

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

**MANAGED BY
DAV COLLEGE MANAGING COMMITTEE, NEW DELHI**



**APPLICATION FORM FOR ADMISSION INTO HOSTEL
AND
RULES & REGULATIONS OF HOSTEL
2019-20**

At/PO- Ghatikia
Bhubaneswar
Khordha, Odisha
Pin-751029
Tel:(0674) 2386185
Fax: (0674) 2386335
E-mail: davkng09@gmail.com
Website: www.davkng.org.in

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

Phone: (0674)2386185

D.A.V. PUBLIC SCHOOL
KALINGA NAGAR, BHUBANESWAR-751029
(Affiliated to CBSE, New Delhi)

APPLICATION FORM FOR ADMISSION INTO HOSTEL

DD No. _____ date _____ Bank _____

1. Name of the Student:.....
(In BLOCK Letters).....

Space for stamp size
photograph of
applicant
(To be submitted at
the time of
admission)
Photograph is must

2. Class: 3. Sec:..... 4. School No..... 5. Religion.....6.SC/ST/PH.....

3. Name & Present Address of Father:

.....
Occupation.....
..... PIN

Space for stamp
size photograph of
father
(To be submitted at
the time of
admission)

Tel. With STD code (O) (R).....

Mob.....E-mail.....

4. Name & Present Address of Mother:

.....
Occupation.....
..... PIN

Space for stamp
size photograph of
mother
(To be submitted at
the time of
admission)
Photograph is must

Tel. With STD code (O) (R).....

Mob.....E-mail.....

5. Permanent Home Address:

Vill/Town.....P.O.....
P.S.....Dist.....
State.....PIN.....

Space for stamp
size photograph of
local guardian
(To be submitted at
the time of
admission)
Photograph is must

6. Name, Relationship and Address of the proposed local guardian:

Name.....
Relationship.....
Address.....Tele.....

I would like to be considered for a hostel seat. The information given above are true and I undertake to abide by the rules & regulations of the Hostel and to maintain proper conduct and discipline as a boarder failing which my hostel seat will be cancelled and disciplinary action as deem proper will be taken against me.

Sign. of the Applicant Sign. of the Father Sign. of the Mother Sign. of the Local Guardian

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**D.A.V. PUBLIC SCHOOL
KALINGA NAGAR, BHUBANESWAR-751029**

Detailed information for Security Purpose

DD No. _____ date _____ Bank _____

1. Name of the Student:.....
(In BLOCK Letters).....

2. Name & Present Address of Father:

.....
Occupation..... PIN

Tel. With STD code (O) (R).....

Mob.....E-mail.....

3. Name & Present Address of Mother:

.....
Occupation..... PIN

Tel. With STD code (O) (R).....

Mob.....E-mail.....

4. Permanent Home Address:

Vill/Town.....P.O.....

P.S.....Dist.....

State.....PIN.....

5. Name, Relationship and Address of the proposed local guardian:

Name.....

Relationship.....

Address.....Tele.....

Space for stamp size photograph of applicant
(To be submitted at the time of admission)
Photograph is must

Space for stamp size photograph of father
(To be submitted at the time of admission)

Space for stamp size photograph of mother
(To be submitted at the time of admission)
Photograph is must

Space for stamp size photograph of local guardian
(To be submitted at the time of admission)
Photograph is must

Sign. of the Applicant Sign. of the Father Sign. of the Mother Sign. of the Local Guardian

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

**FORM OF UNDERTAKING GIVEN BY A STUDENT AT THE TIME OF
ADMISSION
INTO HOSTEL**

I, Master Son of Smt&
Shri.....Vill/Town.....
P.O.....P.S.....District.....

do hereby undertake that I have read all the rules and regulations and I shall abide by the rules & regulations of the School Hostel. I shall not resort to any kind of ragging activities or any other acts of misbehavior in the Hostel/School Premises or outside. In case, it is found that I am involved in such activities, I shall accept any punishment: even to the extent of rustication; as would be decided by the school authorities. I also agree to withdraw myself from the School/Hostel, if the school authorities decide that such withdrawal is necessary for the interest of the institution.

Further I undertake that I shall not leave the School/Hostel premises without any intimation to the concerned authority. If I shall go outside for any coaching/tuition, I shall obtain written permission of the concerned authority under intimation to the Hostel Superintendent and at my own responsibility. I also agree that while taking part in any study tour/excursion/picnic or any tour sponsored by the School or the Hostel, I will do the same at my own responsibility. In case of any accident during my journey for the aforesaid purpose(s), resulting in any injury to my person/property or death, neither the School authority nor the Hostel Superintendent will be responsible for the same under the Law.

Date:

Full Signature of the Student

Countersignature of Father / Mother

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

**FORM OF UNDERTAKING GIVEN BY THE PARENTS AT THE TIME OF
ADMISSION
OF THEIR WARD INTO HOSTEL**

We, Smt & Shri..... Parents
of Class..... School
No Vill/Town..... P.O..... P.S.....
District..... do hereby undertake that I/We shall
abide by the rules and regulations of the School/School Hostel. We also undertake to
withdraw our son/daughter/ward for the greater interest of the institution in case he/she
violates the school/Hostel discipline. Further we are responsible for regular payment
of his school/hostel dues.

Further I undertake that our son/ward will not leave the School/Hostel premises
without any intimation to the concerned authority. If he will go outside for any
coaching/tuition, he will obtain written permission of the concerned authority under
intimation to the Hostel Superintendent and at his/our own responsibility. We also
agree that while taking part in any study tour/excursion/picnic or any tour sponsored by
the School or the Hostel, he will do the same at his/our own responsibility. In case of
any accident during his journey for the aforesaid purpose(s), resulting in any injury to
his person/property or death, neither the School authority nor the Hostel
Superintendent will be responsible for the same under the Law. We also undertake that
in case of any untoward/unwarranted happening to our son/ward due to any serious
disease/deformity, neither the school authority nor the Hostel Superintendent will be
responsible for the same.

Full Signature of Mother with date

Full Signature of Father with date

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

**AFFIDAVIT
(TO BE SWORN IN BEFORE NOTARY PUBLIC)**

We, Smt & Shri
Parents of Class.....
School No.....Vill/Town.....P.O.....P.S.....
District..... do hereby affirm that

1. I/We shall abide by the rules & regulations of the School/School Hostel.
2. Our son/ward will not leave the School/Hostel premises without any intimation to the concerned authority. He will be attending his coaching classes at our transitory risk. In case of any accident during his journey for the aforesaid purpose(s), resulting in any injury to his person/property or loss of life, neither the School authority nor the Hostel Superintendent will be responsible for the same under Law.
3. In certain cases when we fail to pick our children up for vacation or our child desires to come home alone then we will be solely responsible for his safe reaching and return, in our absence.
4. I/We hereby solemnly aver and undertake that
 - Our ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations on Curbing the menace of Ragging.
 - Our ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I/We hereby affirm that, if found guilty of ragging, our ward is liable for punishment according to clause 9.1 of the Regulations.

Declared this the..... day of, Two Thousand and

Signature of Deponent (s)

Verified by:

Notary Public

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

D.A.V. PUBLIC SCHOOL

KALINGA NAGAR, BHUBANESWAR-751029

E-mail:davkng09@gmail.com, Web site:www.davkng.org.in

(Affiliated to CBSE, New Delhi)

A RISE WITH REASONS- HOME AWAY FROM HOME

In order to encourage students who live afar receive their education in a conducive learning environment, DAV Public School, Kalinga Nagar makes the planning and management of the hostel a top priority while simultaneously catering to all the necessities of education and co-curricular activities. The hostel provides a comfortable and conducive learning environment while providing a home-like atmosphere within the hostel. Students are trained to lead a life of discipline & punctuality along with fun and happiness.

Hostel facilities will prove helpful for the students to grow in academics being in a homely atmosphere. This facility is extended by School to save its precious treasures from the troubles of staying outside and taking food in unauthorized mess and thereby creating health hazards. The students may avail this opportunity to devote their entire time in pursuit of their goals without any distraction of distractive technologies like TV, Radio, films etc. They are taught to sustain in limited resources with the philosophy of "Simple living and high thinking". The school has always been at service to help the hostellers whenever and wherever necessary from academics to ancillary. The teacher's timely visit during exams helps the students to clarify their doubts and to get the best output in a homely atmosphere.

The school canteen is entrusted for supply of food at reasonable rates. Sufficient care is taken to maintain hygiene in cooking food and safe drinking water is provided.

The Canteen Committee meets regularly and reviews the performances of the Canteen from time to time and recommends changes, if necessary. The Canteen is often visited by the members of Canteen Committee, teachers and the Hostel Superintendent for periodical inspection. Most of the times the cooked food items are personally regulated by the members of Canteen Committee/Principal.

NO HOSTELLER IS ALLOWED TO LEAVE CAMPUS WITHOUT PERMISSION OF THE AUTHORITY.

1. ADMISSION: (NEW)

- i) Prescribed application forms for admission into hostel are available in school office for the outstation students of class XI (Boys).
- ii) Applications filed in all respect should be submitted to the Hostel Superintendent at School Office by the date and time notified.
- iii) Incomplete Application forms shall be rejected.

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

- iv) Seats will be allotted on Merit basis and the final allotment rests on discretion of Management.
- v) The new admissions shall only be taken if all payments are made in full.
- vi) No refund of hostel fees in case of withdrawal after a period of 60 days.

2. Renewal for Students already staying in the Hostel in Class XI

- i) Parents are requested to write an application for renewal of the hostel accommodation for their ward in class XII by
- ii) They have to sign an undertaking (if required) that their ward will abide by the rules and regulations strictly and pay the required fees in time.
- iii) The accommodation will be renewed on the recommendation of the Hostel Superintendent based on the academic performance in Class XI and his character and antecedents in the previous year of stay in the hotel.
- iv) The admission shall only be renewed if all payments are made within fortnight of new Academic session. A copy of the e-receipt in support of payment of hostel fees should be attached with the application for renewal.

3. FACILITIES PROVIDED IN THE HOSTEL:

- i) Each room is furnished with necessary furniture and electrical fittings.
- ii) One room is to be shared by 10 students.
- iii) Each student is provided with a cot, mattress, wardrobe, table and a chair.
- iv) Washing Machine is provided for washing clothes.
- v) Electric Irons will be made available in each floor to press the dress by the students themselves.
- vi) Parents are required not to give any electrical gadgets (kettle, fan etc) with their wards.
- vii) Aqua-guard for pure drinking water & Cooler for cool water in summer.
- viii) 3 Newspapers The Times of India, The New Indian Express and Sambad, are available daily on Newspaper stand for the hostellers.
- ix) The students will be examined by the School Physician of SUM Hospital (Near by) in case of ill health. Medical services are sought for emergencies.
- x) 1 attendants each in boys Hostel for cleaning of rooms and toilets and other help.
- xi) School play ground for games from 5.00 p.m. to 6.00 p.m. with amenities.
- xii) Parents can talk to their wards between 9.00 p.m. to 10 p.m. on Wednesday and between 4.00 p.m. to 10.00 p.m. on Sunday.
- xiii) Each hosteller should bring 02 bed sheets, one pillow, one bucket and one Mug for his/her personal use.
- xiv) Students will have extra tutorial classes after school hours from 3.30 pm to 4.40 pm in school campus.

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

4. FEES:

Sl.No	Particulars	Focus 40
1	Hostel Rent	22800
2	Mess/Food charges*	52800
3	Total Fees	75600

1st Installment of Rs.52800/- at the time of availing Hostel.

2nd Installment of Rs.22800/- in first week of October 2019.

The above payments should be deposited through online payment visiting school website www.davkng.org.in or by DD in favour of Principal, DAV Public School, Kalinga Nagar.

Hostellers will be provided in house tutorial classes subject wise.

- Food charges are subject to change as per the variation of market prices.

5. SCHOOL CANTEEN: INFORMATION, RULES AND REGULATIONS

Items provided by canteen & timing:

Breakfast: 7.00 A.M. to 8.00 A.M.

Lunch: 2.30 P.M. to 3.30 P.M.

Snacks: 5.00 P.M. to 6.30 P.M.

Dinner: 9.30 P.M. to 10.30 P.M.

(Non – vegetarian food is being served for 6 times in a week and alternative arrangements for vegetarians made.)

- If a boarder remains absent from hostel and intends not to take food continuously for 2 days should INTIMATE IN WRITING TO THE Superintendent, and the Canteen Manager.
- Boarding charges during Puja break and summer vacation is not collected.
- Canteen charges are subject to an increase as per the rate of inflation.
- Edibles are not allowed to be brought inside the rooms.
- Canteen management is empowered to stop food supply after the scheduled time, i.e. 10.30 p.m.**

Proper decorum, discipline and decency should be maintained in the canteen while taking food. Any complaint/suggestions regarding the food should be given to the Hostel Superintendent and must be written in suggestion register available in school canteen.

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

HOSTEL RULES AND REGULATIONS

A Note for Parent and Pupil

1. Going out of the campus for academic works for a short time is permitted with the written permission of the Hostel Superintendent.
2. **PARENTS AND REGISTERED LOCAL GUARDIANS are only** allowed to meet the hostellers on **Saturdays from 4.00 p.m. to 6.00 p.m. and Sundays from 7.00 a.m. to 7.00 p.m.** They are not allowed to enter into the hostel. They should wait in the visitor's room and meet their wards. In case of their visit on any other day their request shall be entertained as per convenience preferably between 3.00 p.m. to 6.00 p.m. subject to prior intimation to the Hostel Superintendent.
3. RECREATION TIME : 5.00 P.M. TO 6.00 P.M. EVERYDAY.
4. Ragging in any form is a serious offence and liable for severe punishment including rustication from the hostel. Singing loudly, talking in a high pitch, use of unparliamentary language is strictly prohibited.
5. Cleanliness should be maintained in the rooms, toilets, common space etc. The students shall keep their room, verandah and surroundings tidy, neat and clean at all times and shall not throw anything including rubbish anywhere in the premises except in the dustbin or the specified place for the purpose. Rooms will be inspected in absence of the students/ hostellers.
6. Cot, table, chair, wardrobe, clothes, shoes, books etc should be arranged neatly. No students are allowed to interchange any furniture/ fixture from one point/ location to another. Students are also not allowed to bring any extra furniture & fixture to their room. All the furniture and fixture allotted to the students in a room must be taken care properly. In case of missing of any furniture, the student concerned will liable to pay double charge of the furniture cost. Similarly, if any student found damaged any furniture willfully or on account of misuse, he is liable to pay double charge of the repair cost.
7. Heavy cash and valuables like laptop, mobile, stereo music system, radio etc. are not allowed to be kept with the students. If such items are found from any student he will be liable for severe punishment/ disciplinary action. Hostel warden is not responsible for any loss of money or personal belongings of any student.
8. Generally the students are not allowed to keep cell phones with them. In case any student possesses cell phone, he is required to hand over the same to the Hostel Superintendent on the day of arrival to the Hostel. The students those who have surrendered their cell phones to the Hostel Superintendent, are required to collect the cell phones from the Superintendent on

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

Wednesday at 9.00 p.m. and Sunday at 4.00 p.m. to talk with their parents and again hand it over to the Hostel Superintendent at 10.30 p.m. on the same day.

9. Hostel students should not remain in the rooms during school hours or any activity in the school. They are allowed to abstain from the classes in case of sickness or any emergency with the written permission of the Hostel Superintendent. In case of illness, they are required to remain in the sick room during the school hours.
10. The lights and fans in the room/ toilets must be switched off by the concerned students, when the students are leaving the room/ toilet. In case, any student is found left the room without switching off the light & fan, a fine of Rs. 50/- will be charged on every such occasion. Students are not allowed to bring/ install any electric appliances in their room. The Hostel Superintendent is authorized to confiscate the electrical devices/ gadgets brought/ installed by any student.
11. As the school authority will inspect the hostel rooms anytime, no student can close the door inside. In case any student is found closed the door inside, he is liable to strict punishment/ removal from hostel.
12. Writing or pasting things on the walls, windows, doors etc is strictly prohibited. Any damage caused to the hostel property by any hosteller will liable for disciplinary actions.
13. No students other than hostellers are allowed inside the rooms. If caught, the invitee hosteller shall invite monetary penalty of Rs. 500/- each.
14. Keeping of vehicles, like two wheelers, is not allowed.
15. The Hostel will remain closed during Summer Vacation and Autumn Break. They are required to vacate the hostel by the beginning of vacations and should report a day before reopening. However, the students will be allowed to go home during any holidays only on receipt of written request from the parents/ registered guardians citing genuine grounds which can be accepted. A hosteller will only be allowed to go home during school working days when he is only picked up personally by the parents or register Guardian.
16. The hostellers are expected to be in time to school and submit the assignments in time. If reported indiscipline then he will be sent back home with due information to parents.
17. Students desiring to leave the hostel permanently will have to apply for all clearance between 1st March to 15th March. Once a student leave the Hostel he will not be allowed to take admission in the same academic year. Mid session withdrawal from the Hostel is permissible but the Hostel and messing charges will not be funded. Similarly, expulsion from the Hostel on disciplinary ground will results in no refund of money.

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

18. In case a student/boarder does not apply by the scheduled time for withdrawal from the Hostel. It will be automatically considered as re-admission to the Hostel, it will be automatically considered as a re-admission to the Hostel for the next admission session and the student is bound to pay the Hostel fees for that academic year even if he does not stay in the Hostel.
19. Each parent should meet the Superintendent personally at periodic intervals and should meet whenever called for deliberations. During the publication of results the absence of guardian or parent shall automatically invite suspension from classes till the Parent reports for meeting.
20. The hostellers are expected to be in time to school and submit the assignments in time. If reported indiscipline then he will be sent back home with due information to parents.
21. Students desiring to leave the Hostel permanently will have to apply for all clearance between 1st March to 15th March. Once a student leaves the Hostel he will not be allowed to take admission in the Hostel in the same academic year. Mid-session withdrawal from the Hostel is permissible but the Hostel and messing charges will not be refunded. Similarly, expulsion from the Hostel on disciplinary grounds will result in no refund of money.
22. In case a student does not apply by the scheduled time for withdrawal from the Hostel, it will be automatically considered as a re-admission to the Hostel for the next academic session and the student is bound to pay the Hostel fees for that academic year even if he does not stay in the Hostel.
23. Each parent should meet the Superintendent personally at periodic intervals and should meet when ever called for deliberations. During the publication of results the absence of guardian or parent shall automatically invite suspension from classes till the Parent reports for meeting.
24. Generally observation of Birthday is not permissible in the Hostel. However, in case any students wish to do so, it shall be held in a common place for one hour only from 8.30 a.m. to 9.30 a.m. with prior written permission of the Hostel Superintendent. There shall not be any kind of discomforts for others and no outside guests will be allowed to such occasion.
25. Parents can meet their wards in Saturday & Sunday at 4.00 p.m. to 6.00 p.m. & 8.00 a.m. to 6.00 p.m. respectively. In case of emergency they can take permission from the Hostel Warden.
26. No students shall be allowed to go to any other room without prior permission of the Hostel Warden. They may be allowed talk to their friends at the specified place on the corridor in between 9.30 p.m. to 10.30 p.m. If any student is found entering other rooms without prior permission of the Warden, the same will be viewed seriously.

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

27. Computer lab facility will be provided to the hostel students for educational purpose only from 2.30 p.m. to 4.30 p.m. from Monday to Saturday under the supervision of Lab attendant. Misuse of the computer lab will liable to discontinuance of the said facility to the hostilities & if any damage occurred due to their carelessness, the cost of the same will be levied to the parents.
28. The Hostel students are required to take the food as per the stipulated time i.e. Breakfast:7.00 A.M. to 8.00 A.M., Lunch : 2.30 P.M. to 3.00 P.M. Snacks: 5.00 P.M. to 6.30 P.M. & Dinner: 9.30 P.M. to 10.30 P.M. Discipline must be maintained in the canteen while taking food. Wasting food is a social crime. For the first offence of wasting food by a student, warning will be issued to him. If the offence is committed by the said student for the second time or subsequent times, a fine of Rs.500/- will be imposed on him for each offence/contravention.
29. A hosteller may be expelled from the hostel on grounds of theft, ragging, abnormal behavior, use of drugs and alcohol, damaging hostel property, indisciplined behavior, violation of rules, non-payment of fees, showing disrespect to the authorities and whose attendance at school falls below 85%. Once expelled, the student will forfeit his fees and deposits paid in advance towards the charges of the hostel.

DAV PUBLIC SCHOOL, KALINGA NAGAR, BHUBANESWAR-29

OUTSTATION LEAVE APPLICATION FORM FOR BOARDERS.

Name.....
Bed No..... Room No..... will remain
on leave and away from the hostel from to
..... On account of My
address during leave period is:

.....
.....Tel No.....

Date Signature of the Boarder

(To be filled up by the Parent/Guardian if the boarder/student is leaving with parent
due to infectious/contagious disease/for social function)

I..... Parent/LG of
Bed No.....Room No.....certify that I am aware of
his absence from the School Hostel w.e.fto

Date Parent's/Legal Guardian's signature

.....
Leave from Hostel as applied for is granted.

Hostel Superintendent

For Canteen

Name:..... Bed No.....
Room No..... will remain on leave from the hostel from.....
To..... His meals/tiffins for the above period may be stopped.

Hostel Superintendent