



KERALA ENGLISH MEDIUM SCHOOL

(Affiliated to CBSE, New Delhi, Affiliation No. 1530109)

SHIKSHA NAGARI, CHAMPUA, DIST.- KEONJHAR, ODISHA-758041

HOSTEL ADMISSION FORM

PHOTO

Admission No. :

Date :

Room No. : Hostel No. : Class :

(USE BLOCK LETTERS)

Name

Father's Name

Mother's Name

Postal Address

Phone No. Mobile

Local Guardian's Address

Phone No. Mobile

HOSTEL RULES AND REGULATIONS

1. Hostellers will follow the daily routine of the hostel and school, unless exempted on medical grounds or recommended by the Hostel Warden.
2. No student will be allowed to enter the hostel during school hours.
3. Hostellers will not be allowed to keep any cash or any valuables in their possession.
4. Hostellers will not be allowed to keep and take medicines/tonics without knowledge of the Hostel Warden/Nurse.
5. Electrical Gadgets like laptop, heaters, kettles, irons or any other such appliances will not be allowed in the hostel.
6. Surprise checks will be made by the Hostel Warden. Any extra item, other than those specified in the hostel kit, will be confiscated.
7. Any hosteller feeling sick will report to the Hostel Warden/Nurse. Emergency cases will be reported immediately to the School nurse escorted by the attendant towards hospital.
8. **Leave Rules :**
 - Every 2nd Sunday of the month is the outing day. Students are allowed to visit their Local Guardian / market through the system of Gate-Pass issued to them by the Hostel Warden / Office. Authority letters will not be accepted.
 - Local Guardians or parents must collect their wards personally.

Outing Timing : 8:00 am to 5:00 pm.
9. No student will be allowed to enter hostel after 5.00 pm.

10. **Visiting Hours :**

Parents and Local Guardians may visit their wards only on Sunday. Time : 8:00 am to 5:00 pm

11. Visitors and parents are not allowed to visit the Hostel Rooms. They will meet their wards in the reception area.
12. Students will be penalized for scribbling any graffiti on the walls/furniture, using foul language, indulging in unity behaviour in the corridors, or for any other form of vandalism.
13. Serious offences like cheating in examinations, stealing, bullying hostel fellow-students, physical violence, damaging school property will be dealt strictly and could lead to suspension / expulsion from the hostel, depending on the severity of the offence.

DECLARATION

I do affirm that I have gone through the Prospectus & the Guidelines of the School and solemnly declare that :

1. I and my child will strictly follow all the mandatory rules and regulations of the institution.
2. I shall not make the School Authorities responsible if my child plays traunt / runs away from the school/hostel.
3. I shall have no objection if my child is taken out for excursions and sight-seeing for an academic purposes.
4. I shall regularly pay the School & Hostel fees well-in-time.
5. I shall not claim refund/adjustment of any fees already deposited on any grounds.
6. I shall not make in any claim for the belongings of my child if he leaves the hostel or remains absent for more than a month without any prior intimation in the course of such events.
7. I shall have no objection if my child participates in sports or in other miscellaneous activities and will not claim for any injury received during the course of such events.
8. I shall cooperate with the school authorities for the all round development and conduct of my child.
9. I will pick up and drop my ward from the school hostel as per the date & timings prescribed by the school authorities.
10. I will obey and follow timely instructions being given by the school authorities.
11. I accept that my ward is a chronic patient of (Put "NA" if not applicable)
12. I further declare that if my child violates any of the aforesaid rules the school authorities are free to take any disciplinary action against him/her.
13. **No legal claim** can be filed by me in any court of law against the school authorities in case of any untoward incident/mishap involving my child or his/her expulsion from the school on disciplinary grounds.
14. In any case, **no fee refund** (Full or Part) can be claimed once fee is deposited.
15. Parents shall **not be allowed to visit** the School campus without prior intimation to the school.

Yours faithfully

.....
(Parent's Signature with date)

.....
(Student's Signature)

.....
Manager

.....
Principal



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SHIKSHA NAGARI, CHAMPUA, DIST- KEONJHAR,

ODISHA-758041, Tel : 9439060431, 9437237855

Email : principal.kems@yahoo.com, Website : www.kemschampua.org