

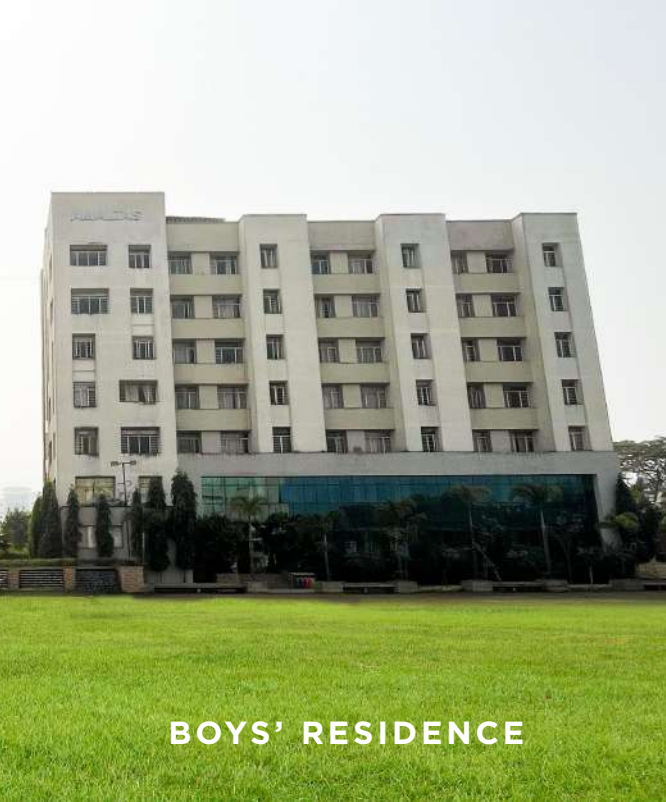


**ROYAL**  
Global School  
Guwahati

# **Boarding Handbook 2025-2026**



**GIRLS' RESIDENCE**



**BOYS' RESIDENCE**



**BEDROOM**



**STUDY ROOM**



**STUDENTS' LOUNGE**



**HOSTEL ASSEMBLY**



## **Our Vision**

To be an institution of excellence nurturing responsible global leaders for the greater cause of mankind and a sustainable future.

## **Our Mission**

The mission of the school is to impart knowledge through a sound academic framework in a conducive environment.

To make the children socially and environmentally responsible.

To help children develop valuable skills so that they contribute responsibly in a global community.

## **Our Logo**

Our logo symbolises the 360° development of students with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs globally - thus the globe. The emerging bubbles on the globe stresses on the growth and total development of each child: spiritual, moral, intellectual, social, emotional and physical.

## WELCOME NOTE

Your child is embarking on a new journey and we know that you took great care in making the decision to send them to Royal Global School. Here on our beautiful campus, the students in residence will be looked after by attentive and caring staff members and will enjoy the beauty that surrounds us. They will grow to become more independent, build friendships and be challenged to see the world with a new found curiosity. They will come to understand the importance of discipline, of working together as a community and seeing the value of what they have to contribute to our world.

Parent interaction is expected and appreciated as together we help guide them through their teen years while learning healthy choices and positive decision-making skills. We care about and promote personal safety, positive and healthy relationship building, important life skills and successful study habits. There are opportunities galore at RGS to encourage children to attain their best selves.

At RGS, our boarding team's top priority is to ensure that our boarders are happy, healthy and well cared for, allowing them to unleash their full potential academically, socially, mentally and physically in a safe, nurturing, happy, comfortable and vibrant family environment, thereby allowing a sense of independence to flourish. We prepare our students to thrive in the most volatile of circumstances.

We welcome your child to Royal Global School.

Pastoral Team

## OUR PRINCIPLES

The Core Values of RGS students and staff apply to all aspects of Boarding life as they do to all other areas of the School. (Ref: Student- Parent Handbook). The principles of boarding will be carried out in line with the School's policies and procedures to ensure the safety and wellbeing of every individual.

### **In short, our specific aims are to:**

#### Safeguard and promote the welfare of each boarder by:

- Creating a Home away from Home based around an atmosphere of mutual trust and respect within the House.
- Overseeing the happiness and development of our boarders through a community where we can all live and work together.
- Providing an environment which is safe and free from danger.
- Providing accommodation, which is comfortable, well maintained and appropriate to the boarders' needs.

#### Promote life skills to:

- Enable boarders to grow into independent, disciplined and self-reliant adults.
- Enable boarders to develop good relationships with all sectors of the community.
- Enable boarders to develop their own moral, spiritual and social values
- Enable boarders to fulfill their intellectual, academic, sporting and creative potential

#### Provide boarders with opportunities within our boarding provision to fulfil their full potential by:

- Providing time within the structure of the House program for boarders to discuss issues with a variety of adults and peers.
- Providing a framework which will allow boarders to achieve a high standard in their interests and academic pursuits.
- Arranging varied and enjoyable opportunities for relaxation, hobbies, cultural and social outings.



## **New Boarders:**

New boarders are closely monitored by the Hostel Team and are helped to learn the structures and routines of the House. Existing boarders also take great care of new students, which enables them to make friends and settle in quickly. Parents of new boarders should expect an update on their child's progress by calling the House Masters

## **Homesickness:**

Inevitably, there will be times when a boarder will miss their home and parents. This is completely normal and our Hostel Team is extremely experienced in dealing with such situations. However, if you are worried please contact a member of the Boarding Staff to discuss the best way to manage the situation. We run a friendly, family- orientated Hostel and ensure that each and every boarder's needs are met.

## **Start & End of Term:**

At the beginning of the School Year all boarders should arrive one day before the start of the academic program. This allows us time to prepare your children for the term ahead, organize uniform and go over the Hostel routines. New boarders will also have the opportunity to meet their fellow hostel mates, the staff and get settled in before School begins.

For all other terms during the year boarders should aim be back in the Hostel between 10:00am and 5:00pm on the day before term begins. At the start of the holidays, all boarders should have left the Hostel by 4:00pm, after school. Students travelling far may leave the following day by 10:00am.

All children must leave the Boarding Houses during the long School holiday except for those having exams.

Please see the school Calendar for specific dates (Ref: Students Handbook).

## **Travel Arrangements:**

All travel arrangements should be notified to the Head of Boarding through email well in advance. A consent letter needs to be sent for Boys(Grade 11 & 12only) travelling unescorted.

## **Absences:**

In the event that a child has to be absent from school, written permission must be sought from the Principal/ Head of Boarding (Ref: Students Handbook). We request that this is only in exceptional circumstances as it can be extremely disruptive and impacts upon individual academic progress and the continuity of the curriculum. This also applies to early departures and late arrivals.

## **Monthly Outing:**

Boarders are taken to Guwahati town, for a 6 hours long outing under the supervision of House masters.

It should be remembered, though, that these trips are a privilege dependent on behaviour and permission is at the sole discretion of the Pastoral Team.



## GENERAL INSTRUCTIONS

- Boarding accommodation is not a matter of right. It is subject to -
  - a. Availability
  - b. Discretion of the Principal/Head of Boarding/Competent Authority
  - c. Parent/Student agreeing to abide by all the rules and regulations of the Boarding.
- Students must be flexible and adaptable to shift to alternate accommodation at short notices based on need or due to administrative reasons.
- Students must occupy rooms specifically allotted to them. Change of rooms will not be allowed without written permission from the Head of Boarding/Principal/ Competent Authority. No changes can be made to the furniture and fixture provided in the room.
- The school reserves the right to terminate the students in residence for any willful disobedience or defiance of authority, non-observance of hostel rules, damage to person or property and/or indulging in any undesirable behaviour or prohibited activity.
- Ragging, Bullying, Gambling, misuse of Internet and Social Media, Breach of Privacy, Abusive Language and/or Political or Communal activity in any form, is strictly prohibited and is a matter of zero tolerance within the Boarding as well as in the school campus. If any student is found to be indulging in ragging or bullying, he/she will be liable to corrective and disciplinary actions under the existing provisions of the school policy and may also lead to suspension/expulsion from the boarding/school.
- Parents must drop their ward(s) to the boarding on specified date or a day before the reopening of school after vacations, failing to which, strict action would be taken



which may also lead to the student's name being discontinued from the Boarding. Late reporting and if the child remains absent for more than 7 days without prior notice may lead to expulsion from boarding.

- For new admission(s), parents should provide the following letters issued by the Principal of the school.

1. Admission Letter

2. Boarding Admission Letter

- The admission letter/boarding admission letter issued by the Principal should be carried to the school when parents leave their ward(s) at the campus for the first time after new admission(s).

- Attested photographs of parents and local guardians should be submitted at the time of admission. The child will be allowed to leave the campus only with parents or local guardian. In case any other person apart from the ones approved in the Identification form comes to take the boarder, he/she has to carry a letter of authorization from the parent or a mail has to be sent with the photograph of the person authorized by the parent. The boarding handbook norms apply to parents and guardians equally.

- At the time of checking in, the boarders must get all belongings and suitcase(s) checked thoroughly by the house staff.

- No child/children will be allowed to loiter around the school/Boarding premises.

- Boys are restricted to enter the girl's Boarding, the same follows for the girls. Boys

and girls are prohibited to loiter around/sit together anywhere in the school/Boarding premises. The same will lead to strict action against the boarders.

- Boarders must always and are allowed to wear permitted/approved and appropriate school or boarding uniform and/or dress till they change to their night dress (after dinner time).
- Boarders are strictly prohibited from asking any day scholars/outside to buy or get anything from outside.

## **Cleaning**

The Hostel is thoroughly cleaned once a day by our housekeeping staff. All children are expected to keep their own rooms and possessions tidy and to help staff with occasional chores.

## **Eco Initiative**

We endeavor to make our boarders more aware of environmental issues by discussing current affairs, organizing regular eco activities and setting a positive example within the House. We discourage waste, support recycling, and ensure that children are mindful of their energy usage within the Hostels.

To limit the use of single use plastic we encourage students to use the following

- Reusable Water Bottle
- Reusable bag
- Laundry Bag

We ask that parents help us to accomplish our goals by limiting the number of single use items which are brought into the hostel and by discussing positive alternatives and choices.

With the involvement of our boarders and support of our families we hope to grow our Eco Initiative and work on developing a more sustainable Hostel for the future.

## **Meal Times**

All of our school meals provide a balanced and healthy diet for the children. Please see our Food Policy on the website [www.rgs.edu.in](http://www.rgs.edu.in) for weekly Food menu.

We encourage children not to be “picky” about their food but if your child has an allergy to a particular food, please let us know in writing and we will provide an alternative meal. We cater for only Pure vegetarian dishes with fresh vegetables, milk and milk products, lentils, and cereals.

Any special dietary regimes must come at the recommendation of a doctor and a comprehensive food plan provided to the School to help us monitor the health of our students and provide balanced alternatives. Changes to diet should be made on a termly basis only.

Meal times are an occasion when students come together as a community and we like to take advantage of this. We promote good manners at the table and embrace cultural differences, offering specialty dishes.

At least six Boarders are nominated to represent the hostel in the F&B Committee to share their opinions while preparing the monthly menu. The F&B team meets once in every month.

**We organize Royal Snacks and Royal Dinner at the end of every month.**

## **Birthdays**

If your child's birthday falls during term time, we are happy to arrange a small celebration upon your request. This will include a birthday cake (sufficient for students) and sweets.

For security reasons, hostel students are not permitted to celebrate their birthdays outside the campus. However, parents may visit their child in the Parents' Lounge on their birthday. Kindly note that students will not be allowed to leave the campus for birthday celebrations.

Every student receives personalised gifts on their birthday from the school.

To maintain uniformity and hygiene, we request parents not to bring any food, snacks, or drinks for birthday celebrations on campus.

## **Tuck (snacks and sweets)**

The school provides snacks and bites based on the preferences of the boarders. Therefore, we kindly request parents not to send any snacks or sweets with their children.

Any such items found in students' possession will be confiscated to ensure compliance with our school policies.

## **Hostel No and Personal Belongings**

Boarders are advised to write Hostel number allotted to them on their uniform and personal belongings. The No should be written with indelible ink .

Please note that we have great difficulties helping pupils to keep track of their possessions if these are not marked and if they bring in too many items. We remind the boarders that they need to look after their own belongings and respect those of others. Students are not permitted to bring gold, costly jewelries, phones and fancy items.

We recommend that it is not wise for students to lend their possessions. This prevents disputes arising over broken or missing items. Boarders should report any missing items immediately and the Boarding Staff will, of course, assist students in finding them.

Boarders should clear their rooms at the end of each Term.

**The School can take no responsibility for the loss or damage of personal item if left at the end of each term.**

### **Gadgets/Electronic**

Grades V-IX

Only one smartphone or tablet is allowed.

Grades X -XII

Two gadget item eg. mobile phones and laptops may be brought to school.

Please ensure that the Hostel Team is aware of how many items your child has.

We have a strict use of Electronics Policy, which only allows children to access their items during weekends and holidays. This is to encourage other forms of activity and socializing within the Hostel. We have in place a filtered Wi-Fi but require parents to place restrictions.

**All electronic items will be collected after the allotted time and will be safely stored and charged until the following day.**

### **Prerequisites and Pre understanding**

- Students should understand that the usage of gadgets for recreational purposes in RGS is a privilege, not a right. The school reserves the right to limit, temporarily or permanently, the use of gadgets for recreational purposes.



- Students are to bring and use only one gadget unless the school has instructed otherwise.
- The device along with the charger and headphones should be properly labeled with the owner's name by permanent marker.
- Students are required to submit their gadgets to the House Parents for security reasons.
- The school will not be held responsible for any damage to, or loss of the device during the duration of gadget time.
- Students should understand and agree that the school can conduct random checking of devices to ensure that everyone is using his/her gadget responsibly.
- Students should understand that the school may use any available means to monitor the usage of the School's WiFi, internet, and computer resources.

## **Responsible use of Gadgets/ Electronics**

- Signing out and signing in of the gadgets are necessary.
- Students should use the School's Wi-Fi network for academic purposes and for official school activities at the teacher's instruction.
- Teacher's note or written approval of a teacher along with their signature is a must for using gadgets for academic purposes during study time.
- Students will only use the Wi-Fi Network provided by the school. They will not use the mobile data service of their devices and will not connect them to any internet broadband or alternative internet service while in school.
- Students will not use their devices to search for links , access, or send anything that is:
  - Offensive
  - Pornographic
  - Threatening
  - Abusive
  - Defamatory
  - Considered to be an act of bullying.

- Students should report to teachers if any inappropriate behavior or material that they have accessed and/or which they have received from someone.
- Without the written approval or instruction of a teacher or of a school authority, students will not use their devices to record (audio, video, still photos) any school proceeding including classroom discussions and activities.
- Students will not use the cellular functions of their devices like texting, calling, and sending multimedia messages.
- Students will not hack or bypass any of the school's hardware and software security by using Virtual Private Network (VPN) applications and other proxy sites among others.
- Sharing and borrowing gadgets with each other especially between seniors and juniors are strictly prohibited. Sharing and borrowing gadgets with day boarders are also not allowed.
- Non-compliance to any of these above-mentioned procedures, rules and regulations have corresponding sanctions or consequences.
- Major Offense: Recording inappropriate videos, taking inappropriate pictures, using one's gadget for cyberbullying, accessing pornographic sites, possession of unauthorized gadgets and SIM cards.
- The consequence for the major offense will be immediate confiscation of the device and to be redeemed ONLY at the END OF THE TERM.
- Minor Offenses: For a minor infraction, like not submitting gadgets on time, failing to sign in and sign out in the record book, placing gadgets, chargers in inappropriate places the following consequences will be imposed:
  - 1) First Offense: Immediate confiscation of the device and to be redeemed ONLY after a period of THREE (3) WEEKS.
  - 2) Second Offense: Immediate confiscation of the device and to be redeemed ONLY by the parents after a period of ONE (1) MONTH.
  - 3) Third Offense: Immediate confiscation of the device and to be redeemed ONLY by the parents at the END OF THE TERM.

## Unacceptable Items

The possession or consumption of Tobacco, e-cigarette, cigarette and alcoholic drinks is not permitted and constitutes a serious breach of School Rules. Smoking or drug use is not permitted under any circumstances whether at school or on activities and excursions.

The principal will contact parents immediately should a student be found to have consumed alcohol or be in possession of cigarettes, e-cigarettes or drugs. Abuse of this rule may lead to either temporary or permanent exclusion from School.

The following items are NOT permitted: Candles, Lighters, Matches, Fireworks, Hot-plate, Incense sticks, Electrical heaters or Knives.

The possession or use of such items shall invite strict disciplinary action which may lead to suspension from the Hostel.

## Academic Matters

The Hostel Team closely monitors the academic progress of all of our boarders and communicates daily with Academic Staff. We encourage the children to work hard and have a number of compulsory study sessions within our boarding program. The Boarding Staff also attend the termly parent-teacher meetings on your behalf and will send you the report.

We provide all boarders with a personalized adult support network during their time at RGS. This includes Boarding Staff, House Teachers, Tutors and Extra Support Staff. If you have any concerns regarding the academic or pastoral care of your child, please do not hesitate to contact us for assistance. The staff are also available for private meetings should you wish to discuss your child's progress in person.

It is extremely important that all children are prepared for their studies. Therefore, please pay attention to the list of School equipment and supplies required and ensure that your child/children come to School fully prepared.

## Study Time

- Students must report on time to their respective study area.
- We have TWO compulsory Preps- i) Evening from 5:30 pm to 7:00 Pm and 9:00 pm to 10:00 pm.
- Students must bring all study materials and assignment diaries (where all the assignments of the day are written) to the designated location.
- Students should seek the teacher's permission if they need to go out of the study hall.
- Students may not use this time to sleep or take showers, wash clothes, plan for tournaments etc.
- During study hours, all students must devote their time to academic preparation.
- The door to the study hall remains open.
- Silence is mandatory.
- Students must work independently, unless they are allowed for a group study session with full knowledge of the teacher in-charge.
- Group study sessions between boys and girls are discouraged.
- Students should not use the study time for pleasure reading or chatting with peers on irrelevant topics.
- Students must not bring gadgets to the study area. Proper permission needs to be sought from the subject teachers through a written note as a symbol of approval.
- Eatables are not to be brought inside the study hall.

## Reading

We see reading as an important activity and all boarders have a daily reading time in bed each evening before "lights out". There are School, Classroom and Hostel libraries and pupils are also encouraged to bring good books from home. The Boarding Staff ensure that boarders keep up with their English reading and provide additional supported reading when needed.

## **Accidents and sickness**

All accidents, injuries and sickness, whether in the buildings, sports field or during extra-curricular activities must be reported to the Pastoral Team. Parents will be informed by telephone if any significant medical care is required. Please ensure that your contact details are updated regularly in case you need to be contacted in during emergency.

Boarders who are too sick to attend school will remain in the Infirmary with a member of staff. We provide close supervision and are in consultation with our local doctor. We discourage our boarders from missing too much school/activities and for this reason we limit electrical time to ensure our patients are receiving the rest needed to recover. Parents will be regularly updated on their child's condition by the respective House Masters.

## **Health and Medication**

The Hostel Team looks after the boarders' health, including monitoring the boarders' height and weight, which will be measured at the beginning and end of each term.

We have a fully stocked infirmary and the administration of medication is at the discretion of the school Nurse. Therefore, the School MUST be informed of any medical issues concerning your child or any restrictions to the medication they are able to take. Any allergies must be announced and any medication must be handed in to the House Master. We are unable to administer foreign medicine to children without clear, written instructions from parents and medication will only be accepted in its original packaging. The HOB will assess whether it is appropriate for children to self-medicate, (e.g. inhalers)



It is not necessary to send your children in to School with large quantities of non-prescription medication and children must NEVER bring medication into School that the Staff are not aware of in advance.

If a child feels unwell or has hurt himself/herself, he/she should speak to the School Nurse straight away. We have an infirmary and a School Nurse who is First Aid trained and attends refresher courses regularly. The School Nurse is on duty at all times, including overnight.

Please inform us immediately if your child has been in contact with any infectious diseases during periods away from school.

Haircuts, hearing, dental and eye checks are the responsibility of the parents and should be arranged during holiday time. However, if a boarder develops a need during the Term, the School will arrange for the appropriate appointment to be made. Haircuts will be done as per the School Dress Code and not for leisure.

All appointments will be recorded and the school, however, any related costs are the responsibility of the parent.

## **Hygiene**

Your child's personal hygiene is extremely important. The Hostel Team check that the boarders look after themselves, ensuring that their teeth are cleaned at least twice a day, that they shower daily and take care of their laundry.

Our facilities include individual shower/bathrooms and privacy is provided for all boarders during wash times. Fellow students should also respect this.

As well as a healthy body we also acknowledge the importance of a healthy mind. We therefore run weekly Mindfulness sessions, teaching our boarders how to manage their emotions, control their thoughts and develop a growth mindset. This training helps them to cope with their academic and extra-curricular demands as well as fostering strong relationships and a positive outlook on life.

## **Appearance**

We encourage students to take pride in their appearance by ensuring that they comb their hair each morning, tuck in shirts and that their shoes are clean. We insist that all boarders dress in accordance with the School Dress Code (Ref: Parent-Student Handbook). Occasionally students will be allowed to wear their own clothing for events and excursions, these must be smart-casual.

## **Uniform and Clothing**

RGS places a high value on the benefits of a school uniform. The school has two sets of School uniform regulations, one for the Autumn and Spring Terms and one for the Winter Term. Moreover, Sports Uniform, House Uniform and Hostel Uniform place an important role to maintain uniformity and orderliness irrespective of social standing.

Full details of the RGS School uniform can be found in the Parent-Student Handbook. Uniform can be ordered at the beginning of the Year and the House Master will purchase any items needed during the Term.

The School expects the full co-operation of both students and parents to ensure the correct use of school uniform and a neat and tidy appearance. Coloured nail varnish / colored hair is not permitted during the term time.

All parents also receive a Boarding Clothing List. We ask parents to please take note of this to ensure that their child is fully prepared. The Hostel Team will purchase any essential items that are not brought to School at the beginning of the Term and the cost will be added to your account.

**All items of clothing that come into the Hostel must be clearly marked with Hostel No allotted to your ward.**

## **Laundry**

### **WHILE SENDING LAUNDRY OUT**

- All the clothes should have Hostel no written on it
- Laundry checklist form/ book should be filled up before sending the clothes for the laundry.
- All the details of the clothes like color, brand etc. to be mentioned while filling up the forms.
- Grade 5 students should get help from the House Mistress while filling up the forms.
- Ask for the new laundry notebooks from your HouseMaster when your old laundry notebook is over or if you have misplaced it.
- Maximum 5 pieces of clothes are to be sent at a time.
- After the laundry books are filled, the dirty laundry (not more than 5 pieces) is to be kept in the laundry bag
- The filled up laundry books are to be handed to the Housemaster or are to be kept in the laundry bag

### **WHILE RECEIVING WASHED LAUNDRY**

- The laundry checklist should be ready before receiving the washed clothes.
- Washed laundry should be collected from the laundry room.
- The laundry list should be tick marked against the received clothes.
- House Master should be informed immediately if any item is missing or damaged. A circle to be marked against the missing items in the checklist.
- Washed clothes should be kept inside the cupboard immediately.

## **Self Wash**

- Washing of socks, undergarments, handkerchiefs and shoes are to be done by oneself.
- Washing of the clothes should be done after the games time or free time.
- The tap should be closed while applying soap in the clothes. Water should be used sparingly.
- The washed clothes should be left in the washroom for 5 minutes to let the water drip down.
- Washing area should be left clean and buckets should be emptied after the wash.
- Drying of washed clothes should be done only in the designated areas. Clothes should not be hung on the windows in one's room for drying.
- Dried clothes should be collected immediately from the designated areas.

## **Security**

Although RGS is a particularly safe place, we take great steps to ensure the security of your child, since it is of paramount importance to us. At the entry of each Hostel we have Security desk, the security guards are present and on round 24X7. The Hostels are locked and checked by the Hostel Team every evening and there are security lights all around the buildings. We inform students never to approach someone in the School that they do not recognize and to inform a member of staff immediately. We hold fire drills and earthquake drills at least once every Term.

## **Access to the Hostel**

Parents do not have access to the Hostel facilities when they pick-up or bring students to School. While visiting, parents need to fill in the entry and exit form available with the House Masters and can be provided upon request.

## **Pupil Communication**

Boarders have the opportunity to keep in contact with their parents via their mobile or email, although this must be done within the specific timings allocated for use of electrical items.

The best time to contact children is

1. Weekdays- Only in case of emergencies
2. Weekends (Saturdays)- 6:30pm - 7:30pm

However, if you are concerned, please contact a member of the Hostel Team and we will be happy to reassure you.

We ask that you do not try to call your child as it disturbs their routine and the rest of the House. You are most welcome to connect with the House Master between 10:00 am to 1:00 pm and 5 :00 pm to 9:00 pm

For any urgent matters after this time please contact the HOB directly.

## **Communication with the Hostel**

Communication between School and home is essential. Please do:

- Let us know of important likes and dislikes, social and medical problems, personality clashes etc. so that they can be avoided.
- Let us know of any change of home circumstances that could affect your child.
- Please do make yourself known to members of the Boarding Staff if you are visiting.
- IMPORTANT: If there is news that may upset or worry your child please contact the Principal or the HOB first so that we can look to reassure your child.

We want to establish an open communication with the parents of boarding students. For this to happen, it is important that information flows both ways - both good and bad. It is essential that you feel that you can contact us at any time if you have a concern or anything you need to discuss - however trivial you may feel it is.

Parents will be updated regularly on House news through our Newsletters (Royal Mirror) and House parents are available via hostel phone or email for any pastoral communication.



## **Parents' Absence**

If for any reason you have to be away during the Term, please inform us of the arrangements you have made for your child, so we know who to contact in case of emergency. Please inform us in writing: the contact person's name, relation to your child, address and telephone number.

## **Disciplinary Measures (Consequences)**

Complete cooperation between students and teachers is absolutely essential for an effective learning environment to prevail. Occasionally, a student may intentionally or otherwise attempt to disrupt the harmony of the residence or school. When this happens, we evaluate the situation and apply the appropriate disciplinary measures.

Discipline is not a punishment. It is teaching students how to be responsible for their own behavior. Discipline is a set of actions determined by the school to remedy actions taken by a student that are deemed inappropriate. We encourage students to take responsibility for their behavior and to accept the consequences of their actions. The consequences are designed to provide students with an opportunity to learn from their mistakes, not lower their self-esteem

A progressive discipline approach will be used to deal with minor infractions. Minor infractions are failing to follow the above-mentioned expectations like punctuality, not being responsible for one's belongings, keeping one's cubbies, beds, table dirty, eating inside dorms etc. The consequences for these may include:

- Verbal reminders
- Review of expectations
- Writing letter and reflection
- Withdrawal of privileges like gadget, tucks, games time etc.
- Contact with parent(s)/guardian(s)

- Volunteer services in the Hostel community like helping others to keep the dorms, study hall and dining hall clean.

Major infractions may include:

- Swearing (written or verbal) at a teacher or at another person in a position of authority.
- Smoking, Consuming Tobacco and Bullying.
- Repeatedly failing to keep up with the residence expectations.
- Uttering a threat to inflict serious bodily harm on another person.
- Involvement in physical fights.
- Committing an act of vandalism that causes extensive damage to school property.
- Possessing alcohol or restricted drugs.
- Being under the influence of alcohol or restricted drugs.

**Committing any act considered by the HOB to:**

1. Have a negative impact on the moral tone of the school
2. Have a negative impact on the physical or mental well-being of one or more school community member.
3. Be contrary to the school's policy.

**The consequences for major infractions may include**

- Loss of privileges for longer periods of time
- Volunteer services in the residence community like helping others to keep the dorms, study hall and dining hall clean etc. for a longer period of time.
- Isolation from the residence community for a certain period of time.
- In extreme cases, suspension or expulsion from the residence.

These disciplinary measures and all the above-mentioned expectations would be evaluated, reviewed, changed and updated from time to time looking at the situations.

## CONTACTS AND COMMUNICATION

Sl. No.	Department / Official	Email / Contact No.
1	Front Office	enquiry@rgs.edu.in, appointment@rgs.edu.in +918822607725
2	Accounts Department	accounts@rgs.edu.in, +918811055508
3	Transport Department	transport@rgs.edu.in, +918811055509
4	Admission Department	studentrecords@rgs.edu.in, admissions@rgs.edu.in, +918822607726
5	RGS Security Gate	+918811055532
6	IT Department	itcoordinator@rgs.edu.in, +919577375287
7	Department of Books and Stationery	studentgalleryguwahati@gmail.com +919435346783
8	School Infirmary	mi@rgs.edu.in, +917099067362
9	School Administrator	administration@rgs.edu.in, +917099067361
10	Head of Boarding	hob@rgs.edu.in, +918811032360
11	Gulmohar House Mistress (Girls' Hostel)	gulmohar@rgs.edu.in, +918811055533
12	Amaltas House Master (Boys' Hostel)	amaltas@rgs.edu.in, +917099091260
13	Activity Department	activities@rgs.edu.in, +917099067364
14	Sports Department	sports@rgs.edu.in, +91 7099067363
15	HR Department	hr@rgs.edu.in, +918811032728
16	Vice Principal's Office	vp@rgs.edu.in, +917099036959
17	Principal's Office	principal@rgs.edu.in, +918822607725
18	Director's Office	director@rgs.edu.in, +918822607725

**Visit our Website and Social Media:**



## SCHOOL SCHEDULE

Sl. No.	Wing	Days	Timing
1	Nursery-Kindergarten (NEEV)	Monday-Friday	8:00 AM-12:00 PM
2	Primary (Gr. I-V)	Monday-Friday	8:00 AM-02:10 PM
3	Middle (Gr. VI-VIII)	Monday-Saturday	8:00 AM-02:10 PM
4	Secondary (Gr. IX-X)	Monday-Saturday	8:00 AM-02:10 PM
5	Sr. Secondary (Gr. XI-XII)	Monday-Saturday	8:00 AM-02:10 PM

- Month wise non-working Saturdays are mentioned in the calendar.

### Office Timing (On All Working Days)

Sl. No.	Days	Timing
1	Monday-Friday	9:00 AM-03:00 PM
4	Saturday	9:00 AM-02:00 PM

### Meetings:

Sl. No.	Appointments	Days	Timing
1	Teachers	Monday & Saturday	9:00 AM-01:00 PM
2	VP/HM/Coordinators	Monday & Saturday	9:00 AM-01:00 PM
3	Principal	Monday & Saturday	9:00 AM-01:00 PM
4	Director	Monday & Saturday	9:00 AM-01:00 PM

### Note :

1. All meetings can be arranged only on prior appointment.
2. Parents are requested to seek appointments only through email at least three days in advance unless there is an emergency. Email: [appointments@rgs.edu.in](mailto:appointments@rgs.edu.in)

## OUR LEARNING PROGRAM

### FOUNDATIONAL STAGE (Nursery to II)

Foundational Stage comprises of the erstwhile pre-primary / pre-school grades of Nursery, Lower Kindergarten (LKG), Upper Kindergarten (UKG) and Grades I and II.

### PREPARATORY STAGE (Grades III- V)

The Preparatory Stage comprises of the young learners of Grades III, IV and V.

### MIDDLE STAGE (Grades VI – VIII)

The Middle Stage comprises of the young adolescents of Grades VI, VII and VIII.

### SECONDARY STAGE (Grades IX – XII)

The Secondary Stage comprises of the senior students of Grades IX, X, XI and XII.

## HOUSES

All students are assigned a House for the duration of their time at Royal Global School. There are four house teams in Royal Global School, and they are named after four eminent Indian personalities to acknowledge and honour their contribution and service towards the society.

Each of our Houses symbolizes an ideal that is both admired and desired in our children.



Gandhi (Yellow)

The colour yellow signifies joy, optimism and truth. Students of Gandhi House strive to walk upon the path of righteousness, honesty and happiness with humility in their hearts.



Mother Teresa (Green)

The colour green represents courage and valour. Students of Mother Teresa House are inspired to work with fearless conviction, and strive to render service to the society.



Tagore (Red)

Red symbolizes the spirit of perpetual progress towards discovery and attainment of knowledge. Students of Tagore House believe that ceaseless action, perseverance and diligence are the pillars of success and happiness.



Vivekananda (Saffron)

The colour saffron embodies sacrifice, strength and courage. Students of Vivekananda House strive to encourage students to pursue wisdom and experience through spiritual excellence.



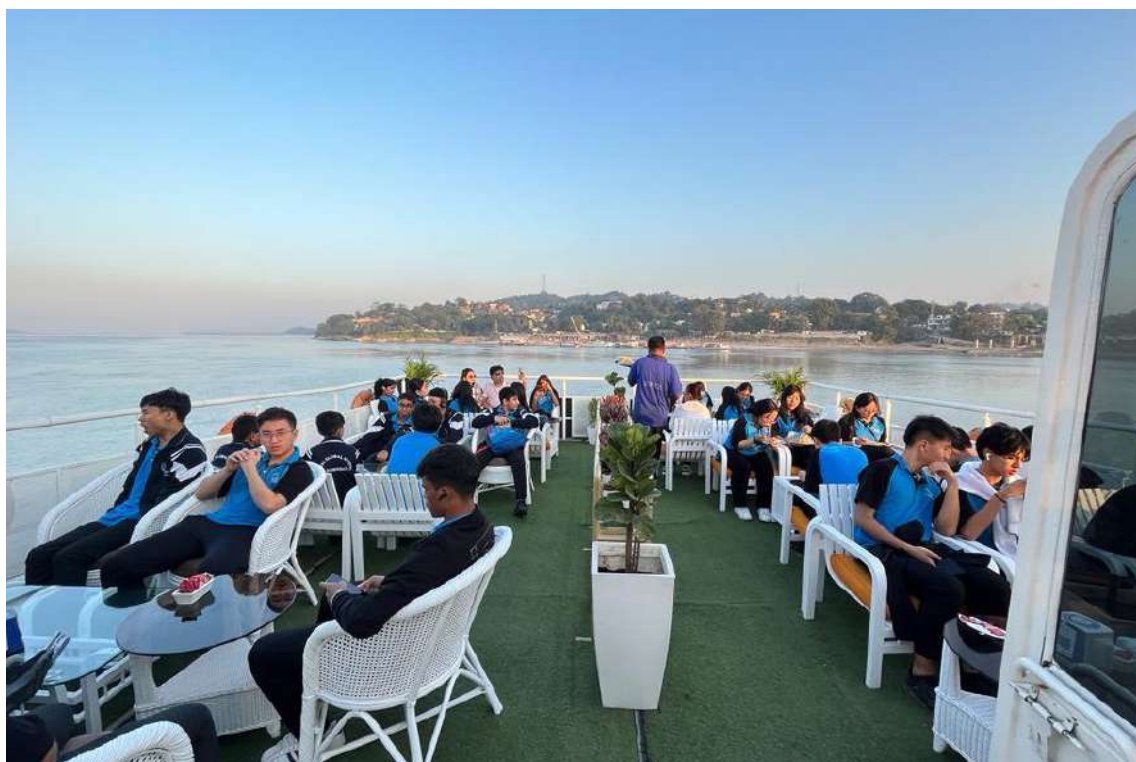
## HOLIDAY LIST 2025-26

Month	Dates	Day	Occasion
April	14th - 15th	Mon-Tue	Bohag Bihu
	18th	Friday	Good Friday
May	1st	Thursday	May Day
	12th	Monday	Budhha Purnima
June	7th	Saturday	Id-UI-Zuha
July	1st-31st	Tue-Thur	Summer Vacation
August	1st-2nd	Fri-Sat	Summer Vacation
	9th	Saturday	Raksha Bandhan
	15th	Friday	Independence Day
	16th	Saturday	Krishna Janmashtami
	25th	Monday	Tirubhav Tithi Of Srimanta Sankardeva
September	17th	Wednesday	Vishwakarma Puja
	29th & 30th	Mon-Tue	Durga Puja
October	1st - 4th	Wed-Sat	Durga Puja
	2nd	Thursday	Vijaya Dashmi/Birth Day Of Mahatma Gandhi
	18th	Saturday	Kati Bihu
	20th & 21st	Mon-Tue	Kali Puja & Diwali
November	5th	Wed	Guru Nanak's Birthday
December	24th-31st	Wed-Wed	Winter Break
January	1st -2nd	Thu-Fri	Winter Break
	13th-15th	Tue-Thu	Makar Sankranti/ Magh Bihu
	23rd	Friday	Vasant Panchami
	26th	Monday	Republic Day
February	15th	Sun	Maha Shivratri
March	3rd -4th	Tue- Wed	Holi/Dhulandi
	20th	Friday	Eid Ul-Fitr

• Holidays are subject to actual Tithi and Nakshatra. Boarders are not allowed to leave the campus on holidays. Only during long break and vaction boarders are granted permission to leave the campus.

## MAJOR BREAK/VACATIONS

Sl. No	Vacations	Begins	Ends	No. Of Days	Classes Resumes
1	Summer Vacation	1st July, 2025	2nd August, 2025	33 Days	4th August, 2025
2	Puja Break	29th September, 2025	4th October, 2025	05 Days	6th October, 2025
3	Winter Break	24th December, 2025	3rd January, 2026	09 Days	5th January, 2026



## SCHEDULE OF TEST/ EXAMINATION

### Grade I-XII

Sl. No	Grade	Name Of The Test/Examination	Start Date	End Date
1	I & II	Evaluation - I	06-06-2025	14-06-2025
2		Evaluation - II	24-11-2025	29-11-2025
3		Evaluation -III	16-02-2026 (Tentative)	13-03-2026 (Tentative)
4	III TO V	Periodic Assessment - I	06-06-2025	14-06-2025
5		Half Yearly Examination	08-09-2025	16-09-2025
6		Periodic Assessment - II	24-11-2025	01-12-2025
7		Annual Examination	16-02-2026 (Tentative)	13-03-2026 (Tentative)
8	VI to IX	Periodic Assessment - I	09-06-2025	14-06-2025
9		Half Yearly Examination	08-09-2025	16-09-2025
10		Periodic Assessment - II	24-11-2025	01-12-2025
11		Annual Examination	16-02-2026 (Tentative)	13-03-2026 (Tentative )
12	XI	Periodic Assessment - I	09-06-2025	14-06-2025
13		Half Yearly Examination	10-09-2025	16-09-2025
14		Periodic Assessment - II	25-11-2025	01-12-2025
15		Annual Examination	16-02-2026 (Tentative)	13-03-2026 (Tentative )
16	X & XII	Periodic Assessment	09-06-2025	14-06-2025
17		Half Yearly Examination	08-09-2025	16-09-2025
18		Weekly Test-I	19-04-2025	30-05-2025
19		Pre-Board - I	02-12-2025	12-12-2025
20		Pre-Board - II	05-01-2026	16-01-2026
21		Board Examination	Feb 2026 (Tentative)	April 2026 (Tentative)

**NOTE :** As a part of continuous assessment, students of **Grade III to V** will sit for **weekly tests on Fridays**, while students of **Grade VI to X & XII** will sit for **weekly tests on Saturdays**.

## FEE RULES & REGULATIONS

The fees can be paid online by visiting our school website [www.rgs.edu.in](http://www.rgs.edu.in) and clicking on the 'Academic Fee Payment' option. Fees can also be paid through the RGS mobile app. Kindly scan the **QR Code** to download.



**IOS**



**Android**

Sl. No.	Fees for	Duration	Time of Payment
1	1st Quarter	April-June	At the time of admission/ renewal before the commencement of the new session.
2	2nd Quarter	July-September	On/before 10th July 2025.
3	3rd Quarter	October- December	On/before 10th October 2025.
4	4th Quarter	January-March	On/before 10th January 2026.

1. Cash will not be accepted under any circumstance. Outstation cheques/non CTS cheques will not be accepted.
2. The Annual Fee (Payable yearly) is to be paid at the time of Admission/Renewal of Admission.
3. Imprest Money Expenses would be adjusted on actual expenses incurred by/on behalf of the student. The statement of Imprest can be obtained either from the school or can be sent by mail ([accounts@rgs.edu.in](mailto:accounts@rgs.edu.in)) in the month of March of relevant session.
4. Hostel and Transport Fees are to be paid initially at the time of admission/renewal and thereafter by 10th October of the academic session.
6. If the fees is paid by Demand Draft (DD), it must be deposited with the School at least 5 days before the relevant due date.
7. Late fee fine of 100/- per day will be levied for every quarter on any pending fee head, for each day until the fee is paid.
8. In case of payment by DD in the school, the name of the student, grade/section, Admission I.D. no. along with mobile no. of parents must be mentioned at the back of the cheque/DD.
10. In case of any issues with online/net banking payment of fees, parents are requested to mail at: [financemanager@rgs.edu.in](mailto:financemanager@rgs.edu.in) / [accounts@rgs.edu.in](mailto:accounts@rgs.edu.in) or WhatsApp at 8811055508

## FACILITIES AT RGS BOARDING

### **The following facilities are available in the RGS hostels:**

- Uninterrupted 24X7 electricity and water supply.
- Hygienic living rooms with AC facility.
- Separate dining hall for boys and girls with quality food as per menu decided by the Boarding Council.
- Hot water facility in each washroom.
- Potable water (Hot/Cold).
- In-house laundry for both the Boarding blocks.
- TV in the common area along with indoor games and music system.
- Lush green fields with facilities for outdoor sports like football, cricket, horse riding, tennis and basketball.
- Well-equipped indoor sports facility for swimming, squash, snooker, billiards, badminton, archery, table-tennis, chess, carrom and shooting.
- Dedicated coaches for each sport on all days of the week.
- Well-equipped gymnasium on the campus.
- Infirmary with well-trained nurse in both the Boarding blocks.
- Resident Doctor available on call whenever required.
- 24X7 ambulance facility.
- Dedicated air-conditioned study room on each floor of both the Boarding blocks.
- Separate visitors lounge in both the Boarding blocks for the parents to spend some time with their wards.
- Student's lounge.
- Newspapers for each floor and in-house library with books and reading materials.
- House staff/Teachers/Residential on each floor to provide pastoral care to boarders along with the Head of Boarding.
- Dedicated box room to store the excess baggage and empty suitcases/bags of the boarders.
- Lift facility for each floor in both the Boarding blocks.
- Barber, beautician, cobbler and tailor facility as per need.
- Outings/Movie/Adventure during weekend.
- Cycling club.

## BOARDING TIMINGS

- **Visiting Hours:**

Parents/Guardians are allowed to meet their ward(s) only on one Sunday of every month excluding those Sundays when school outing has been planned. The visiting hours are from 09:00AM – 06:00PM. No visitor is allowed in the academic area/dining hall. Prior information and email approval need to be taken from the Head of Boarding regarding the arrival of the parents/guardian.

- **Recreation time:**

The recreation hours (TV time) for the boarders will be after dinner (optional) for an hour. On days prior to the exam or other priorities this recreation time may be cancelled.



## LEAVES/HOLIDAYS/VACATIONS

- All leave applications should be addressed to the Principal marking a copy to the Head of Boarding. The boarder may leave the hostel only after getting an approval from the Head of Boarding/Principal/Competent authority.
- Every boarder is expected to be accompanied by Parent/Siblings (above 18 years of age)/local guardian with identity proof while going out of the school campus or reporting back to school.
- The leave applications should clearly mention the mode of transportation and accompanying parent/guardian.
- Medical leave will only be granted by the Principal on the recommendation of the Head of Boarding. On return to school, the boarder must deposit the photocopies of all supporting medical documents and medical prescriptions, along with a fitness certificate issued by the doctor concerned.
- General leave during the session will be granted only for the following conditions:
  - Wedding of sibling.
  - Demise in immediate family.
  - Passport Renewal
  - Visa appointments.
  - Medical treatment.
  - Entrance examinations/Interviews.
- However, in all such cases, a photocopy/scanned copy of all relevant documents needs to be submitted with the request for leave. Also, leave granted will only extend to two days, apart from the time taken to travel.

- Boarders will be allowed to go home only on long holidays as mentioned below:

1. Bohag Bihu	(Optional)
2. Summer Vacation	(Mandatory)
3. Durga Puja	(Mandatory)
4. Diwali	(Optional)
5. Winter Vacation	(Mandatory)
6. Magh Bihu	(Optional)

- Out of the three optional holidays (1,4,6), a boarder can avail any one during the year.

• Outings and excursions would be organized for those boarders who stay back in the hostel during the optional visits and it is mandatory for all of them to participate in the same. If needed, a declaration will be taken from parents.

• If a boarder is found to be absent from the hostel/school campus and from his/her respective classes without written permission from the Head of Boarding and their respective class teacher, strict disciplinary action will be taken against him/her by the disciplinary committee of the school.

• Parents are to inform the Head of Boarding well in advance (at least 5 days) via email if their child is required to be picked up or dropped off at the Airport. Pick up and drop facility will be provided only once on the days notified by the school. (Dropping on the day when holiday starts and pick up a day prior to the opening of the school).





## EXPECTATIONS

- Boarders are required to display acceptable form of behaviour at all times and ensure proper adherence to discipline and decorum.
- Wakeup call will be as per schedule through alarm bell. It is expected that all the students wake up on their own accordingly.
- Unruly behaviour or use of abusive language in the campus is not expected of a Royalite.
- Strict adherence to the timings for morning exercise, dining hall, School & Prep, games/sports etc. is expected from every boarder.
- Boarders are required to keep their rooms and wardrobes clean and tidy. Beds must be neatly made when not in use during the day.
- Clothes should be hanged properly in hangers. Pasting of posters, writings, drawings, graffiti etc. on the walls or furniture, fastening ropes for any purpose inside the rooms are strictly prohibited.
- No boarder is allowed to bolt or lock himself/herself or any of his/her fellow boarders in a room or washroom. Any boarder found doing the same will face disciplinary action.
- Any loss or damage of Boarding property by the boarders shall be recovered from the boarder, individually or collectively as the case may be, by imposing a penalty amount of minimum three times the actual price of the property damaged, in addition to recording comments in their personal records and initiating disciplinary action as necessary.
- Treading on the planted areas/landscape areas and damaging the flowers/branches

of the plants are strictly prohibited.

- Boarders are not allowed to take any of their friends/relatives/day scholars to the boarding premises.

- No male family member/friend is allowed to enter Girls' Boarding beyond the Visitor's Lounge. Female family member/friends are strictly prohibited to enter the Boy's Boarding/beyond Visitor's Lounge other than Mother.

- Boarders must regularly attend all roll calls, meals, remediation sessions, prep times, events, and any other mandatory reporting activities. They should also confirm their presence by signing in the designated register, and must avoid reporting on behalf of others.

- Boarders are to be in proper attire when they are within the campus throughout the day. Haircut and Hairstyle should be neat and modest. No hair-dye, bleach or hair streak are allowed. Boys should be clean shaved and hair must be kept short. Formal school dress code means the complete school uniform (during school hours) and no shorts or inappropriate clothes, crocs, casual slippers etc. should be worn during school hours.

- Students are not allowed to move or visit anywhere in the Boarding after lights out. All boarders should restrict movement to their own floor or allotted dorms.

- Boarders shall not waste food & water. Wastage of such items is strictly prohibited.

- Any repair and maintenance in the boarding must be brought to notice immediately to the warden.

- Boarders are expected to switch off lights, fans etc. always when not in use as a step towards conservation of electricity.

- Boarders are advised to avoid singing aloud, shouting or making any type of noise

during their stay in the Boarding as these acts are likely to distract/disturb the attention and privacy of those who may be studying in their respective rooms. Serious action will be taken against those boarders who do not comply on expected code of conduct.

- Smoking/Drinking/Drugs and other narcotic items are strictly prohibited in the school campus and boarding. The same may lead to suspension with immediate effect.
- The Head of Boarding/House Staff/school Authorities of the School reserves the right to conduct searches of rooms, box-room, wardrobe, clothing, bedding, boxes or any other personal belongings of the students for verification/inspection at any time of the day or night. Boarders to ensure that no permitted valuables or jewelery are kept unguarded in the room and keep duplicate keys of personal locks. School hostel will not be responsible for any loss, damage of valuables or claim.
- Boarders must be punctual during all the remediation and prep classes conducted by the school and at boarding.
- All boarders must wear the proper sports uniform provided to them while on the playground or at the Gym.

## **SAFETY AND SECURITY**

- Suitcases, bags or boxes are not to be kept in the Boarding rooms. A separate Box-Room is there in the respective boarding to keep the same. The Box-Room can be accessed only with permission from the warden and Head of Boarding.
- All articles meant for daily use are to be kept in the cupboard provided to each boarder in their respective rooms.
- No boarder is allowed to keep any sharp-edged instrument (other than required for academic/ school purpose), match box, lighters, outdoor sporting equipment, weapon or cracker with him/her.
- Boarders are prohibited from keeping cash and restricted items, including unauthorized

SIMs, calling/social media-enabled watches, expensive gadgets, cameras, mobile phones, CDs, laptops, electronic pens, iPads, iPods, and similar electronics with them in the boarding. All such items should be deposited on reporting to House Parent.

- Tampering with firefighting equipment is strictly prohibited and will call for strict disciplinary action.
- Boarders must refrain from igniting an open flame e.g. use of candles, incense etc. inside the Boarding. Burning/bursting of crackers, carrying of crackers to the rooms at any time during the year is strictly prohibited.
- Boarders must follow the safety rules while using the lifts and no littering is allowed inside the lift.
- The school reserves the right to suspend/expel, not promote any Boarder who, by his/her actions, poses a threat to his/her own life/safety or and that of others.

## **DINING RULES**

- Boarders are to report on-time for breakfast, lunch, evening snacks and dinner. They must ensure decorum and silence in the Dining hall at all times and follow a queue.
- Boarders must strictly avoid wastage of food.
- Aerated drinks are prohibited inside the Boarding.
- Table etiquettes are to be followed during all the meals.
- Entry of any boarder into the kitchen is strictly prohibited. Boarders will refrain from directing/instructing or asking for favours from the kitchen staff.
- No boarder shall take any food, crockery, cutlery from the dining hall to his/ her room.
- Boarders are required to dine in the dining hall only. No boarder is permitted to take food in the room or outside the dining hall.
- Dining hall dress code to be followed on all working days.

## IMPORTANT POINTS AT A GLANCE

- Boarding fee is non-refundable (refer to policy for refund of fee in the Almanac).
- Parents are requested to personally supervise their wards' packing before the start of the session. Contrabands / Cigarette / Tobacco / Alcohol / Drugs or any other prohibited items, if found, will result in strict disciplinary action.
- **Only pure vegetarian food** is served in the dining. Boarders are not allowed to bring non-vegetarian food from outside to the boarding and on school campus.
- The school follows a 'No Tolerance Policy' details of which are mentioned on the school handbook. The same applies to both the boardings.
- It is mandatory for a boarder to have a local guardian and his complete address and contact number should be shared with the school.
- In case of non-continuation of boarding facility from the next session, a mail for the same should be submitted three months prior to the Principal with copy to admissions. No dues will be compulsorily issued from boarding before TC from school is issued.
- No boarder will be allowed to stay back in Boarding during medical emergency or illness. Parents need to pick up the child from boarding as directed.
- In case any boarder wishes to visit his/her room for any emergency on working days during class hours, he/she must carry a written note from the House parents.
- A boarder may go to the boarding early in case of minor illness with medical examination slip or any other relevant reason if the class teacher and medical team allows such boarder as a special case.
- Boarders are advised to check the notice board regularly to update themselves with the latest information/orders/notices.
- All instructions/ notices shall be displayed on the notice boards and will be deemed

to have been read by all boarders. Excuses for non-compliance of instructions and notices will not be accepted.

- All requests regarding repairs/maintenance/facility in the Boardings must be reported personally by the boarders to the house staff in both the Boardings. All requests will be monitored regularly by the House Parents. Boarders may share their suggestions regarding quality, quantity and variety of food to house staff, HOB and Principal which are checked by Dining Manager regularly for necessary action.
- In case of any emergency, boarders are requested to contact the House Parent/ Head of Boarding staying in the Boarding premises first on priority. Important telephone numbers are provided and displayed on the notice boards at the boarding premises.
- In all matters concerning their ward(s), parents are advised to contact the House Parent or if required directly to Head of Boarding.
- Parents are advised to and will be appreciated to feel free to write to the Head of Boarding directly on any issue pertaining to their child. Parents can meet the Principal/ Head of Boarding in school on any day during school hours.
- Online shopping by children and delivery at RGS is strictly discouraged. Only medical and approved items required by children will be allowed. Parents should strictly ensure that no prohibited items, tucks, valuable item or cash is sent in the parcels. All letters/ parcels will be checked before handing over to the boarders.

### **Revision of Rules & Regulations**

**The School Authorities reserves the right to revise or amend the boarding policy, rules and code of conduct for boarders from time to time as deemed necessary. The boarders will be updated of such changes and shall mandatorily abide the revised/amended boarding handbook policy, rules and code of conduct for Boarders. Authority to relax any of the above mentioned in special cases lies with the Director/ Principal.**

## LIST OF REQUIREMENTS AT THE TIME OF JOINING THE HOSTEL

(All items to be verified and duly marked within 07 days of reporting)

Sl. No	ITEM	QUANTITY
1	School Uniform Set	03 pairs
2	School Track suit	02 pairs
3	House T-Shirt	03 pc
4	Tie, Belt, Floater and bathroom slipper	01 each
5	Sports T-Shirt	03 pc
6	Sports Track Pant	02 pc
7	Sports Shorts	02 pc
8	Hoodie	01 pc
9	Traveling T-Shirt	01 pc
10	Black Shoes (School)	01 pair
11	White Socks (Sports)	04 pairs
12	School Socks	06 pairs
13	School Bag	01 pc
14	Laundry Bag	01 pc
15	Undergarments	04 sets
16	Track Pant and short pant	02 each
17	White Kurta Pajama	01 pair
18	Casual Wear	04 pairs
19	Smart Casual	01 pair
20	Night Suit	02 pairs

Sl. No	ITEM	QUANTITY
21	Bath Towel	02 pc
22	Hand Towel	02 pc
23	Traditional Dress	01 set
24	Blanket	01 pc
25	Handkerchief	06 pc
26	Woolen Cap, Muffler and Sports Cap	01 each
27	Swimming Trunk, Cap, Goggles and Suit	01 each
28	Horse Riding Gear and Sports Gear	Optional
29	Water Bottle, Coffee Mug and Sipper	01 each
30	Rucksack/Backpack	01 pc
31	Raincoat & Umbrella	01 each
32	Number Lock	03 pc
33	Cloth Hanger	12 pc
34	Shoe Brush and Polish	01 set
35	Toiletries	
36	Normal Mobile Phone	01 pc
37	Black Permanent Marker	02 pc
38	Table Lamp	01 pc
39	Alarm Clock	01 pc
40	Nail Cutter	01 pc
41	Mosquito Repellant Machine and Refill	01 pc
42	Bed Cover and Pillow Cover	02 pc



## DAILY SCHEDULE (MONDAY-FRIDAY & WORKING SATURDAY)

ACTIVITY	FROM	TO
Wakeup call	05:30AM	--
Morning Fitness	06:00AM	06:30AM
Getting ready for school and Bed Layout	06:30AM	07:20AM
Morning Prayer	07:20AM	07:25AM
Breakfast (Supervised by Boarding staff)	07:25AM	07:50AM
Uniform check and Roll call	07:50AM	07:55AM
Academic classes - Block - I	08:00AM	12:20PM
Short Break for Snacks	10:20AM	10:30AM
Lunch	12:20PM	12:50PM
Academic Classes - Block II	12:50PM	02:10PM
Rest and Getting ready for sports	02:15PM	03:00PM
Sports and Games	03:00PM	04:30PM
Evening Snacks	04:35PM	04:55PM
Getting ready for Prep. class	05:00PM	05:30PM
Teachers Supervised Prep-I	05:30PM	07:00PM
Dinner	07:20PM	07:50PM
Prep.- II supervision by the House Teachers	08:00PM	09:00PM
Recreation time	09:00PM	10:00PM
Room setup and readiness for the next day	10:00PM	10:20PM
Roll call	10:20PM	10:30PM
Lights Off	10:30PM	--

## DAILY SCHEDULE (SUNDAY AND HOLIDAYS)

ACTIVITY	FROM	TO
Wakeup call	07:45AM	--
Self Grooming and Bed Layout	08:00AM	08:30AM
Breakfast	08:30AM	09:00AM
Self Grooming	09:10AM	10:00AM
In House Prep (Supervised by Boarding staff)	10:00AM	11:00AM
Indoor Games/Weekend Activities	11:00AM	12:30PM
Lunch (Veg & Non-Veg)	12:40PM	02:00PM
Rest time	02:00PM	03:30PM
Sports and Games	03:30PM	05:30PM
Snacks	05:30PM	06:00PM
Shower and Change	06:00PM	06:30PM
Gadget time (Phone calls on Saturday)	06:30PM	07:30PM
Dinner	07:30PM	08:00PM
Recreation Time	08:00PM	10:00PM
Room Setup and readiness for the next day	10:00PM	10:20PM
Roll Call by Hostel Warden	10:20PM	10:30PM
Lights Off	10:30PM	--
Late night study in study room (Optional)	10:30PM	11:30PM

## BOARDING CHECKLIST

Please find herewith the list mentioned below of items in working condition allotted to you on an individual and shared basis. In case of any damage by you individually or jointly the total repair and replacement cost will be charged from IMPREST money.

CATEGORY	ITEMS
FURNITURE AND FIXTURES (INDIVIDUAL ITEMS)	One Bed
	One Chair
	One Study Table
	One Rack (Bookshelf)
	One Mattress
	One Pillow
	One Bedsheet
	One Pillow Cover
	Cabinet under the bed
	Cloth hanger in the cupboard
	One Wardrobe
	Wardrobe door handles
	Wardrobe rod
FURNITURE AND FIXTURES (SHARED ITEMS)	One common window with curtains
	One common mirror
	One common mosquito repellent
	One common dustbin in the room
	One common dustbin in the washroom
	Washroom cloth hanger
	Washroom fittings
	Door Handle
ELECTRICAL ITEMS	One electrical socket
	Two Tube Lights
	Two Ceiling Fans
	Air conditioning
	One Dim Light
ROOM CONDITION	Flooring (Clean and Usable)
	Ceiling (Clean and Usable)
	Room Walls (Clean and Usable)



# IDENTIFICATION FORM

SCHOOL/PARENT COPY

**Student's Name:** \_\_\_\_\_

Class: \_\_\_\_\_ Sec: \_\_\_\_\_ Adm No: \_\_\_\_\_

Hostel: \_\_\_\_\_ Room: \_\_\_\_\_ Contact no.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Pin Code: \_\_\_\_\_

Boarder's  
Recent Photo  
(3cmx4cm)

**Father's Name:** \_\_\_\_\_

Contact No: \_\_\_\_\_ WhatsApp No: \_\_\_\_\_

Email ID: \_\_\_\_\_

Occupation: \_\_\_\_\_

Signature: \_\_\_\_\_

Father's  
Recent Photo  
(3cmx4cm)

**Mother's Name:** \_\_\_\_\_

Contact No: \_\_\_\_\_ WhatsApp No: \_\_\_\_\_

Email ID: \_\_\_\_\_

Occupation: \_\_\_\_\_

Signature: \_\_\_\_\_

Mother's  
Recent Photo  
(3cmx4cm)

**Local Guardian's Name:** \_\_\_\_\_

Contact No: \_\_\_\_\_ WhatsApp No: \_\_\_\_\_

Email ID: \_\_\_\_\_

Occupation: \_\_\_\_\_

Signature: \_\_\_\_\_

Local Guardian's  
Recent Photo  
(3cmx4cm)

(Declaration required for drivers and siblings (above 18 yrs of age) if not mentioned above)

(Tear along this line and hand over to the Head of Boarding)



## IDENTIFICATION FORM

SCHOOL/PARENT COPY

**Student's Name:** \_\_\_\_\_

Class: \_\_\_\_\_ Sec: \_\_\_\_\_ Adm No: \_\_\_\_\_

Hostel: \_\_\_\_\_ Room: \_\_\_\_\_ Contact no.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Pin Code: \_\_\_\_\_

Boarder's  
Recent Photo  
(3cmx4cm)

**Father's Name:** \_\_\_\_\_

Contact No: \_\_\_\_\_ WhatsApp No: \_\_\_\_\_

Email ID: \_\_\_\_\_

Occupation: \_\_\_\_\_

Signature: \_\_\_\_\_

Father's  
Recent Photo  
(3cmx4cm)

**Mother's Name:** \_\_\_\_\_

Contact No: \_\_\_\_\_ WhatsApp No: \_\_\_\_\_

Email ID: \_\_\_\_\_

Occupation: \_\_\_\_\_

Signature: \_\_\_\_\_

Mother's  
Recent Photo  
(3cmx4cm)

**Local Guardian's Name:** \_\_\_\_\_

Contact No: \_\_\_\_\_ WhatsApp No: \_\_\_\_\_

Email ID: \_\_\_\_\_

Occupation: \_\_\_\_\_

Signature: \_\_\_\_\_

Local Guardian's  
Recent Photo  
(3cmx4cm)

(Declaration required for drivers and siblings (above 18 yrs of age) if not mentioned above)





## DECLARATION BY STUDENT

(To be filled up and submitted to the Head of Boarding and kept in student's personal file)

I, \_\_\_\_\_ Class \_\_\_\_\_ Sec \_\_\_\_\_ Roll No \_\_\_\_\_,  
am a resident of \_\_\_\_\_  
the district of \_\_\_\_\_ in the state of \_\_\_\_\_, do hereby declare and  
undertake as under:

- I have fully read and understood the hostel rules of RGS as given in this hand book and accept it as binding on me.
- I accept the accommodation allotted to me in RGS Hostel.
- In case of my failure to abide by the Boarding rules, as amended from time to time, I shall be liable to any action as may be deem fit & proper by the competent authority
- I shall not indulge in any unlawful activities.
- I shall not do anything else for monetary benefits inside the campus.
- I shall not modify/change/alter/add to the concrete structure of the accommodation allotted to me.
- Fittings and fixtures provided in the given accommodation would be maintained by me and will be handed over in good working condition to the School authorities at the time of vacating.
- Any damaged/not working fitting & fixture at the time of allotment of the room will be informed to the warden of the respective Boarding immediately by me. In case of anything found damaged in the room during my stay, I shall be held responsible for the same and will fully pay/compensate for the damages caused.
- In case of non-compliance, I understand that I will have to immediately vacate the room allotted to me.

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

## DECLARATION BY PARENT/GUARDIAN

I, \_\_\_\_\_, (Mother/Father/Guardian)  
of \_\_\_\_\_, hereby fully endorse the  
above undertaking/declaration given by my child/ward. And I shall endeavor to induce my child/  
ward to do his/her best to observe the above stated undertaking in word and spirit.

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

(Tear along this line and hand over to the Head of Boarding)







---

Affiliated to CBSE, New Delhi, India

Betkuchi, NH-37, Guwahati-781035, Assam, India

Call: +91 88226 07725, 88226 07726

Email: [admissions@rgs.edu.in](mailto:admissions@rgs.edu.in)

[www.rgs.edu.in](http://www.rgs.edu.in)