



**SAMAGRA SHIKSHA  
STATE PROJECT OFFICE  
EDUCATION DEPARTMENT  
GOVERNMENT OF SIKKIM  
GANGTOK**

Ref.No. 363 SPO/SS/EDN/2022-23

Dated: - 10/01/2023

**Guidelines for the systematic conduct of the students of Kasturba Gandhi Balika Vidyalaya (KGBV) Labing (Garethang) Gyalshing residential school of Sikkim:-**

1. Resident students are to understand and obey the guidelines of the institution diligently.
2. Students are to be present at the school ground no later than 9.15 am, and must attend the morning assembly without fail.
3. Students must be cooperative amongst themselves in order to keep the classrooms discreet and disciplines in the presence as well as the absence of the concerned teacher/teachers.
4. Students must acquire permission for any activity/activities from the concerned teacher/teachers.
5. Appointment of teaching and non-teaching staff in the school.
6. The entire school premises are fenced and all entry points are closed except the main gate.
7. No unauthorized person is allowed to enter inside the campus.
8. The school families are expected to follow and attend awareness programme conduct on child right, women safety and security of girls.
9. The girl's students are compulsory to undergo self-defense training for the safety and security purpose.
10. Submission of identity card to the school authority and labor engaged for construction work.
11. Students are to immediately report any incident/medical emergency to school authority.
12. Students can constitute a representative for the addressable of their demands and grievances.
13. Students must participate in any one or other form of activity for the purpose of a holistic development of the students.
14. Students are to be encouraged to be smart and sharp for an inculcation of leadership qualities.
15. Cleanliness, hygiene and management of resources must be included in the priority list of the students.
16. There should be a strict adherence to the academics.
17. Unauthorized beverages (drinks), food items and other similar materials are strictly banned.
18. Entry and exit of the students without the permission of the in-charge during the school hours is strictly prohibited which will result in the strict action, which includes the summoning of the parents/guardians.
19. Students are mindfully and morally encouraged to be responsible towards their school.
20. Proper uniform must be worn for specified days.
21. Emphasis on the practice of using English as practical communicative medium of language must be encouraged.
22. Any uncalled unauthorized activity and event shall be dealt with strict penalty, as stated in point number 12.
23. Students must always be prepared for any emergency.
24. Attendance Register: - KGBV Hoi in is expected to maintain an attendance register. Leave may be granted to a child on ill health/ local exigency prior permission from the parent/guardian. A leave must be sanctioned by the HM/Principal on the recommendation of the warden/In-charge. Unauthorized absence must be brought to the notice of the HM/Principal immediately. Any movement of the student from the school/hostel must be recorded in the movement register.
25. Student Movement Register: The student movement such as leaving on leave, going on the vacations and breaks, going on duty must be maintained in the house register. The movement register will have the following columns.

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Name of Student	Date of Leaving	Purpose to leave	Escort by	Date of return	Signature of the Escort teacher		Signature of the student	
					Leaving	Return	Leaving	Return

26. **MESS MANAGEMENT:** Students of KGVB are expected to wear proper uniform during breakfast and lunch on all working days and in decent dress during dinner and on holidays.

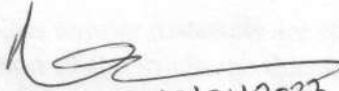
27. A prayer may be conducted before every meal.

28. Hostel warden must ensure effective serving of food under hygienic conditions and zero level wastage of food.

29. Safety and security aspects in the mess as circulated by higher authority from time to time are to be strictly implemented.

**Guidelines for the systematic functioning of the hostel:-**

1. Hostellers must understand and obey all the guidelines of the hostel.
2. Hostellers must wake up in a designated timing.
3. Hostellers must be present for their breakfast, lunch and dinner without fail.
4. Hostellers must sincerely contribute in maintaining the hostel structure and its premises.
5. Hostellers must keep mind of no food wastage ideology.
6. Hostellers must make full utilization of their free timings, which includes study time, recreational and leisure, sports and physical activities.
7. Hostellers must report any incident to their hostel warden.
8. Hostellers must seek prior and proper permission from the hostel warden for any activity.
9. Hostellers can constitute a representative for the addressal of their grievances and demands.

  
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