



# **WISDOM WORLD SCHOOL**

## **KURUKSHETRA**

offers a modern, air-conditioned hostel for girls

# Vageesha

## **INFORMATION BROCHURE**

### **IMPORTANT NOTE**

Parents/Students should read all the Rules and Regulations given in this brochure carefully before filling the Application Form for School Hostel

# INDEX

<b>Sr. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	Life in a hostel	3
2.	Wisdom Hostel : Vageesha	3
	❖ Location	3
	❖ Facilities	3
	❖ Problem-Solving and Doubt-Clearing	3
	❖ Safety & Security	3
3.	Items to be brought by inmates	4
4.	Mess/Dining Hall	4
5.	Basic Etiquettes/Courtesies and Code of Conduct	5
6.	Personal Hygiene	5
7.	Maintenance and Cleanliness	5
8.	Some Important Restrictions	6
9.	Visitors	6
10.	Celebrations	6
11.	Day-Out & Night-Out	7
12.	Medical	7
13.	Ragging	8
14.	Disciplinary Actions	8
15.	Fee Pattern & Fee Regulations	9

## Life in a hostel

The word "Hostel" may not sound very thrilling but life in a hostel has immense potential to shape one's whole life. Living away from the sheltering environment of one's home offers endless opportunities to a student to explore life from an altogether different perspective.

Hostel life is a very precious phase of one's life which helps in various ways as under :

- ❖ A student learns to lead a disciplined and regulated life.
- ❖ It instils a sense of responsibility and helps students to be self-reliant by making independent decisions.
- ❖ It makes a student understand the value of time and money.
- ❖ It offers opportunities to meet and bond with fellow students from various cultural backgrounds.
- ❖ It encourages adaptability to varied cultural spectrums by sharing and caring.
- ❖ It builds confidence and helps in personality development.

## About "Vageesha" - The Wisdom Hostel

**Vageesha** is a small, compact, well-equipped, modern complex meant only for meritorious, career-oriented and academically focused girls studying in Grade 9 onwards.

**Location :** The hostel is situated within the Senior Wing campus of the school in Sector-4, Urban Estate, Kurukshetra. It comprises of three blocks – A, B and C - one each on the second, third and the fourth floors of the building. Each block has three rooms with four girls sharing one room. In this way, each block can accommodate twelve girls. The total capacity of the hostel is thirty six girls.

**Facilities :** All the rooms are equipped with modern furniture with four single beds having boxes underneath for beddings, four dressing tables, four study tables, four cupboards/wardrobes and overhead cabinet for books. They also have a separate area having four shower cabins, four lavatories and four wash basins. All the rooms have all-weather, hot and cold air conditioning system. Every block is also provided a refrigerator.

The school has made arrangements with a vendor for providing laundry service - washing and ironing - to the hostellers. It is an optional and paid service as per actuals. The vendor provides pick and drop service on fixed days and the payment is to be made directly to the vendor.

The hostel also has an air-conditioned Reading Hall with thirty six work stations.... one each for every girl. During school hours, this Reading Hall is used by day scholars also but after school hours it is meant only for hostel inmates.

**Problem-Solving and Doubt-Clearing :** All the teachers of various subjects are 'on call' available after school hours to take up Problem-Solving and Doubt-Clearing sessions for hostel inmates. The Reading Hall of the hostel is open for hostellers after school hours till 8.00 pm. The Reading Hall has separate cabins for the purpose.

**Safety & Security :** The boundary walls of the whole school have been secured with concertina fencing which makes it almost impossible for any trespasser to enter the school complex. The main gates of the school are round the clock guarded by security guards. The hostel blocks are totally out-of-bounds for other students of the school. The corridors on both sides of the entry gate of the hostel have been duly sealed and cordoned off to allow only the inmates in the hostel.

The hostel is equipped with smoke detectors and fire alarm systems. All the common hostel areas as well as the entry gates have been put under CCTV surveillance.

## Items to be brought by inmates

All the inmates are supposed to bring the following items :

- ❖ One Mattress (size : 72"×38"×5"). The mattress is student's property which she has to take back as and when she vacates the hostel. Parents are supposed to send the mattress themselves but in case they want the school to purchase it for them, they should contact the Front Office/Reception of the Senior Wing.
- ❖ One pair of bedsheets/bed-covers, one pillow (as per student's comfort) with 2-3 pillow covers, one set of top sheets/AC sheets, towel set etc.
- ❖ One set of bucket and mug for bathing, one bathing stool, soap dish and personal toiletries as per need
- ❖ Personal clothing, school uniform, shoes, slippers etc.
- ❖ Yoga mat, track suit for yoga/exercises

## Mess/Dining Hall

- ❖ All the hostel inmates are provided breakfast, lunch, evening snacks and dinner, on fixed menu basis, by the school in the school mess. However, apart from this, in case of need, students can also purchase snacks, stationary etc. from the mess on payment basis.
- ❖ Dining in the hostel mess is compulsory for all the hostellers ; outside tiffin is not allowed.
- ❖ No food is served in the rooms of the hostel for any students unless a certificate is provided by the designated Medical Officer to the effect that the student's condition required the food to be served in the room.
- ❖ Students are not permitted to cook any food in the mess or in the hostel room.
- ❖ The meal timings are fixed keeping in mind the school timings and the schedule of the hostel inmates.
- ❖ Attendance at all the meals is compulsory. Proper permission has to be sought from the Warden in case of absence from any meal.
- ❖ All the students are supposed to maintain proper decorum during meal times in the Mess/Dining Hall.
- ❖ No student is allowed to get any special meal cooked in the mess.
- ❖ Students are supposed to consume the meals in the Dining Hall only. They are not allowed to take the meals out of the Dining Hall.
- ❖ As far as possible, students should avoid wastage of food. Students must consume everything that they have served themselves.
- ❖ Students are not allowed to take any cutlery, serving-dishes or any other utensil / equipment out of the Dining Hall.
- ❖ Students are supposed to wear decent clothes, maintain proper decorum and observe table- manners in the mess.

## Basic Etiquettes/Courtesies and Code of Conduct

- ❖ All the students are expected to display decent and acceptable forms of behaviour everywhere in the hostel complex as well as in the school.
- ❖ Courteous behaviour is the hallmark of good education. All the students are expected to maintain proper discipline and decorum at all times. They are expected to be respectable to elders and polite to their peers.
- ❖ Hostellers are supposed to dress themselves properly in all the areas of the hostel complex. Wearing short dresses, bermudas, mini skirts and one piece dresses anywhere outside the room is strictly prohibited.

- ❖ Students are advised not to make any noise and avoid disturbing fellow students.
- ❖ Students are supposed to switch off the air conditioners, lights & fans etc. when not required or at the time of leaving the hostel for dining or for school classes.
- ❖ Hostellers are responsible for the security of their belongings. They are advised not to keep jewellery, and expensive items in their rooms.
- ❖ Hostellers are not permitted to change rooms or sleep in any other room without prior permission from the hostel authorities. All students studying in the Reading Hall are supposed to return to their rooms latest by 8:00 pm.

## **Personal Hygiene**

- ❖ Students are supposed to take care of personal hygiene. They must bathe every day. Girls with shoulder-length hair must tie up their hair. Long hair must be braided. Parents must ensure that every time on returning to school after vacations, the students have the appropriate haircut.
- ❖ Girls are permitted to use only black bands to tie up their hair.
- ❖ Nails must be kept short and clean all the time.
- ❖ Students are not allowed to colour, dye or bleach their hair. Use of henna is not permitted on the hair or body.
- ❖ No piercing of any visible part of body is allowed except piercing of the ears. Only a set of small ear-studs may be worn.
- ❖ No student is allowed to have tattoos on her body.
- ❖ No make-up or nail-polish is allowed.

## **Maintenance and Cleanliness**

- ❖ The hostel inmates are supposed to keep their rooms as well as common areas neat, clean and tidy at all times. They should not throw any trash anywhere except in the dustbin.
- ❖ Adequate numbers of female housekeepers are provided by the school for general cleaning of rooms and upkeep of hostel premises. Students are expected to ensure cleanliness of their rooms and help maintain general upkeep of hostel premises.
- ❖ All the amenities including the furniture and fixtures provided by the school and allotted to students in the hostel have to be duly maintained by the inmates. If any item is lost/damaged/disfigured, the loss will be recovered from all the students responsible for the damage/loss, in equal share. In case the damage/loss cannot be pinpointed to student(s), then collective fine to recover the loss will be levied by the Administration. The students responsible for the act shall be required to pay double the original cost of the damaged/lost item.
- ❖ Pasting of posters/pictures and writing on the walls as well as the doors and unnecessary nailing is not allowed. Slogans of any kind or defacing the hostel in any form is strictly prohibited.
- ❖ Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another.
- ❖ Theft/damage to hostel assets in common areas/corridors will be recovered from all the students of the block involved.
- ❖ The fans and the lights in the rooms as well as common areas should be used only as and when necessary and shall be switched off when not in use.

- ❖ While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, a reasonable fine per default will be imposed by the Warden.
- ❖ The student should not leave taps open when the taps are dry as it will result in subsequent loss of water and further aggravate the water problem.

## Some Important Restrictions

- ❖ Students are not permitted to keep match-boxes, lighters, candles, incense-sticks, firearms, crackers, knives, weapons or any other potentially dangerous items.
- ❖ **Mobile phones** are strictly prohibited in the hostel as well as in the school. Possession of a mobile phone with any student is considered a serious violation of school rules and leads to serious consequences. However, students are allowed to call their parents/local guardian (on mobile numbers allowed by the parents in the hostel Admission Form) once a week in the evening as per schedule for 10-15 minutes for which the mobile phone will be provided by the Warden.
- ❖ Students are not allowed to sleep with ear-plugs on.
- ❖ Students are not allowed to keep or use any electrical gadget such as an electrical kettle, room heater, iron, hair dryer, cooking appliances etc.
- ❖ No student is allowed to keep any medicine in her room/cupboard. In case a student is taking any medicine regularly, the parents are supposed to inform the Warden and seek permission for the student to keep that particular medicine in her room.

## Day-Out & Night-Out

**Please Note :** All the parents who wish their wards to join the school hostel are supposed to designate some Local Guardian of the student who should be a resident of preferably Kurukshetra or some nearby place. In case the parents of the student are living at some far off place, the school can contact the Local Guardian in some emergency situation. The contact details of the Local Guardian should be duly filled in the Application Form for admission to the school hostel.

- ❖ All the hostel inmates are allowed to avail ONE day-out and ONE night-out on fixed days during a month. The hostellers can avail day-out on the second Saturday or Sunday as per their choice. They can also take a night-out on the last weekend of every month. They can leave the hostel after school hours on Friday or in the morning on Saturday but in any case they are supposed to return to the hostel on Sunday evening latest by 8:00 pm.
- ❖ Due request in writing or through e-mail from either of the parents or the authorised local guardian is required for day-out as well as night-out.
- ❖ The students are not allowed to leave the school for day-out or night-out on their own. Either of the parents or the authorised local guardian should come to school to take the student out.
- ❖ Out-pass for both day-out as well as night-out is issued by the Warden one day in advance between 6:00 pm and 8:00 pm. No student can leave the school without the out-pass.
- ❖ The students are supposed to show the out-pass while leaving as well as on returning at the main security gate to the security staff on duty.



## Visitors

- ❖ Only the parents or the authorised local guardian of the hosteller is allowed to meet the student on second and fourth Saturdays.

## Medical

- ❖ All the students who are selected for admission to school hostel are supposed to get Medical Insurance for a minimum cover of Rs. one lac. The Insurance Policy should be cashless and a copy of the same has to be submitted in the school office before checking in the hostel.
- ❖ All the students are required to disclose past medical history at the time of filling the Admission Form for the hostel. The student and the parents will be responsible for any non-disclosure of medical history. The parents are also supposed to inform the Warden in writing whether their ward is allergic to any medicine/salt.
- ❖ All the students are supposed to get themselves medically examined from a government hospital within seven days before joining the hostel. They are supposed to submit the medical fitness certificate in proper format at the time of joining the hostel. The prescribed proforma of the Medical Certificate can also be downloaded from the school website.
- ❖ A basic Medical Kit is available with the Warden. In case of need the students can contact the Warden for such medical help.
- ❖ The school has a panel of doctors who are called or consulted in case of need. If the local guardian of the student wants some other doctor to be consulted, he/she has to make a request for the same in writing.
- ❖ In case of a medical emergency, the student concerned has to report to the Warden immediately.
- ❖ Students who wear glasses or contact lenses should give the Resident Medical Officer (RMO) a copy of the ophthalmologist's prescription.
- ❖ The parents are supposed to inform the school about any serious medical condition such as a recent surgery, allergy, asthma or any other important medical information.

## Ragging

- ❖ Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence as per the Honorable Supreme Court ruling and any violation related to ragging invites penal action as per law.
- ❖ Display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment including teasing, abusing, playing practical jokes or causing hurt to any student or asking the student to do any act or perform something which such student will not in the ordinary course be willing to do, will amount to ragging.
- ❖ Students should report any such incident immediately to the Warden/Principal directly at any time of the day/night. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this to the authorities is also an offence.
- ❖ Any student involved in the act of the ragging directly or indirectly can be punished as per the severity of the action. It can lead to :
  - (a) Suspension from attending classes
  - (b) Suspension/expulsion from the hostel
  - (c) Cancellation of admission

- (d) Withholding/withdrawing scholarship/fellowship and other benefits
- (e) Debarring from appearing in any test/examination
- (f) Withholding academic results
- (g) Debarring from participation in any cultural or sporting event/competition

## **Disciplinary Actions**

- ❖ The Hostel Warden or any other female authority of the school may at any time inspect/check any room or student. Surprised frisking of any room is undertaken frequently to check mobile phones, any other electronic device or banned item.
- ❖ We, at Wisdom, do not discriminate between students on the basis of religion, caste, creed etc. We also expect our students to follow the same. Any complaint against any student in this regard is taken very seriously.
- ❖ The school reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and the hostel fee will not be refunded.
- ❖ Students expelled from the school will also be expelled from the hostel and the hostel fee will not be refunded.
- ❖ The student shall not bring, store, possess, consume and/or drink any alcohol/intoxicating drink, tobacco, drug or substance of any kind whatsoever or smoke in the room and/or any part of the premises. An occurrence of such behavior shall invite strict disciplinary action leading to expulsion from hostel, rustication from the school and action as per law of the land.
- ❖ No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this rule will invite action as per law in addition to expulsion from the school.
- ❖ The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the government. Students shall not carry out any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.
- ❖ Any type of storage or possession of firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from the hostel as well as the school.
- ❖ Shouting, reading aloud, playing loud music or other similar acts which are likely to disturb other residents should not be done at any time of the day or night.
- ❖ Damaging the hostel property including the removal of furniture, light fittings etc by the students is a major offence which will invite fine and disciplinary action.