



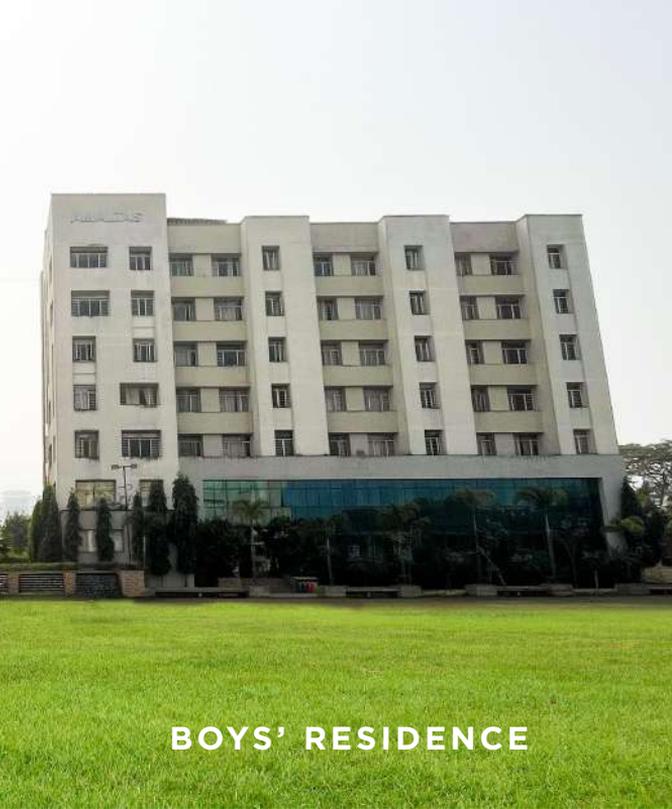
ROYAL
Global School
Guwahati

**Boarding
Handbook
2026-2027**





GIRLS' RESIDENCE



BOYS' RESIDENCE



BED ROOM



STUDY ROOM



STUDENTS' LOUNGE



HOSTEL ASSEMBLY

INDEX

Sl. No.	Content	Page No.
1.	Our Vision, Mission & Logo	4
2.	Welcome Note	5
3.	Our Principles	6
4.	New Boarders	7-8
5.	General Instructions	9-25
6.	Contacts and Communication	26
7.	School Schedule	27
8.	Our Learning Program & Houses	28
9.	Holiday List	29
10.	Major Break & Vacations	30
11.	Schedule of Test and Examination	31
12.	Fee Rules & Regulations	32
13.	Facilities at RGS Boarding	33
14.	Boarding Timings	34
15.	Leaves, Holidays & Vacations	35-36
16.	Code of Conduct	37-38
17.	Safety & Security and Dining Rules	39
18.	Important Points at a Glance	40-41
19.	List of Requirments at the Time of Joining the Hostel	42-43
20.	Daily Schedule (Monday-Friday & Working Saturday)	44
21.	Daily Schedule (Sunday & Holidays)	45
22.	Boarding Checklist	46
23.	Identification Form-I	49
24.	Identification Form-II	51
25.	Declaration by Students, Parent/Guardian	53



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 understand that you have taken great care in making the decision to entrust Royal Global School with their education. On our beautiful campus, students in residence are cared for by attentive and dedicated staff members and enjoy a nurturing environment enriched by nature. They grow to become more independent, build lasting friendships, and are encouraged to view the world with a newfound curiosity. In the process, they come to understand the importance of discipline, collaboration, and the value of their own contributions to society.

Parent interaction is both expected and appreciated, as together we guide students through their teenage years while fostering healthy choices and positive decision-making skills. We actively promote personal safety, positive and healthy relationships, essential life skills, and effective study habits. At Royal Global School, opportunities abound for students to discover and achieve their best selves.

At RGS, the boarding team's foremost priority is to ensure that every boarder is happy, healthy, and well cared for. This supportive environment enables students to realise their full potential—academically, socially, mentally, and physically—within a safe, nurturing, comfortable, and vibrant family setting. A strong sense of independence is encouraged, and students are prepared to thrive even in the most challenging circumstances.

We warmly 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

Induction:

New boarders are closely monitored by the Hostel Team and are guided through the structures and routines of their House. Existing boarders also extend support and care to new students, enabling them to form friendships and settle in quickly. Parents of new boarders may expect updates on their child's progress by contacting the House Masters.

Homesickness:

It is natural for boarders to miss their home and parents from time to time. The Hostel Team is highly experienced in supporting students through such phases. However, if parents have any concerns, they are encouraged to contact a member of the Boarding Staff to discuss the most appropriate way forward. We operate a friendly, family-oriented hostel environment and ensure that the individual needs of every boarder are met with care and sensitivity.

Start & End of Term:

At the beginning of the academic year, all boarders are required to arrive one day prior to the commencement of the academic programme. This allows adequate time to prepare students for the term ahead, organise uniforms, and familiarise them with hostel routines. New boarders will also have the opportunity to meet fellow hostel mates and staff, and to settle in before school begins.

For all other terms during the year, boarders should report to the hostel between 10:00 a.m. and 5:00 p.m. on the day preceding the start of the term. At the commencement of holidays, all boarders must vacate the hostel by 4:00 p.m. after school hours. Students travelling long distances may depart the following day by 10:00 a.m., with prior approval. All students are required to vacate the boarding houses during long school holidays, except those appearing for examinations.

Please refer to the School Calendar for specific dates (Ref: Student Handbook).

Travel Arrangements:

All travel arrangements must be communicated to the Head of Boarding via email well in advance. A written consent letter is mandatory for boys of Grades XI and XII who are permitted to travel unescorted.

Absences:

In the event that a child is required to be absent from school, written permission must be obtained from the Principal/Head of Boarding (Ref: Student Handbook). Such requests should be made only under exceptional circumstances, as absences can be extremely disruptive and may impact individual academic progress as well as the continuity of the curriculum. This policy also applies to early departures and late arrivals.

Monthly Outing:

Boarders are taken to Guwahati town for a six-hour-long outing under the supervision of the House Masters. It should be noted that these outings are a privilege and are subject to satisfactory behaviour. Permission is granted solely at the discretion of the Pastoral Team.



GENERAL INSTRUCTIONS

- Boarding accommodation is not a matter of right. It is subject to:
 - a. Availability
 - b. The discretion of the Principal/Head of Boarding/Competent Authority
 - c. Parents/Students 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 notice based on need or due to administrative reasons.
- Students must occupy the rooms specifically allotted to them. Change of rooms will not be permitted without written permission from the Head of Boarding/Principal/Competent Authority. No changes may be made to the furniture or fixtures provided in the room.
- The school reserves the right to terminate a student's residence for any wilful disobedience or defiance of authority, non-observance of hostel rules, damage to person or property, and/or indulgence in any undesirable behaviour or prohibited activity.
- Ragging, bullying, gambling, misuse of the internet and social media, breach of privacy, abusive language, and/or political or communal activity in any form are strictly prohibited and subject to zero tolerance within the boarding as well as the school campus. Any student found indulging in ragging or bullying shall be liable for corrective and disciplinary action under existing school policies and may also face suspension or expulsion from the boarding/school.

- Parents must drop their ward(s) at the boarding on the specified date or one day prior to the reopening of school after vacations. Failure to do so may invite strict action, including the discontinuation of the student from the boarding. Late reporting or absence for more than seven (7) days without prior intimation may lead to expulsion from boarding.

- For new admissions, parents must 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 must be carried to the school when parents leave their ward(s) on campus for the first time after new admission.

- Attested photographs of parents and local guardians must be submitted at the time of admission. A child will be allowed to leave the campus only with parents or approved local guardians. If any other person arrives to collect the boarder, a written authorisation letter or an email (with a photograph of the authorised person) must be sent by the parent in advance. Boarding handbook norms apply equally to parents and guardians.

- At the time of check-in, all belongings and suitcases must be thoroughly checked by the House Staff.

- No child shall be permitted to loiter around the school or boarding premises.

- Boys are strictly prohibited from entering the girls' boarding and vice versa. Boys and girls are not permitted to loiter, sit together, or congregate anywhere within the school or boarding premises. Any violation will invite strict disciplinary action.

- Boarders must wear permitted/approved and appropriate school or boarding uniform at all times until they change into night attire after dinner.
- Boarders are strictly prohibited from asking day scholars or outsiders to purchase or bring any items from outside.

Cleaning

The hostel is thoroughly cleaned once daily by housekeeping staff. All students are expected to keep their rooms and personal belongings tidy and to assist staff with occasional chores.

Eco Initiative

We endeavour to sensitise boarders to environmental issues through discussions on current affairs, regular eco-activities, and by setting positive examples within the hostel. We discourage wastage, promote recycling, and encourage mindful energy usage.

To limit single-use plastic, students are encouraged to use:

- Reusable water bottles
- Reusable bags
- Laundry bags

Parents are requested to support this initiative by limiting single-use items brought into the hostel and by discussing sustainable alternatives with their children.

With the involvement of boarders and the support of families, we aim to strengthen our Eco Initiative and work towards a more sustainable hostel environment.

Meal Times

All school meals provide a balanced and healthy diet. Please refer to the Food Policy on the school website (www.rgs.edu.in) for the weekly menu.

Students are encouraged not to be overly selective with food. However, if a child has a food allergy, parents must inform the school in writing so that suitable alternatives can be arranged. The hostel serves only pure vegetarian meals, including fresh vegetables, milk and milk products, lentils, and cereals.

Any special dietary requirements must be supported by a doctor's recommendation and a comprehensive food plan submitted to the school. Dietary changes may be made only on a termly basis.

Meal times are important community-building occasions. Good table manners are promoted, cultural diversity is respected, and special dishes are occasionally served.

At least six boarders are nominated to represent the hostel on the F&B Committee to share feedback for monthly menu planning. The committee meets once every month.

Royal Snacks and Royal Dinner are organised at the end of every month.

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



Birthdays

If a student's birthday falls during term time, a small celebration may be arranged upon parental request, including a birthday cake (sufficient for students) and sweets.

For security reasons, boarders are not permitted to celebrate birthdays outside the campus. Parents may, however, visit their child in the Parents' Lounge. Students will not be allowed to leave the campus for birthday celebrations.

Each student receives a personalised birthday gift from the school.

To maintain uniformity and hygiene, parents are requested not to bring food, snacks, or drinks for birthday celebrations.

Tuck (snacks and sweets)

The school provides snacks based on the boarders' preferences. Parents are therefore requested not to send snacks or sweets with their children. Any such items found will be confiscated.

Hostel Number and Personal Belongings

Boarders must clearly mark their hostel number on uniforms and personal belongings using indelible ink.

The school cannot take responsibility for unmarked or excessive belongings. Students must take care of their possessions and respect others' property. Gold, costly jewellery, mobile phones (beyond permitted limits), and fancy items are not allowed.

Lending personal items is discouraged to prevent disputes. Missing items should be reported immediately to the Boarding Staff for assistance.

Boarders must clear their rooms at the end of each term. The school shall not be responsible for loss or damage to personal items left behind.

Gadgets/Electronic

Grades V-IX

- Only one smartphone or tablet is permitted.

Grades X-XII

- Up to two gadgets (e.g., mobile phone and laptop) are permitted.

Parents must ensure that the Hostel Team is informed of the number of devices brought by the child.

A strict Electronics Usage Policy is followed. Devices may be used only during weekends and holidays. Filtered Wi-Fi is provided; parents are advised to install additional restrictions if required.

All electronic devices are collected after allotted usage time, safely stored, and charged until the next day.

Prerequisites and Pre understanding

- Use of gadgets for recreation is a privilege, not a right.
- The school reserves the right to restrict gadget usage temporarily or permanently.
- Only permitted devices may be brought unless otherwise instructed.
- Devices, chargers, and headphones must be labelled clearly.
- Gadgets must be submitted to House Parents for safekeeping.
- The school is not responsible for loss or damage during usage.

- Random device checks may be conducted.
- The school may monitor Wi-Fi and internet usage.

Responsible use of Gadgets/ Electronics

- Signing in and signing out of gadgets is mandatory.
- Wi-Fi may be used only for academic and authorised school activities.
- Written teacher approval is required for academic gadget use during study hours.
- Mobile data and external networks are strictly prohibited.
- Devices must not be used to access or transmit offensive, pornographic, threatening, abusive, defamatory, or bullying content.
- Recording of school activities without written permission is prohibited.
- VPNs, proxy sites, and security bypassing are strictly prohibited.

- Sharing or borrowing gadgets, especially across grades or with day scholars, is not allowed.

Major Offences include cyberbullying, recording inappropriate content, accessing pornographic material, and possession of unauthorised devices or SIM cards. Consequence: immediate confiscation, redeemable only at the end of the term.

Minor Offences:

1. First offence – Redeemable after three (3) weeks
2. Second offence – Redeemable by parents after one (1) month
3. Third offence – Redeemable by parents at the end of the term

Unacceptable Items

The possession, use, or consumption of tobacco, cigarettes, e-cigarettes/vapes, alcohol, or drugs is strictly prohibited and constitutes a serious breach of School Rules. Smoking, vaping, alcohol consumption, or drug use is not permitted under any circumstance, whether on campus, during school activities, or on excursions.

The Principal will immediately inform parents if a student is found to have consumed alcohol or to be in possession of cigarettes, e-cigarettes, vapes, or drugs. Any violation of this rule may result in temporary or permanent exclusion from the School, depending on the severity of the offence.

The following items are strictly prohibited in the Hostel and on School premises:

- Candles
- Lighters
- Matches
- Fireworks
- Hot plates
- Incense sticks
- Electrical heaters
- Knives or sharp objects
- Alcohol
- Tobacco (in any form)
- Vape

Academic Affairs

The possession or use of any of the above items will invite strict disciplinary action, which may include suspension from the Hostel.

The Hostel Team closely monitors the academic progress of all boarders and maintains daily communication with Academic Staff. Students are encouraged to work diligently, and the boarding programme includes compulsory supervised study sessions.

Boarding Staff attend termly Parent-Teacher Meetings on behalf of boarders and will forward academic reports to parents.

All boarders are provided with a personalised adult support network, including Boarding Staff, House Teachers, Tutors, and Additional Support Staff. Parents are encouraged to contact the Hostel Team should they have any concerns regarding the academic or pastoral well-being of their child. Staff members are also available for individual meetings if parents wish to discuss their child's progress in person.

It is essential that all students come to school fully prepared for their studies. Parents are requested to carefully review the list of required school equipment and supplies and ensure that their child brings all necessary materials.

Study Time

- Students must report punctually to their designated study area.
- There are two compulsory Prep sessions:
 1. Evening Prep: 5:30 pm – 7:00 pm
 2. Night Prep: 9:00 pm – 10:00 pm
- Students must bring all required study materials and their assignment diary, in which daily assignments are recorded.
- Students must seek the teacher's permission before leaving the study hall.
- Study time must not be used for sleeping, bathing, washing clothes, or planning tournaments or activities.
- During study hours, students are expected to devote themselves exclusively to academic work.
- The door to the study hall will remain open.
- Silence is mandatory at all times.
- Students must work independently, unless group study is permitted with the prior approval of the teacher in charge.
- Group study sessions between boys and girls are discouraged.
- Study time must not be used for pleasure reading or irrelevant conversations.
- Gadgets are not permitted in the study area. Written permission from the subject teacher is required for any exception.
- Eatables are not allowed inside the study hall.

Reading

Reading is regarded as an essential activity, and all boarders are required to engage in daily reading time in bed each evening before “lights out.” The School and Hostel libraries are well-stocked, and students are encouraged to bring appropriate reading material from home.

Boarding Staff monitor students' English reading progress and provide additional supported reading where required.

Accidents and sickness

All accidents, injuries, or illnesses—whether occurring in buildings, on the sports field, or during co-curricular activities—must be immediately reported to the Pastoral Team. Parents will be informed by telephone if significant medical attention is required.

Parents are requested to ensure that their contact details are always up to date for use in emergencies. Boarders who are unwell and unable to attend school will remain in the Infirmary under staff supervision, in consultation with the local doctor.

To promote recovery while minimising disruption to learning, students are discouraged from missing excessive school time. Electrical device usage is restricted to ensure adequate rest. Parents will receive regular updates on their child's condition from the respective House Master.

Health and Medication

The Hostel Team oversees the health of boarders, including monitoring height and weight, which are recorded at the beginning and end of each term. The School maintains a fully equipped infirmary, and the administration of medication is strictly managed by the School Nurse.

Parents must inform the School of any medical conditions, allergies, or restrictions related to medication. All allergies must be clearly declared, and any medication must be handed over to the House Master.

The School will not administer any medication upon instructions from an external source unless there is clear written instruction from parents. Any medicine sent by the parents will be accepted only in their original packaging. The Head of Boarding (HOB) will assess whether a student may self-medicate in specific cases (e.g., inhalers).

Medication and Medical Care

It is not necessary to send children to School with large quantities of non-prescription medication. Students must never bring medication to School without prior knowledge and approval of the Staff.

If a child feels unwell or sustains an injury, he/she must report immediately to the School Nurse. The School has a well-equipped infirmary and a qualified School Nurse who is trained in First Aid and attends regular refresher courses. The School Nurse is on duty at all times, including overnight.

Parents must inform the School immediately if their child has been in contact with any infectious disease during periods away from School.

Haircuts, hearing, dental, and eye check-ups are the responsibility of parents and should ideally be arranged during holiday periods. However, if a boarder develops a medical or grooming need during the Term, the School will arrange the appropriate appointment. Haircuts will be conducted strictly as per the School Dress Code and not for leisure purposes.

All such appointments will be recorded by the School; however, any associated costs shall be borne by the parents.

Hygiene

Personal hygiene is of utmost importance. The Hostel Team ensures that boarders maintain proper hygiene, including brushing their teeth at least twice daily, showering daily, and managing their laundry responsibly.

The Hostel provides individual showers and bathroom facilities, and privacy is ensured for all boarders during wash times. Students are expected to respect one another's privacy.

As important as physical health is, mental well-being is. The School conducts weekly Mindfulness sessions to help boarders manage emotions, regulate thoughts, and develop a growth mindset. These sessions support students in coping with academic and co-curricular demands while fostering positive relationships and a healthy outlook on life.

Appearance

Students are encouraged to take pride in their appearance by combing their hair daily, tucking in their shirts, and ensuring that their shoes are clean. All boarders must adhere strictly to the School Dress Code (refer to the Parent-Student Handbook).

On certain occasions, such as events or excursions, students may be permitted to wear personal clothing. Such attire must be smart casual and appropriate.

Uniform and Clothing

RGS places a high value on the discipline and equality fostered by a school uniform. The School follows two sets of uniform regulations:

1. One for the Autumn and Spring Terms
2. One for the Winter Term

In addition, Sports Uniform, House Uniform, and Hostel Uniform are mandatory to maintain uniformity and orderliness, irrespective of social background. Full details are available in the Parent-Student Handbook.

Uniforms may be ordered at the beginning of the academic year. Any additional items required during the Term will be procured by the House Master and charged to the parents' account.

The School expects full cooperation from both parents and students to ensure correct use of the uniform and a neat appearance. Coloured nail varnish and coloured hair are not permitted during term time.

All parents will receive a Boarding Clothing List, which must be carefully followed to ensure that students are fully prepared. If essential items are not brought at the start of the Term, the Hostel Team will purchase them and the cost will be added to the parent's account.

Students must wear traditional attire on the first Tuesday of every month.

All clothing brought into the Hostel must be clearly labelled with the Hostel Number allotted to the student.

Laundry

WHILE SENDING LAUNDRY OUT

- All clothing must have the Hostel Number clearly marked.
- The laundry checklist form/book must be completed before sending clothes.
- Details such as colour and brand must be recorded accurately.
- Grade 5 students must seek assistance from the House Mistress while filling out forms.
- A new laundry notebook must be requested from the House Master when the previous one is full or misplaced.
- A maximum of five clothing items may be sent at one time.
- After completing the checklist, the dirty laundry (not exceeding five items) must be placed in the laundry bag.
- The completed checklist must be handed to the House Master or placed inside the laundry bag.

WHILE RECEIVING WASHED LAUNDRY

- The laundry checklist must be kept ready.
- Washed clothes must be collected from the laundry room.
- Items received must be ticked off against the checklist.
- The House Master must be informed immediately of any missing or damaged items, and such items must be circled on the checklist.
- Washed clothes must be placed neatly in cupboards immediately.

Self Wash

- Socks, undergarments, handkerchiefs, and shoes must be washed by students themselves.
- Washing should be done only during free time or after game time.
- Taps must be turned off while applying soap; water must be used sparingly.
- Washed clothes should be left in the washroom for approximately five minutes to drain excess water.
- Washing areas must be left clean, and buckets must be emptied after use.
- Clothes must be dried only in designated areas and not on room windows.
- Dried clothes must be collected promptly.

Security

RGS places the highest priority on student safety. Each Hostel has a security desk, and security guards are on duty 24×7. Hostels are locked and checked by the Hostel Team every evening, and security lighting is installed around all buildings.

Students are instructed never to approach unknown individuals on campus and to report immediately to a staff member if concerned. Fire and earthquake drills are conducted at least once every Term.

Access to the Hostel

Parents do not have unrestricted access to Hostel facilities during drop-off or pick-up. All visitors must complete the entry and exit register available with the House Master.

Pupil Communication

Boarders may communicate with parents via mobile phone or email only during designated timings.

Best times to contact students:

1. Weekdays: Only in emergencies
2. Saturdays: 6:30 pm – 7:30 pm

Parents are requested not to call students outside these hours, as it disrupts routines and the House environment. Parents may contact the House Master between

10:00 am – 1:00 pm and 5:00 pm – 9:00 pm.

For urgent matters beyond these hours, parents should contact the Head of Boarding (HOB) directly.

Communication with the Hostel

Effective communication between School and home is essential.

Parents are requested to:

- Inform the School of any medical, social, or emotional concerns.
- Notify the School of any changes in home circumstances that may affect the child.
- Introduce themselves to Boarding Staff during visits.
- Inform the Principal or HOB first if there is news that may distress the child.
- Parents will receive regular updates through newsletters (Royal Mirror) and may contact House Parents via hostel phone or email for pastoral matters.

Parents' Absence

If parents will be unavailable during the Term, the School must be informed in writing of alternative emergency contact details, including name, relationship, address, and telephone number.

Disciplinary Measures (Consequences)

A cooperative relationship between students and staff is essential for a positive learning environment. When expectations are not met, appropriate disciplinary measures will be applied. Discipline is not punitive but educational, helping students take responsibility for their actions.



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	Main Gate Security	+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 :

- All meetings can be arranged only on prior appointment.
- 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

OUR LEARNING PROGRAM

FOUNDATIONAL STAGE (Early Years I to Grade II)

Foundational Stage comprises Early Years I, Early Years II, Early Years III, 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 2026-27

Month	Dates	Day	Occasion
April	3rd	Friday	Good Friday
	14th - 16th	Tue - Thur	Bohag Bihu
May	1st	Friday	May Day and Buddha Purnima
	27th	Wednesday	Id-UI-Zuha
June	29th - 30th	Mon - Tue	Summer Vacation
July	1st - 25th	Wed - Sat	Summer Vacation
August	15th	Saturday	Independence Day
	28th	Friday	Raksha Bandhan
September	4th	Friay	Krishna Janmashtami
	12th	Sunday	Tirubhav Tithi of Srimanta Sankardeva
	17th	Thursday	Vishwakarma Puja
October	2nd	Friday	Birthday of Mahatma Gandhi
	18th	Sunday	Kati Bihu
	19th & 26th	Mon-Mon	Durga Puja and Lakshmi Puj
November	7th - 9th	Sat - Mon	Deepawali and Kali Puja
	24th	Tuesday	Guru Nanak's Jayanti and Lachit Divas
December	24th-31st	Thur - Thur	Christmas and Winter Break
January	1st -2nd	Fri - Sat	Winter Break
	14th - 16th	Thur - Sat	Magh Bihu
	26th	Tuesday	Republic Day
March	6th	Saturday	Maha Shivatri
	9th	Tuesday	Eid-UI-Fitr
	22nd - 23rd	Mon - Tue	Holi

- Holiday List, Major breaks, and Vacations, and schedule of tests and exams are of the previous session.

MAJOR BREAK/VACATIONS

Sl. No	Vacations	Begins	Ends	No. Of Days	Classes Resumes
1	Summer Vacation	27th June, 2026	26th July, 2026	30 Days	27th August, 2026
2	Puja Break	17th October, 2026	26th October, 2026	10 Days	27th October, 2026
3	Winter Break	23rd December, 2026	2nd January, 2027	11 Days	4th January, 2027



SCHEDULE OF TEST/ EXAMINATION

Grade I-XII

Sl. No	Grade	Name Of The Test/Examination	Start Date	End Date
1	I & II	Evaluation - I	03-06-2026	12-06-2026
2		Evaluation - II	17-11-2026	27-11-2026
3		Evaluation -III	Will be notified later in accordance with CBSE Board Exam	Will be notified later in accordance with CBSE Board Exam
4	III TO V	Periodic Assessment - I	05-06-2026	12-06-2026
5		Half Yearly Examination	08-09-2026	18-09-2026
6		Periodic Assessment - II	17-11-2026	27-11-2026
7		Annual Examination	Will be notified later in accordance with CBSE Board Exam	Will be notified later in accordance with CBSE Board Exam
8	VI to IX	Periodic Assessment - I	05-06-2026	12-06-2026
9		Half Yearly Examination	08-09-2026	18-09-2026
10		Periodic Assessment - II	18-11-2026	27-11-2026
11		Annual Examination	Will be notified later in accordance with CBSE Board Exam	Will be notified later in accordance with CBSE Board Exam
12	XI	Periodic Assessment - I	05-06-2026	12-06-2026
13		Half Yearly Examination	08-09-2026	18-09-2026
14		Periodic Assessment - II	20-11-2026	27-11-2026
15		Annual Examination	Will be notified later in accordance with CBSE Board Exam	Will be notified later in accordance with CBSE Board Exam
16	X & XII	Periodic Assessment	05-06-2026	12-06-2026
17		Half Yearly Examination	08-09-2026	18-09-2026
19		Pre-Board - I	01-12-2026	11-12-2026
20		Pre-Board - II	04-01-2027	12-01-2027
21		Board Examination	Feb 2027 (Tentative)	April 2027 (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 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 2026.
3	3rd Quarter	October- December	On/before 10th October 2026.
4	4th Quarter	January-March	On/before 10th January 2027.

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) 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 / accounts@rgs.edu.in or WhatsApp at 8811055508

FACILITIES AT RGS BOARDING

The following facilities are available in the RGS hostels:

- Uninterrupted 24×7 electricity and water supply
 - Hygienic, air-conditioned living rooms
 - Separate dining halls for boys and girls, serving quality food as per the menu approved by the Boarding Council
 - Hot water facility in every washroom
 - Safe potable drinking water (hot and cold)
 - In-house laundry facilities in both boarding blocks
 - Television in common areas, along with indoor games and a music system
- Lush green fields with facilities for outdoor sports such as football, cricket, horse riding, tennis, and basketball
- Well-equipped indoor sports facilities for swimming, squash, snooker, billiards, badminton, archery, table tennis, chess, carrom, and shooting
 - Dedicated coaches for each sport are available throughout the week
 - A well-equipped gymnasium on campus
 - Infirmary with a trained nurse in both boarding blocks
 - Resident doctor available on call, as and when required
 - 24×7 ambulance facility
 - Dedicated, air-conditioned study rooms on each floor of both boarding blocks
 - Separate visitors' lounges in both boarding blocks for parents to spend time with their wards
 - Students' lounges
 - Newspapers are available on each floor, and there is an in-house library with books and reading material
 - House Staff/Teachers-in-Residence on each floor to provide pastoral care, under the supervision of the Head of Boarding
 - Dedicated box rooms for storing excess baggage and empty suitcases/bags
 - Lift facilities on all floors in both boarding blocks
 - Access to barber, beautician, cobbler, and tailor services as required
 - Organised outings, movies, and adventure activities on weekends
 - Cycling club

BOARDING TIMINGS

• Visiting Hours:

Parents/Guardians are permitted to meet their ward(s) once a month, on one designated Sunday, excluding Sundays on which a school outing has been scheduled.

- Visiting hours: 9:00 am – 6:00 pm
- Visitors are not permitted in academic areas or dining halls
- Prior intimation and email approval from the Head of Boarding are mandatory before the visit

• Recreation time:

Recreation time (TV time) will be provided after dinner, for approximately one hour, and is optional. On days preceding examinations or other academic priorities, recreation time may be withdrawn or curtailed at the discretion of the School.



LEAVES/HOLIDAYS/VACATIONS

Leave Rules for Boarders

- All leave applications must be addressed to the Principal, with a copy marked to the Head of Boarding (HOB). A boarder may leave the Hostel only after written approval has been granted by the Principal/HOB/Competent Authority.
 - **Leave applications must be submitted at least three (3) days in advance.**
 - Every boarder must be accompanied by a parent, sibling (above 18 years of age), or local guardian carrying valid photo identification while leaving the School campus or while reporting back to School.
 - Leave applications must clearly specify the duration of leave, mode of transportation, and details of the accompanying parent/guardian.
 - Medical leave will be granted only by the Principal on the recommendation of the Head of Boarding. Upon return, the boarder must submit photocopies of all medical documents, prescriptions, and a fitness certificate issued by the treating doctor.
 - General leave during the session will be granted only for the following conditions:
 - Wedding of a sibling.
 - Demise in the immediate family.
 - Passport Renewal
 - Visa appointments.
 - Medical treatment.
 - Entrance examinations/Interviews.
 - In all such cases, photocopies or scanned copies of supporting documents must be submitted along with the leave application.
 - Leave granted under the above categories will be limited to a maximum of two (2) days, excluding travel time.
- reception and complete the documentation process.

Reporting After Leave

- All boarders are expected to report on the scheduled reopening day after any break.
- **Boarders reporting late without valid justification will be liable to a monetary penalty.**
- **On the day of reporting, parents must report at the C-Block Reception to complete the required documentation.**

Home Leave / Long Holidays

Boarders will be permitted to go home only during the following long holidays:

- Bohag Bihu – Optional
- Summer Vacation – Mandatory
- Durga Puja – Optional
- Diwali – Mandatory
- Winter Vacation – Mandatory
- Magh Bihu – Optional
- Out of the three optional holidays (Bohag Bihu, Durga Puja, Magh Bihu), a boarder may avail only one during the academic year.
- For boarders staying back during optional holidays, outings and excursions will be organised, and participation is mandatory. If required, a declaration will be obtained from parents.

Unauthorized Absence

- If a boarder is found absent from the Hostel, School campus, or classes without written permission from the Head of Boarding and the respective Class Teacher, strict disciplinary action will be taken by the School Disciplinary Committee.

Airport Pick-Up and Drop Facility

- Parents must inform the Head of Boarding at least three (3) days in advance via email if airport pick-up or drop-off is required.
- Airport pick-up and drop facility will be provided only once and only on dates notified by the School.
- Drop-off will be provided on the day the holiday begins, and pick-up will be provided one day prior to the reopening of School.



CODE OF CONDUCT FOR BOARDERS

- Boarders are required to display acceptable behaviour at all times and adhere strictly to discipline and decorum.
- Wake-up calls will be given as per the schedule through the alarm bell. Students are expected to wake up independently and be ready on time.
- Unruly behaviour or the use of abusive language on campus is unacceptable and unbecoming of a Royalite.
- Strict adherence to timings for morning exercise, dining, school, Prep, games, and sports is mandatory.
- Boarders must keep their rooms and wardrobes clean and orderly. Beds must be neatly made when not in use during the day.
- Clothes must be hung properly on hangers. Posters, drawings, graffiti, writings, or any form of marking on walls or furniture, as well as fastening ropes inside rooms, are strictly prohibited.
- No boarder is permitted to lock or bolt himself/herself or any fellow boarder inside a room or washroom. Any violation will attract strict disciplinary action.
- Any loss or damage to boarding property will be recovered from the concerned boarder(s), individually or collectively, by imposing a penalty of a minimum of three times the actual cost of the damaged property, in addition to recording adverse remarks and initiating disciplinary proceedings.
- Walking or playing on landscaped or planted areas and damaging plants, flowers, or branches is strictly prohibited.
- Boarders are not permitted to bring friends, relatives, or day scholars into the boarding premises.
- No male family member or friend is permitted beyond the Visitors' Lounge in the Girls' Boarding. Female family members or friends are not permitted beyond the Visitors' Lounge in the Boys' Boarding, except the mother.
- Boarders must attend all roll calls, meals, remediation sessions, Prep classes, events, and mandatory activities. Attendance must be marked personally; proxy attendance is prohibited.

- Boarders must remain in proper attire throughout the day on campus. Haircuts and hairstyles must be neat and modest. Hair dye, bleaching, or streaks are strictly prohibited.
- Boys must be clean-shaven with short hair. During school hours, students must wear the complete school uniform; shorts, Crocs, slippers, or inappropriate clothing are not permitted.
- Movement within the boarding premises after lights out is strictly prohibited. Boarders must remain on their allotted floor or in their assigned rooms.
- Wastage of food and water is strictly prohibited.
- Any repair or maintenance issues must be reported immediately to the House Master/ House Mistress.
- Boarders must switch off lights, fans, and electrical appliances when not in use as part of energy conservation.
- Singing loudly, shouting, or creating unnecessary noise that may disturb others is prohibited. Serious disciplinary action will be taken against defaulters.
- Smoking, consumption of alcohol, drugs, or narcotic substances is strictly prohibited and may result in immediate suspension.
- The School Authorities, Head of Boarding, and House Staff reserve the right to search rooms, box rooms, wardrobes, bedding, luggage, or personal belongings at any time.
- The School will not be responsible for loss or damage of valuables. Boarders must avoid keeping valuables or jewellery and should maintain duplicate keys of personal locks.
- Boarders must be punctual for all remediation sessions and Prep classes.
- Proper sports uniform must be worn at all times while using the playground or gymnasium.

SAFETY AND SECURITY

- Suitcases, trunks, and boxes must be stored only in the designated Box Room, accessible strictly with permission from the Warden or Head of Boarding.
- Daily-use items must be kept in the cupboards provided in student rooms.
- Boarders are strictly prohibited from keeping sharp-edged instruments (except those required for academic purposes), matchboxes, lighters, weapons, crackers, or outdoor sports equipment in their possession.
- Boarders are prohibited from keeping cash or restricted items, including unauthorised SIM cards, smart watches with calling or social media access, expensive gadgets, cameras, mobile phones, CDs, laptops, electronic pens, tablets, and similar devices. All such items must be deposited with the House Parent upon reporting.
- Tampering with firefighting equipment is strictly prohibited and will invite severe disciplinary action.
- Lighting open flames (candles, incense sticks, etc.) and carrying, burning, or bursting crackers anywhere in the boarding premises is strictly prohibited.
- Safety rules for lift usage must be followed at all times. Littering inside lifts is prohibited.
- The School reserves the right to suspend, expel, or deny promotion to any boarder whose actions pose a threat to personal or others' safety.

DINING RULES

- Boarders must report punctually for all meals and maintain discipline, silence, and proper queuing in the Dining Hall.
- Wastage of food is strictly prohibited.
- Aerated drinks are not permitted in the Boarding.
- Proper table etiquette must be followed during meals.
- Entry into the kitchen is strictly prohibited. Boarders must not instruct or request favours from kitchen staff.
- Food, crockery, or cutlery must not be taken from the Dining Hall to rooms or outside areas.
- All meals must be taken only in the Dining Hall.
- Dining Hall dress code must be followed on all working days.

IMPORTANT POINTS AT A GLANCE

- Boarding fees are non-refundable (refer to the Almanac for refund policy, if any).
- Parents must personally supervise packing before the start of the session. Discovery of contraband or prohibited items will lead to strict disciplinary action.
- Only pure vegetarian food is served. Non-vegetarian food is strictly prohibited on campus.
- The School follows a Zero Tolerance Policy as detailed in the School Handbook.
- Appointment of a local guardian is mandatory; complete contact details must be provided to the School.
- For discontinuation of boarding from the next session, a written request must be submitted three months in advance to the Principal with a copy to Admissions. No Dues Certificate will be issued prior to TC.
- Boarders will not be allowed to stay in the Boarding during serious illness or medical emergencies. Parents must collect the child as directed.
- For emergency visits to boarding during school hours, students must carry written permission from House Parents.
- Boarders may be permitted to return early to boarding in case of minor illness with appropriate medical clearance and approval from the Class Teacher and Medical Team.
- Boarders must regularly check notice boards. All notices will be deemed read once displayed.
- Requests for repairs, maintenance, or facilities must be reported directly to House Staff.
- In emergencies, boarders must contact the House Parent or Head of Boarding immediately. Emergency contact numbers are displayed in the Boarding.
- Parents are advised to communicate primarily with the House Parent or Head of Boarding regarding their ward.
- Online shopping and deliveries to RGS are strictly discouraged. Parcels and letters will be checked before being handed over. Only approved medical or essential items are permitted.

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)

SI. 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	Traditional Wear	02 sets
9	Hoodie	01 pc
10	Traveling T-Shirt	01 pc
11	Black Shoes (School)	01 pair
12	White Socks (Sports)	04 pairs
13	School Socks	06 pairs
14	School Bag	01 pc
15	Laundry Bag	01 pc
16	Undergarments	04 sets
17	Track Pant and short pant	02 each
18	White Kurta Pajama	02 pair
19	Casual Wear	04 pairs
20	Smart Casual	01 pair
21	Night Suit	02 pairs

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

DAILY SCHEDULE

(MONDAY-FRIDAY & WORKING SATURDAY)

ACTIVITY	FROM	TO
Wakeup call	05:40AM	--
PT/Yoga	06:00AM	06:30AM
Bath/Getting ready for school	06:30AM	07:10AM
Morning Room Upkeep/Room Inspection	07:10AM	07:20AM
Breakfast (Supervised by Boarding staff)	07:25AM	07:50AM
Academic Hours - I	08:00AM	12:30PM
Short Break for Snacks	10:20AM	10:30AM
Lunch	12:30PM	12:55PM
Academic Hours - II	12:55PM	02:10PM
Rest and Changing into sports attire	02:10PM	03:00PM
Sports/Gym	03:00PM	04:00PM
Shower and Change	04:00PM	04:30PM
Evening Snacks	04:30PM	04:50PM
Evening Prep (supervised by subject teachers)	05:00PM	06:45PM
Dinner	07:20PM	08:00PM
Self-Study (supervised by boarding staff)	08:00PM	09:00PM
Recreation Time	09:00PM	10:00PM
Lights Off	10:00PM	--

DAILY SCHEDULE

(SUNDAY AND HOLIDAYS)

ACTIVITY	FROM	TO
Wakeup call	07:45AM	--
Self Grooming/Room Upkeep/Room Inspection	08:00AM	08:30AM
Breakfast	08:30AM	09:00AM
Morning Prep (supervised by Boarding staff)	09:30AM	10:30AM
Indoor Games/Weekend Activities	10:30AM	12:00PM
Rest	12:00PM	01:00PM
Lunch	01:00PM	02:10PM
Rest/Changing into Sports Gear	02.30PM	02:50PM
Sports/Gym	03:00PM	05:00PM
Snacks	05:30PM	05:30PM
Gadget Time/Phone Call	06:00PM	07:00PM
Dinner	07:30PM	08:00PM
Self Study (supervised by the Boarding Staff)	08:00PM	09:00PM
Recreation Time	09:00PM	10:00PM
Lights Off	10:00PM	--

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 _____, State _____, do hereby solemnly declare and
undertake as follows:

- I have carefully read and fully understood the Hostel Rules and Regulations of RGS as provided in this Handbook and agree to abide by them.
- I accept the accommodation allotted to me in the RGS Hostel.
- I understand that failure to comply with the Boarding Rules, as amended from time to time, shall render me liable to disciplinary action as deemed fit and proper by the Competent Authority.
- I shall not indulge in any unlawful or prohibited activities during my stay on campus
- I shall not engage in any commercial or monetary activity within the School or Hostel premises.
- I shall not modify, alter, damage, or make any additions to the structure or fittings of the accommodation allotted to me.
- I shall maintain all fittings and fixtures provided to me in good condition and hand them over to the School authorities in proper working order at the time of vacating the accommodation.
- Any damaged or non-functional fitting or fixture noticed at the time of allotment will be reported immediately to the Warden/House Staff. Any damage caused during my stay shall be my responsibility, and I shall fully compensate for the same.
- In case of serious or repeated non-compliance, I understand that I may be required to vacate the allotted accommodation immediately, in addition to any other disciplinary action.

Signature of student: _____

Date: _____

DECLARATION BY PARENT/GUARDIAN

I, _____, (Mother/Father/Guardian)
of _____, hereby fully endorse and
accept the above declaration and undertaking given by my child/ward.

I undertake to support the School and Hostel Authorities and shall endeavour to ensure that my child/ward complies with the Hostel Rules and Regulations in letter 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

www.rgs.edu.in