

Shree Swaminarayan Gurukul International School, Bangalore

RESIDENTIAL SERVICES

Shree Swaminarayan Gurukul International School serves you with a great will to bring traditional values, morals and ethics along with catering parental care to your child. However, we regard every child as special, possess empathy and at the same time regard everyone similar to best provide our residential services to them.

Thus, we bring to your consideration, following important things to remember, rules & regulations, dos & don'ts, whatever to ensure uniformity. We expect your committed cooperation and insist you to abide by following.

FOR PARENTS

1. **Healthy Relationship:** Establish a healthy relationship with Hostel In-charge who will be your direct contact. Any special attention for Health & Safety of the student can be communicated to Hostel In-Charge. However, adherence to the Academic Calendar and avoiding special recommendations for manageable leaves/meeting can help us establish a healthy relationship. Keep your contact details always updated with the Hostel In-charge.
2. **Parents Visit:** We have organized Parents Visit Schedules in the Academic Calendar at convenient intervals. You can come to Gurukul and meet your ward, come along with Parents ID Card. Any visit out of schedule shall be granted only with prior permission. However, no arrangement of accommodation can be made for the Parents/Guardian at Gurukul.
3. **CHECK – IN & CHECK – OUT procedures:**

Check-In is the process that is done every time the child report to the Hostel from outside of the campus. Similarly, Check-out is followed every time the child departs from hostel.

Check-In:

- i. Welcome to Gurukul by Hostel Parent, who will ascertain your reporting to hostel for date of reporting, office clearance and guide you to the Check-In counter.
- ii. At check-in, various checks are made to ensure uniformity, discipline and safety.
 - **Belonging Check:** All the items (including stationary, cloths, cosmetics, etc.) belonging to the child must have Member ID written, so that the safety of their belonging can be improved, any item without Member ID is deemed to be not belonging to the child. Thus, write the Member ID and send to Hostel.
 - **Baggage Check:** Items disallowed by Gurukul are handed over to Parents/Guardian without compromising. Disallowed items are
 1. Expensive Articles (like gold/silver ornaments, electronic gadgets, digital gadgets, mobile, cash money, etc)
 2. Any food item except fruit, dry fruits and ground nut. Biscuits & Snacks will be sold in store timely.
 3. Indecent dress, books, CDs, addictive substances, surplus cosmetics etc.

Check-Out:

- i. Every time if the student is leaving the hostel for generic reasons or special consideration, Parent should provide a consent letter, email or fax which should authorize the person coming to receive child.
 - ii. The request will be approved by Hostel In-charge to generate Gate-Pass. Any special leave can be requested but will be granted only after the approval by Principal. However, no leave will be granted for family celebrations, festivals etc. that are not included in academic calendar. 2 days leave can be availed for marriage of Own Brothers/Sisters only.
 - iii. On the date Parent/Authorized Person should carry Parents Card and collect Gate-Pass from Hostel Parent.
4. Hostel Accommodation is allotted for a minimum period of One Academic Year. Withdrawal in the middle or at any point of time is not admissible, in which case the amount paid as fee will be forfeited. There will be no refund of money under any circumstances.
 5. Failure to adhere to the Terms & Conditions, governing the smooth functioning of the Institution is very serious, may lead to withdrawal of the allotment of the accommodation, Gurukul reserves right to terminate the allotted accommodation in the Hostel, as well as termination from the School and forfeit of fee paid & termination forthwith.

FOR STUDENTS

1. Build your own environment: Establish a good relationship with Hostel Parents. Feel free to share all your queries with them. Additionally, make good friendship with roommates and classmates. Make yourself polite, accommodative and charming personality. Make sure that your surroundings are neat and clean.
2. Be Responsible, Punctual & Disciplined:
 - a. Be responsible for your belongings, every things must have your Member ID written to ensure safety, any loss of items shall be your responsibility, however Hostel Parent shall support in case.
 - b. Respect everything that is given to you. Be responsible for things allotted to you viz. Bed, Cupboard, Desk, Chair, room walls, furniture, fittings etc. Ensure that no writing, pasting, coloring or damage is made to them. In such an incident you are answerable & chargeable. Additionally, saving water, electricity in rooms while not in use can contribute to environment.
 - c. Be punctual in various hostel timings. Make yourself quick and ensure that you are on time to all the places and activity. Every place (Study room, Dining Hall, Room, Prayer Hall, etc.) has its own discipline, dos & don'ts ensure the same to avoid retribution.
 - d. Be communicative, updated and approachable. Share and tell everything to your Hostel Parent about Health problems, academic problems, food, friendship and everything. Dress yourself neat and tidy every time. Finish all your homework. Keep updated with notice board time to time.
3. Avoid faulty practices. Playing in hostel lobby/rooms, disturbing students in study time, talking in dining hall, wasting food, use of harsh / bad words, using words/gestures that are offend, insults, humiliate, intimidate, threaten, disparage or vilify another person's descent or family status, quarreling or any kind of indecent activity will be viewed strictly.
4. Be very far from terminals. Use of chewing gums, addictive substances, smoking, drinking or damaging and indulging into disobedience, disrespecting elders shall be taken seriously and Gurukul reserves right to terminate the allotted accommodation in the Hostel, as well as termination from the School and forfeit of fee paid & termination forthwith.

COMMUNICATION CHANNELS

- Public Relations Officer – 09845195000, 080 32985000
- Principal – 080 32029500, principalblr@gurukul.org
- Hostel In-Charge – 093791 66142, hostelblr@gurukul.org, contact between 9:00am to 10:00am only.

DAY SCHEDULE

| TIME | EVENT |
|---------------------|--|
| 5:15 AM To 5:55 AM | Good Morning, Refresh / Bath |
| 5:55 AM To 6:25 AM | Pooja |
| 6:25 AM To 6:45 AM | Saint Darshan & Preparation For School & Jogging |
| 6:45 AM To 8:10 AM | Study Time |
| 8:10 AM To 8:40 AM | Breakfast |
| 8:40 AM To 2:25 PM | School |
| 2:25 PM To 3:30 PM | Sports Coaching |
| 3:30 PM To 4:00 PM | Relax / Change Of Uniform/Snacks |
| 4:00 PM To 5:00 PM | Study Time |
| 5:00 PM To 6:15 PM | Playing |
| 6:15 PM To 6:30 PM | Refresh & Preparation for Prayer |
| 6:30 PM To 7:10 PM | Evening Prayer |
| 7:10 PM To 7:30 PM | Spiritual Assembly |
| 7:30 PM To 7:45 PM | General Instructions |
| 7:50 PM To 8:20 PM | Dinner |
| 8:20 PM To 9:45 PM | Study Time |
| 9:45 PM To 10:00 PM | Milk |
| 10:00 PM | Good Night |

CHECKLIST FOR HOSTELLERS

Following items should be brought at the time of Reporting.

| Sl. No. | Items | Quantity | Remarks |
|---------|---|------------------------------|---------|
| 1 | Casual-wears | 5 Pairs | |
| 2 | Traditional Dress – Like Sherwani {School Uniform} | 1 Pair | |
| 3 | Dark Blue Cotton Jeans trouser {School Uniform} | 1 Pair | |
| 4 | Passport size Photographs | 4 Nos | |
| 5 | Innerwear | 6 Pairs | |
| 6 | Slippers for use in bathroom | 1 Pair | |
| 7 | Normal Footwear (Sandal & Slippers) | 1 Pair each | |
| 8 | Locks (Normal size, preferably same key for 3 locks each) | 5 Nos. | |
| 9 | Blanket | 1 Nos. | |
| 10 | Bed spread | 2 Nos. | |
| 11 | Pillow cover | 2 Nos. | |
| 12 | Hand-Kerchief | 6 Nos. | |
| 13 | Napkin | 2 Nos. | |
| 14 | Bathing Towels & Bathing Shorts | 2 Nos. | |
| 15 | Bucket + Mug + Soap Box + Toilet Soap + Washing Soap | 1 Set. | |
| 16 | Tooth paste + Tooth Brush + Tongue Cleaner | 1 Set. | |
| 17 | Hand Mirror. 6"x8" + Comb | 1 Set. | |
| 18 | Shoe Polish + Brush | 1 Set. | |
| 19 | White Canvas Shoes + Socks for Jogging | 1 Pair. | |
| 20 | Oxford or Cambridge Dictionary | 1 No. | |
| 21 | Skating, Cricket Shoes/Dress White Shorts/Shoes for PET | If required | |
| 22 | Racquet + Kit for Cricket/Football/Tennis/Table Tennis/Basketball etc. | As per choice.(max 1 sports) | |
| 23 | Any other special items which the Student may require | | |
| 24 | (Only for PUC) Black Shoes (1 Pair) & Black Socks(2 Pairs) | | |