IPS

INFORMATION BOOKLET

HOSTEL

Message from our Management

Dear Students

“ No one can be perfect all the time, and progress is the only way that you can improve. Try and progress with your work and keep going even if you make mistakes.”

INDIAN PUBLIC SCHOOL : An Introduction

IPS follows a well-defined path to achieve its mission which includes -

A. Excellent School Education
B. Preparation or various competitive exams
C. Life-Skills & personality development
D. Recreation & Sports Academy for mental & physical development
E. Day Boarding & Residential Facilities



Student's Life at INDIAN PUBLIC SCHOOL, SAMBALPUR

Student's Life at INDIAN PUBLIC SCHOOL

INDIAN PUBLIC SCHOOL caters to the ever expansive 'Indian Middle Class' which is looking at ensuring it's child with the best in education and other activities. The school focuses on providing and delivering not just classroom based learning but also outside classroom activities. Students are encouraged to take part in national and international events of various kinds ranging from academics to cultural to sport.



Academic System for Class III to X

Foundation — STEP-1

- **For Class X:** Board Preparation
- **For Class III to IX:** Excellence in School Exam

Enhancing Potential — STEP-2

- Step by step approach to enhance the potential of the students for future competitive exams
- Identification of Student's Strength & Interest
- Synchro Classes
- Enrichment and Slow Learners Classes

Revision Phase — STEP-3

- Revision for Board Exams (Class X)
- Revision of school academics (Class III to IX)

Academic System for Class XI & XII

Fundamental — STEP-1

- Focus on Board Preparation
- Building Solid Foundation of Fundamentals

Potential Discovery — STEP-2

- Performance Review & Assessment
- Identifcation of Student Strength & Interest

Career Preparation — STEP-3

- JEE / NEET / CA-CPT / CLAT etc
- SAT / IELTS & TOEFL for Study abroad in Leading International Universities
- Preparation for Admission in Leading Indian Universities

Revision Phase — STEP-4

- Board Revision
- Competitive Exams

Along with Academics we focus on inculcating Life Skills to ensure a successful individual.

Academic Programs

IPS offers following Residential & Day Boarding programs –

3rd to 10th	◆ Excellent Schooling affiliated to CBSE
	◆ Preparation for Olympiad, NTSE and strong foundation of Maths & Science for future competitive exams
11th & 12th	◆ Excellent Schooling affiliated to CBSE ◆ Stream : PCM/PCB/Commerce/Humanities.
	◆ Preparation for competitive exams ◆ NEET, JEE, NDA, CPT-CA, CLAT and other universities in India
	◆ IELTS, SAT/SCT for admission in leading universities in US / UK / Canada / Singapore etc.
12th Pass	◆ Preparation for NEET & JEE (Mains & Advance)

Subjects Offered in Class XI: Student need to select from the following fields

Science Stream	Commerce Stream	Humanities Stream
English Core	English Core	English Core
Physics	Accountancy	History
Chemistry	Economics	Geography
Mathematics or Biology	Business Studies	Political Science
Electives (select any one)	**Electives (select any one)**	**Electives (select any one)**
Computer Science, Physical Education (PE)	Computer Science, Mathematics Physical Education (PE)	Physical Education (PE)

Academic Features

- **Academic Team:** Highly experienced faculties
- **Preparation for Competitive Exams:** Seamlessly integrated with school education.
- **Latest Laboratories:** Physics, Chemistry, Biology, Maths & Computer Lab.
- **Language Lab:** Computerized English Language Lab for students to attain language proficiency.
- **Smart Classes:** To enhance the learning through audio-visual teaching.
- **Video Lecture Library:** Pre-recorded video lectures of expert faculty for taking lecture again for better understanding/revision OR taking lecture in advance to lead in competitive environment.
- **Digital Learning Support:** Array for digital services to enhance learning of each student.
- **Library & Reading Room:** Library stacked with varieties of books to study subject in peaceful ambience under supervision.
- **Self-study system** under supervision of faculty.
- **Assessment & Feedback:** Regular Tests and feedback to improve performance
- **Personal Attention:** Individual Doubt solving counters in one-on-one manner & Mentoring for each child
- Round the clock academic assistance.

Life Skills Development & Recreation

To be successful individual in the current scenario it is extremely important to have life skills. For this IPS provides the feeling of being in a close community which helps the students learn the life skills, social norms & rules of living in a society.

a. Clubs & Activity: IPS has formed various clubs that have many activities to be done to bring out the creative talent in the students. Painting, Literary activities, photography, public speaking, dramatics, music, dance are few of the leisure activities of these clubs. Each club has an identity, style and agenda of its own. These activities under the guidance of the experienced people provide a proper channel for creative thinking and act as safety release for bottled up emotions and inculcate positive attitude.

b. Leadership & Interpersonal Skills: Various educational & recreational activities are regular part of IPS which enable students to develop bond among them and develop inter-personal skills, Leadership, value of sharing, caring, teamwork, collaboration and co-ordination.

c. Imagination & Creativity: The process of learning at IPS includes various events & project works that challenge students imagination and creativity. When the students combine the knowledge gained at CPG with his creative power, they can do things in a novel way.

d. Independence & Initiatives: IPS strongly believes in disciplined and a strict daily routine, but at the same time, the students have the independence to work, explore and research using their imagination & creativity. The students are allowed to take initiatives for various tasks that enable them to set an example amongst their schoolmates. They are allowed to pursue hobbies and do things independently.

e. Family & Community: IPS is a 'second home' for children where they live in a family of classmates, friends, teachers; learn amidst natural environment yet fully equipped classrooms and grow to become what they want to be in life.



IPS Model for Life Skill Development

Hostel Schedule (Working Days)

05:30 am	Wake up Alarm
05:45 am	Morning Activity and Prayer
06:30 am to 07:30 am	Getting readyfor school/ Arranging the beds.
07:30 am to 01:30 pm	Academic Block (School hours)
01:30 pm to 02:50 pm	Lunch and Rest Hours
03:00 pm to 05:00 pm	Tuition Classes
05:15 pm to 06:30 pm	Sports Hours/Hobby Classes
06:30 pm to 07:00 pm	Evening Snacks
07:00 pm to 07:15 pm	Evening Roll Call
07:15 pm to 08:45 pm	Evening Study Hours (Home Work Completion & Notebook Inspection)
09:00 pm to 09:30 pm	Dinner Time
09:30 pm to 10:00 pm	Arranging the bags, personal belongings and polishing of shoes.
10:00 pm	Night Prayer and Lights Off.

Residential Amenities at IPS

IPS is a 'second home' for students where they live in a family of classmates, friends and teachers. They learn amidstnatural environment. IPS provides state-of-the-art accommodation to students within campus boundary with following amenities-

- **Hostels:** Separate Boys & Girls hostel Air conditioned rooms.
- **Sports Facilities & Ground:** Football, Volleyball, Cricket, Basketball, Chess, Horse Riding, Skating, Table Tennis and other indoor games amenities.
- **Mess Facility:** Separate mess facility for Boys and Girls.
- **Saloon :** All facilities within campus boundary.
- **Free Laundry Services:** Facility for washing and ironing of clothes available within the campus.
- **Tuck Shop & General Store:** Tuck Shops available within campus to provide stuff for daily usage.
- **Cashless Transaction:** Cashless Transaction Facility is available to do daily routine purchases from Departmental Store within campus. Student is not required to keep any cash with them. For details kindly contact Student welfare cell.
- **Common Room:** Common room in hostel having Newspapers, Magazine, TV and Music for recreation.
- **Health Care Center:** Health Care Centre is situated within the campus to provide 24X7 Medical Facilities. Trained and experienced nurse and Ambulance are available in campus.
- **Student Counselling Cell:** For guidance and support, student counselling cell is available under well experienced psychologist.
- **24 hrs Student Welfare Cell:** Takes care of all the non-academic issues of all the students during their stay
- **24 Hrs Purified Drinking Water & Power Backup:** Well-equipped system for serving 24X7 purified drinking water (provision for hot water supply also) and 24 hrs. power backup.
- **House Keeping:** Clean and healthy surroundings is prioritized and taken care with support of best Housekeeping Service providers and other hygiene measure.
- **Internet Access (Under Supervision):** Well - Equipped Computer Room with internet facility available under supervision.
- **Travel Desk for Ticket Reservation etc.:** Helpdesk for providing students with Air, Railway & Bus reservation facility within the campus.
- **Meditation Hall** for Yoga and Bal Satsang
- **24X7 three-layered Security and CCTV Camera Surveillance:** To ensure safety and security which cannot be compromised.
- **Environment Friendly:** Lush Green and pollution free environment

Day Boarding Amenities

IPS also offers Day Boarding facility for I to XII class students. Day Boarding at IPS offers all the facilities and services considering the requirements of day-boarding students. Apart from offering basic Day-boarding facilities such as healthy and nutritious morning snacks and lunch, we aim at utilizing the time of student to its best so that they go home without any burden of assignment / homework etc. Also, Campus has various sports facilities for day-boarders.

Documents Required for Admission

A. At the time of Application :

a. 07 Recent passport size photographs.
b. Parents attested photo copy of Progress Report issued from the previous school.
c. Transfer Certificate in original issued from the previous school to be submitted at the time of fee deposition.
d. Parent's attested photocopy of Birth Certificate issued by Municipal Council.
e. Photocopy of Aadhar Card
f. Category Certificate (SC/ST/OBC/Minority)
g. Migration Certificate (if applicable)

Note : Admission will be given on provisional basis & will be considered as confirmed only after submission of original documents.

Hostel Schedule (Holidays)

07:30 am	Wake up Alarm
07:30 am to 09:00 am	Getting ready
09:00 am to 09:30 am	Breakfast Hours
09:30 am to 11:30 am	Vocational Programs and Societal Engagement Programs
11:30 am to 01:00 pm	Arranging of cupboards,Haircuts, Nail cuts, Washing of clothes, covering of books and notebooks
01:00 pm to 03:00 pm	Lunch and Rest Hours
03:00 pm to 04:00 pm	Functioning & Report of Hostel Committees/ Parliament Session.
04:00 pm to 06:00 pm	Sports compt/Matches, CCA (Hostel Boys), Completion of Pending Work in Notebook
06:00 pm to 08:00 pm	Watching a movie/ Outing Plan
08:30 pm to 09:30 pm	Dinner Time
09:30 pm to 10:00 pm	Packing of bags and making arrangements for the next day
10:00 pm	Night Prayer and Lights Off.

List of items Required (For Residential Students)

A. Provided by Indian Public School :

- Bed & Mattress, 2 Bed Sheets (washed once in a week), Pillow & Pillow Cover, Curtain Rod and Curtain, Dust Bin, Study Table & Study Chair, Almirah (Cupboard), Book Shelf, Tube-light, Fan & AC with remote etc.
- Uniform (School, Coaching, Sports & PT)
- Shoes (Sport Shoes, School Shoes, Slippers, Sandals)
- **School Kit :** Pencil Box including Sharpener, Eraser, 2 Blue Point Pens, 2 Blue Gel Pen, 1 Black & 1 Red Pen, Paint Box (Water Color), Sketch Pen Set, Crayons Set
  CBSE Books + Modules + 1 Register + 1 Copy per Subject + Practical File (combined) + Computer Copy + Drawing Copy + Graph Copy

B. To be Brought from Home :

A. School & Hostel Uniforms:

Description	Quantity Required
School Uniform	3 pairs
School House Uniform	3 pairs
Hostel Uniform	3 pairs
School Socks	4 pairs
School Shoes	1 pair
School Blazer	1
School Sweater	1
School Sports Shoes	1 pair

B. Clothing for Formal Occasion

Description (Boys)	Quantity Required	Description (Girls)	Quantity Required
Jeans	2	Jeans /Long Skirts /Lower/Leggings	2
T Shirts	3	Long Kurtis	3
Shirts	2	Camisole & Slips	2
Trousers	1	Shirts	1
Coloured Socks	2 pairs	Coloured Socks	2 pairs
Colourful Informal	2 pairs	Colourful Informal	2 pairs
Innerwears (Vests)	6 pairs	Innerwears	6 pairs
Night Suit	1	Night Dress	1

C. Linen & Bedding

Description	Quantity Required
Hand/ Face Towels	3
Bath Towel (approx 26" x 46" in size)	3
Bed Sheet (Single bed size)	2
Blanket	1
Pillow Covers	3

D. Luggage

Description	Quantity Required
Suitcase (Lockable) 24" or 36"	1
Air Bag	1

E. Personal Outfit, Footwear & Other Items

Description	Quantity Required
Umbrella	1
Raincoat with hood	1
Undergarments & Vests	6
Handkerchiefs	6
Indoor Bathroom Slippers	1 pair
Sports Shoes	1 pair
Floaters	1 pair
Water Bottle (1 ltr. with strap)	1
Milk Mug	1
Laundry Bag	1
Number Lock	2
Alarm Clock	1
Torch	1
Shoe Polish	1
Shoe Brush	1

F. Toiletries

Description	Quantity Required
Hair Brush	1
Hair Comb	1
Nail Cutter/ Clipper	1
Hair Shampoo (Large or Medium Size)	1
Hair Oil (Large or Medium Size)	1
Soap Bar for Bathing & Soap Case	2
Washing Soap or Powder	1
Bathing Mug / Bucket	1
Talcum Powder (Antifungal)	1
Skin Cold Cream/ Moisturizer (Large Bottle)	1
Tooth Brush	2
Tooth Paste (Large or Medium Size)	1
Tongue Cleaner	4 pieces
Ear Buds	As per requirement
Deodorant	As per requirement
Hair Trimmer (for Senior Boys)	As per requirement
Face Wash	As per requirement
Body Lotion	As per requirement
Sun Cream	As per requirement
Black Hair Band	As per requirement
Mosquito Repellent	2
Shaving Kit For Boys	1

G. Medical / Health Related Items

Description
Necessary Medications with Doctor's Prescription

General Information, Rules and Regulations

A. Hostel Fee includes the following facilities

a) Separate furnished rooms for boys and girls.
b) Daily cleaning (by house keepers).
c) Hot Water (in Winter season).
d) Laundry (60 clothes in a month).
e) Security Guards.
f) Free Common Electricity.
g) All other facilities of Campus like access to reading room, common room, play grounds, etc (at its schedule timing).
h) Vocational Classes.
i) Local Study tours/trips.
j) Outing for boarders.
k) Synchro/ Tuition Classes.
l) Events & Celebrations.
m) Sports coaching facility.
n) Hobby Classes.

B. Allotment of Hostel and Room

a) The management will decide and allot hostel and room to the student on its own discretion.
b) Exchange of hostel/room once allotted is not permitted under any circumstances if required under the norms of management for a session.
c) If a child gets himself/herself changed from boarder to Day boarder or vice-versa hostel charges will be levied for the entire session irrespective of any reasons whatsoever.

C. Payment of Quarterly Charges

a) Hostel fee has to be paid in advance on quarterly basis, from 01st to 10th day of the scheduled month.
b) Fee Deposition with Late Fee: Payment after the due date as mentioned in FPP will impose a late fine : Rs 10/- Per day 11th to 25th of the Month.
c) If a student goes for any vacation/for other reason, no adjustment or concession or deduction will be made.
d) Hostel Fee is inclusive of Service Tax.

D. Security Deposit

a) Student has to deposit refundable Security money at the time of admission.

b) Security money shall be refunded at the time of leaving the hostel after recovering hostel dues and charges for damages (if any) done by student in the room or common area or elsewhere.

c) One month hostel Charges will be also deducted from security money if occupant leaves the hostel for any reason what so ever, before the committed last month of stay declared in clause-3.

d) Security money will be refunded only by account payee cheque in the name of parent.

e) Security money shall not be adjusted in Hostel charges.

G. Furniture & Fixtures :

a) Every boarder is provided with a set of furnishing as per the details in annexure.

b) At the time of admission, it will be student's responsibility to check the room furnishing, fixtures, electric fitting & other items and see that they are in good condition. The students shall be responsible for any damages or loss after taking possession.

c) Furniture and electrical fitting are not to be removed from one room to another.

d) Occupant is to see that no damage is done to the hostel property. Any damages to hostel property (intentional or negligence) is to be repaired & made to be in good condition and the cost for the same has to be borne by student individually or collectively on case to case basis.

e) Furniture, Fixture, accessories and other items which are given at the time of allotment of room are the property of the hostel. These should be deposited at time of final check out. If lost or not found in good condition, then their cost will be charged from the occupant or will be deducted from security deposit.

f) The deductions from the deposit will be made at the sole discretion of the management of the hostel.

L. Supply of Hot Water/ AC Facility

a) Hot water will be available only from 5:10 AM to 08:00 AM during November to February.

b) Air Conditioners function in hostel only for 8 months i.e. from March to September.

M. Wastage of Utilities :

a) Occupants should use Water and Electricity judiciously.

b) Lights, fans etc should be switched off when not in use.

c) Using personal electrical appliances/ Mobile/Radio/ Electric heater rod/ Kettle and similar appliances are not permitted. If somebody is found using such items, appliance will be confiscated and penalty of Rs. 1000/- will be levied.

d) Occupants are warned against tampering with electric installation and for electric repairs the electrician should be called in.

N. Room Inspection

The warden or any authorized person by the management shall have liberty to inspect the room, its cleanliness and hygiene and for any other purpose at any time.

O. Medical Facility & Assistance

a) If medical help is required, student have to inform the Hostel Warden.

b) Free Medical Facility is available in campus for basic treatment.

c) In case of consultation with expert doctors, hospitalization, etc any Medical fees and other expenses will be charged from the student.

P. Rule For Visitors

a) Visiting time is on 3rd Sunday between 10 AM to 4 PM (ONLY).

b) Only those visitors are allowed to meet the student whose name are given in the hostel admission form with the permission of Hostel Warden/Administrator.

c) Visitors can meet the residents at the Reception Lobby/ Visitor's room only.

d) Visitors are not allowed to enter Hostel Block.

e) Guests or visitors are not permitted to stay in the hostel.

I. Maintenance of Room, fixtures etc

Wall, windows, doors should be kept in good condition. Nailing, painting, sketching, pasting, posters, stickers, graffiti or any decoration is not allowed in the room & on walls, cup-boards, lofts, racks, tables, chairs and other furniture and fixtures. If any such types of damages are found, then renovation cost will be charged from the occupant with additional penalty of Rs. 500/-

J. Laundry Facility

a) Laundry person comes to hostel at regular intervals. Students can give maximum 60 clothes for washing and ironing in a month. Woollen clothes are not allowed in this package.
b) This facility is free to all students up to 60 clothes per month. Beyond these students have to make payment to laundry person on case to case basis.
c) Student, while giving and receiving the clothes will have to make proper entry in the register.
d) If a student does not receive his/her clothes, laundry person will not be responsible for the loss of clothes.
e) Tagging of clothes to be done by the students after getting the uniform purchased.

K. Room Cleaning :

a) Servants/maids are available in the hostel from 8:30 AM to 8:00 PM. It will be the duty of the students to get the room cleaned by hostel staff appointed for these purposes and keep the room in tidy and hygienic condition.
b) Please get rooms cleaned only in your presence. Management is not responsible for any loss of cash or valuables.

Q. Food (Mess)

a) Vegetarian food is provided in the hostel which includes :
(i) Break-Fast (ii) Lunch (iii) Evening Snacks (iv) Dinner.

b) Food items are prepared & served as per menu decided in advance.

c) All occupants have to take their meals in dining hall on scheduled time. No room service is provided.

d) Students not coming to dining hall in time may miss their food. Management will not be responsible for this. Therefore students are advised to be punctual for the meals along with their proper attire.

e) The use of mess utensil/ crockery for personal use in rooms is strictly forbidden.

R. Alcoholic drinks, smoking and non-veg food

a) Non vegetarian food, liquor, alcoholic drinks, outside food, cigarettes, gutkhas are strictly prohibted in hostel and campus.

b) If student is found with liquor, alcohol, drugs, spirits, cigarattes, intoxicants and gutkha etc he/she will be rusticated immediately without refund of security deposit or money. Also legal action will be taken against such student.

S. Behaviour, Attitude and Discipline :

a) Students are expected to maintain perfect discipline and proper atmosphere in the hostel & inside and outside the campus.

b) Al all time, general behaviour must be polite, courteous and helping attitude towards all.

c) Students should dress modestly & according to the time table.

d) Shouting/Creating noise and nuisance, violent knocking or banging or any such behaviour that is likely to cause disturbance is strictly prohibited.

e) Maltreating or abusing the co-students, hostel employees and staff is strictly prohibited. Any complaints against any student/staff should be reported to the administration without involving yourself into an argument.

f) No bribe/tip or buksheesh should be offered to any staff to members.

g) Any occupant disturbing the peace and routine of the hostel and or found guilty of bad conduct or breaking rules and regulations is liable to be expelled on notice of 3 days and security deposit and advance rent paid shall be forfeited.

h) **Act/Deeds inside/ outside hostel campus :** It should be noted that the hostel management would not be responsible for any act, deed, accident or mis-happening done by or caused to student inside/outside the hostel premises or campus.

i) **Students coming back from outing/holidays :** Bags/Luggages may be checked at any point of time.

T. General Guidelines :

a) Management of the hostel reserves the right to give admission. There is no compulsion on the management for admitting any student.

b) **No Transaction without Receipt :**

* No cash shall be given to any staff. The administration will be responsible in case any type of such dealing is done with any of the staff member.
* All kinds of transaction should be done only at Fee Deposition Counter and student should always take RECEIPT for any payment made.

c) Hostel Attendance :

* **Students have to mark in and out entry in register kept at main gate every time they enter or leave hostel.** This rule should be followed strictly and no concession will be given to any students under any circumstances.
* While going out of the campus, occupant is required to take permission from warden/ student welfare cell and also has to put in and out entry in movement register. If student is found to move outside of the campus without permission, a strict disciplinary action will be taken against him/her and he/she may be rusticated without refund of security.
* Student should report back to the hostel premises latest by 7:00 PM (other than class timing). No student shall leave the hostel earlier than 07:00 AM on all days unless having prior permission from the warden.

Post/ Registered letter/ Courier etc.

a) Any registered letter by post or courier may be received by hostel staff member but hostel will not take any responsibility of documents/ belongings inside the post/courier.

b) All the students and their parents are informed that cash must not be sent by courier. Management will not be responsible for any loss or delay.

c) Student must look up to hostel notice board once in the day as important notices are put up there. Notice unread will not be considered as an excuse.

d) TV facility in common room, Indoor, Sports Facilities etc. are complimentary and management can withdraw these at any time in the large interest of the students.

e) Celebration of Birthday and other festivals in hostel premises is strictly prohibited. You may celebrate the same on Celebration Zone (Specific date) in the campus.

f) No outsiders like vendors, tailors, etc. will be allowed to enter in the room/hostel.

g) Students are advised not to keep ornaments, huge amount of cash and other valuables with them. If found lost/ damaged, management will not be responsible for it.

h) Hostel administration is not responsible for any loss or theft done by other occupant, friend, co-residents, or staff in the hostel and advises occupant to lock the room, cupboards while going out.

I) No student should have any fire arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel. Student found guilty of having committed breach of this rule shall be rusticated from the hostel without refund of security and legal action will also be taken against students.

j) All complaints, cases of illness and other related matters should be reported to the hostel warden/student welfare cell immediately.

k) Every student and his/her guardian must have a copy of the rules to acquaint themselves with all the rules and regulations of the hostel & campus. Student must observe these rules strictly. Ignorance of rules will not be considered as an excuse.

l) In all matters concerning the hostel administration the decision of the management will be final.

m) Hostel management reserves the right to change/make/amend the rules and regulations at its discretion without any prior notice.

n) All legal disputes are subject to Sambalpur (Odisha) Jurisdiction only.

Signature (Student)

Signature (Parent/ Guardian)

INDIAN PUBLIC SCHOOL, SAMBALPUR



FOLLOW US ON

Contact : 7328088267, 7205112311