : 5:45 AM | 6:30 AM |
| • Morning Sports Conditioning : | 6:00 AM | 6:45 AM |
| • Wash & Change | : 6:30 AM | 7:30 AM |
| • Breakfast | : 7:15 AM | 7:50 AM |
| • Roll Call | : 7:30 AM | 8:10 AM |
| • Report at School | : 7:45 AM | 8:15 AM |
| • Roll Call & Lunch | : 2:15 PM | 2:15 PM |
| • Rest | : 2:45 – 3:45 PM | 2:45 – 3:45 PM |
| • Tidy up the Bed/Desk/books : | 3:45 – 4:15 PM | 3:45 – 4:15 PM |
| • Leave for games | : 4:15 PM | 3:45 PM |
| • Games | : 4:30 – 5:30 PM | 4:00 – 5:00 PM |
| • Snacks & Milk | : 5:45 PM | 5:15 PM |
| • Study time in Classrooms | : 6:00 – 8:00 PM | 5:45 – 8:00 PM |
| • Dinner | : 8:00 PM | 8:00 PM |
| • Study Time in Dormitory | : 9:00 – 10:30 PM | 9:00 – 10:30 PM |
| • Lights Out | : 10:45 PM | 10:45 PM |

Sundays & Holidays

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|----------------------------|----------------------|-----------------|
| • Breakfast | : 8:00 AM | 8:30 AM |
| • Roll Call | : 8:15 AM | 8:45 AM |
| • Hostel Inspection | : 9:00 AM | 9:15 AM |
| • Study Time in Classrooms | : 9:30 AM | 9:45 AM |
| • Brunch | : 11:00 AM | 11:15 AM |
| • Study in Classroom | : 11:15 AM -12:15 PM | 11:30- 12:30 |
| • Leisure | : 12:15- 1:45 PM | 12:30-1:45 |
| • Lunch | : 2:00 PM | 2:00 PM |
| • Rest | : 2:30-4:15 PM | 2:30-3:45 PM |
| • Games | : 4:30 – 5:30 PM | 4:00- 5:00 PM |
| • Snacks & Milk | : 5:45 PM | 5:15 PM |
| • Study time in Classrooms | : 6:00 – 8:00 PM | 5:45- 8:00 PM |
| • Dinner | : 8:00 PM | 8:00 PM |
| • Study Time in Dormitory | : 9:00 – 10:30 PM | 9:00 – 10:30 PM |
| • Lights Out | : 10:45 PM | 10:45 PM |