

ARMY GOODWILL PUBLIC SCHOOL, RAJOURI

HOSTEL REQUIREMENT REQUEST FORM AND AGPS HOSTEL NORMS AND CONDITIONS

ACADEMIC YEAR – 2022-23

SL.NO. _____



For website
05/04/22
Principal
Army Goodwill Public School
Rajouri (J&K)

STUDENT INFORMATION-I

Name of the Student: _____

Father's Name : _____ Father Contact No: _____

Mother's Name _____ Mother Contact No _____

Guardian's Name : _____ Guardian Contact No. _____

PHOTOGRAPH
OF
STUDENT

Photographs of the person who will deal with the hostel matters of the students.

PHOTOGRAPH
OF
FATHER

PHOTOGRAPH
OF
MOTHER

PHOTOGRAPH
OF
GUARDIAN - I

PHOTOGRAPH
OF
GUARDIAN - II

To be filled by Hostel Wardens

Whether Hostel admission is confirmed or not _____

Current Academic Grade/Class in which the student is studying _____

Section _____

Admission No. _____ Initial Year of admission : _____

Date of Birth : _____

Present AY Class Teacher Name : _____

Room Allotted : _____

Bed Allotted: _____

Student Aadhar Card No. _____

Category – Payment/Sadbhavna _____ Sponsor Unit _____

Email Contact _____

Whatsapp No. _____

Student Information-II

Social Category _____ (SC/ST/OBC/GEN)

If parents are from serving army personal – Rank of Parent _____ (Off/CO/Or)

Unit of Serving Work Station _____

Whether Ex-Army (Yes /No) _____

If parents from other serving defence category – Deptt _____ (Navy/Air Force/Grief/ CRPF/BSF)

Occupation of parent- Mother Occupation _____

Father Occupation _____

Permanent Address : _____

Tehsil _____ District _____ Pin Code _____

Present Address : _____

Tehsil _____ District _____ Pin Code _____

Email Contact _____

Whatsapp No. _____

PARENTS VISITING DAYS AND TIMING- Every Thursday between 2:00pm to 5:00pm and every Sunday between 10:00 am to 2:00 pm and in general holidays 10:00 am to 2:00 pm.

Only those parents / Guardians are allowed to meet the student or to deal with the hostel matter whose photographs are affixed on this request form.

ENTRY AND EXIT PROCESS FOR SHORT / LONG MOVEMENT TO HOME

1. Students can leave for their home with special permission to meet emergencies for short period of time by completing the following process.
 - a) Written request must be submitted by the parent along with Aadhar Card.
 - b) The Hostel leave register must be signed by the parents/nominated guardian.
 - c) Leave Certificate and out pass must be obtained from Hostel Warden which must contain signatures of class teacher, hostel warden, JCO I/c and Counter signature of Vice Principal and Principal.
2. Parents can make their wards join/rejoin in hostel only after making signature in the entry register.
3. The same process will be followed for entry and exit before and after long breaks such as summer break and winter break.
4. When a students go for home because of any reason or for summer and winter break and when the student returning to hostel for rejoining, he/ she must be accompanied by parents or nominated guardian only. Parents must ensure that the reporting of students in such cases must happen before 4 pm of the day. Reporting day must be intimated to the hostel wardens well in advance over phone.



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HOSTEL NORMS AND CONDITIONS
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1. **Extension of hostel facility to students is an obligation but not compulsion. The hostel facility which is already provided to a student/to some students may be with drawn without assigning any reason. In all cases the decision of school management committee is deemed to be final.**
2. Hostel facility once opted by the parents of students, this must be continued throughout the year. Parents have to pay the hostel charges as decided by the school management committee.
3. Courteous behaviors is expected inside the hostel Shrieking and shouting in hostel is strictly prohibited.
4. All willful damage caused to the school hostel building by a student will be charged from the student responsible or from their parent.
5. Students may get suspended from hostel facility for a period of 1 to 15 days if he/she doesn't comply with safety regulation and AGPS hostel Rules.
6. **The decisions of the governing body in all matters of the hostel will be final and no re-representation will be accepted.**
7. Visitors and parents are not allowed to visit the hostel/doms. They will meet their wards in the visitor's room. Only those persons will be allowed to become the local guardians who are employed, have their own residences and live in a family environment. Parents are required to leave a telephone number and address with the warden for immediate contact in case of any emergency. If a student returns after any illness, he/she should bring a fitness certificate, get it signed by the doctor and show it to the warden before rejoining the hostel.
8. If any inquiries regarding their wards by the parents must be made only to the warden concerned specially , contacting any other hostel staff is prohibited.
9. **Each and every student born under the strength of hostel enrolment will be accompanied with parents to AGPS Rajouri and the student same will be pickedby parents on the closing days during summer/winter vacation break or leave due to any other reason and make arrangement for his/her travel.**
10. **All boarders will return to the hostel a day before the school reopens (4 p.m). A fine of Rs. 500/- will be imposed for late arrival. Furthermore, the school reserves the right to terminate the hostel admission of any student not reporting back in time.**
11. Without parent/ guardian , NO hostler will be allowed to enter into school.



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AGPS (General Rules for hostel facility)

1. Hostel students will follow the daily routine of the Hostel and School, unless exempted on medical ground on the recommendation of the Hostel Warden/Nursing Assistant.
2. No student will be allowed to enter the hostel during school hours.
3. Cupboards will be arranged neatly. Surprise checks will be made by the Hostel Warden. Any extra items, other than those specified in the hostel kit will not be allowed.
4. They are not allowed to stay in the dormitory during school hours/games/activity/study time.
5. They are not allowed to keep or take medicines or tonic without the knowledge of the hostel Warden. Any Medicines must be handed over to the Warden/Assistant Hostel Warden concerned.
6. CD player and tape – recorders with external speakers should not be played or used in the rooms.
7. Mobile phones are not permitted in the school premises.
8. Students are advised not to keep any money, gold ornaments or electronic goods like Walkman, transistor, camera, computer, mobile phone etc. in the hostel.
9. Students are expected to refer the notice board regularly and follow the instructions given to them. All notices will be put on the Hostel Notice Board. Announcements, if any, will be made during dinner time.
10. Any hostel student falling sick will report to the Nursing Assistant through the Assistant Hostel Warden/Hostel Warden immediately.
11. Remedial classes will be taken for weak students and this is compulsory
12. Any willful damage to or theft of School property or other's property will be regarded as a breach of School/Hostel rules and the student would be fined by School Authorities.
13. The student should not bring any kind of material from home which is not advised by the hostel warden. (Extra eatables, pickles, chutneys and digestive tablets are not permissible.) Items like Gutka, Cigarettes, alcohol or even empty packets of these found in possession of students will lead to serious disciplinary action.
14. The child has an option of co-curricular Activities, Yoga and Work Experience (SUPW) participation in one or more of these activities.



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15. Parents are requested to get the student's Roll number stitched on every item of clothing.
16. Entry into the Hostel by parents is prohibited. They may meet their wards in the Visitors Room.
17. Damage to hostel property such as doors, windows, electrical fitting, toilet fitting, glass panes etc. will lead to fine, disciplinary action, expulsion from the hostel. A general deduction from the hostel security deposit will be made at the end of the academic course, towards the breakage other than those, which are charged against the individuals.
18. Boarders shall take their meals in the dining hall and should be properly dressed at the meal times. Mess utensils are not allowed to be taken out of the Dining Hall.
19. Any application for attending marriages, functions or any other events during the school term will not be entertained unless it pertains to the parents or siblings. Written permission for the above should be obtained from authority well on time.
20. Not to disturb other boys/girls who are either studying or resting in their room.
21. The Boys/Girls should ensure personal hygiene and cleanliness in the Doms bath rooms and dining hall. They must not litter the lawns and hostel premises.
22. No Boys/Girls will be allowed to smoke or drink alcohol or consumption of toxic materials in the hostel premises.
23. The hostellers will not remove any property from the cook house, dining hall, common room etc for personal use.
24. No additional nails, pictures/posters will be fixed on the walls or lockers.
25. No one will enter the cook house, argue with staff and courteous behavior toward all staff is expected from every student. Suggestion or complaints if any will be given to the warden.
26. Ragging is strictly prohibited.
27. Visit to places like family quarters and nearby civil areas is strictly prohibited without permission.
28. Hostellers will arrange beds and clean accommodation before leaving for school.
29. No child will be permitted to leave hostel for night stay with parents/guardian in station.

for mess, etc



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OATH OF THE CLAIMANT-

I _____ father/ mother of (_____ Student Name
) _____ of Class _____ section _____ academic year _____ do
hereby execute my consent to permit the following persons authorized by me to be local/ nominated
Guardian's.

- a) Guardian Name 1. _____ Contact No. _____
b) Guardian Name 2. _____ Contact No. _____

2. I/we have read all the rules and provide consent to all the rules, terms and conditions regarding
school boarding facility.

Mother's Name _____ Signature _____ Date _____

Father's Name _____ Signature _____ Date _____