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Learning  
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HOSTEL ADMISSION FORM

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कोमीनाया वंदे मातरम



वंदे मातरम



SHREE CHHOTUBHAI A. PATEL LEARNING INSTITUTE

Govt. Recognized Self- financed English & Gujarati Medium Schools

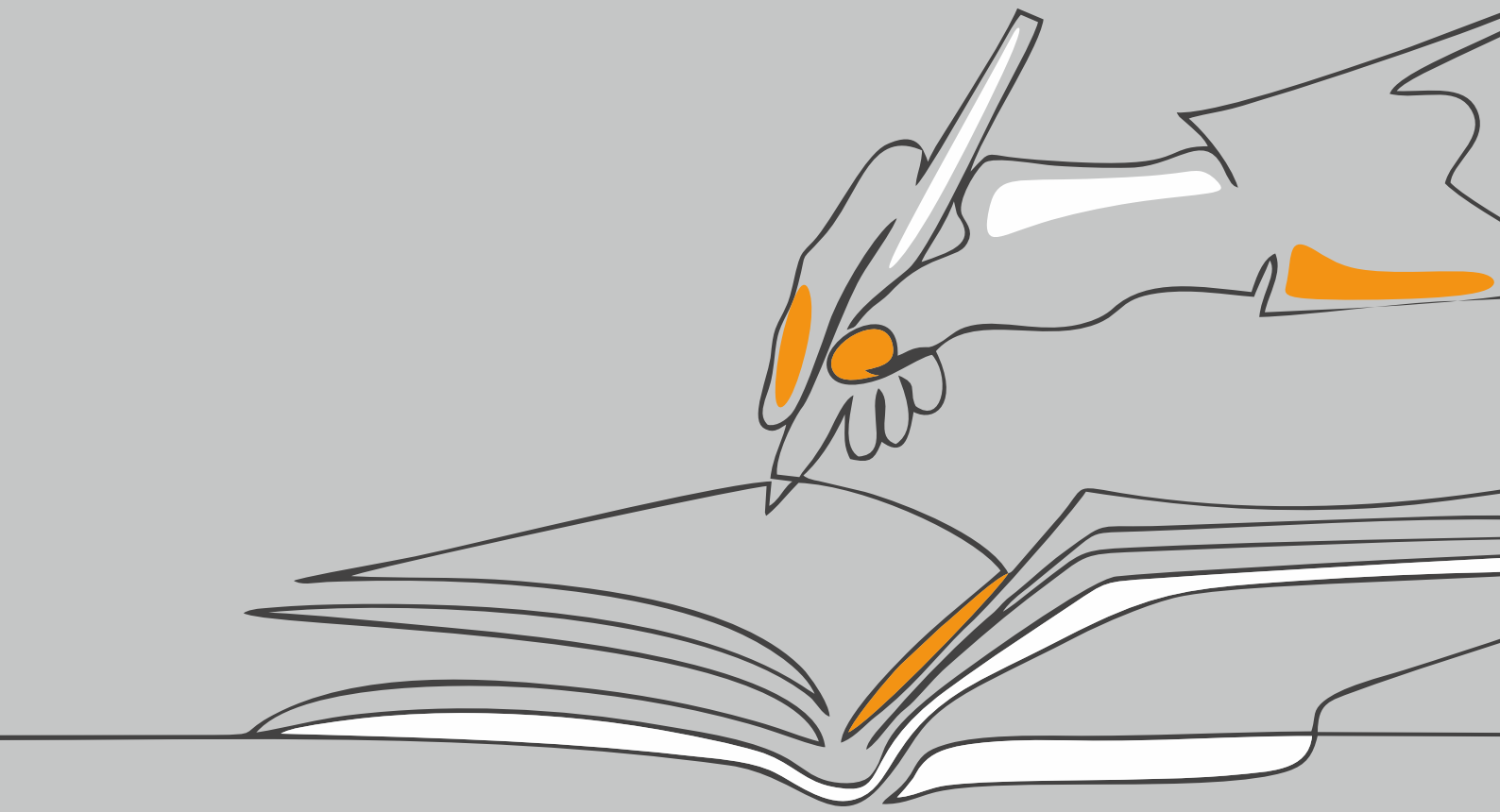
Mgd. by SHAKTI KRUPA CHARITABLE TRUST

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FOUNDER TRUSTEE  
SHREE CHHOTUBHAI A. PATEL



From the Desk of  
the Management  
Shaktikrupa Charitable Trust,  
Mota Fofaliya



## From the Desk of the Management Shaktikrupa Charitable Trust, Mota Fofaliya

**Since the year 2000**, our parent organization Shaktikrupa Charitable Trust has been committed to providing city-level, national, and international standard educational facilities to rural communities. In the early years, arrangements such as school bus services were made to ensure that children from villages in Shinor, Karjan, and Dabhoi talukas could access these opportunities. The overwhelming response and cooperation from parents encouraged us to expand further.

With the vision that no child from rural areas should be deprived of quality education due to lack of facilities, **hostel services were introduced in 2003. What began with 30 students has now grown to benefit more than 300 students.** The primary objective of our institution is to provide holistic development to children living away from urban centers — combining academic learning with life-building experiences, sports, cultural activities, and spiritual enrichment at national and international levels.

In today's scientific age, it is essential that our children grow into responsible citizens who uphold high ideals and cultural values while progressing in every sphere of life. For this, education alone is not sufficient; co-curricular activities and structured guidance are equally important. Hostel life offers an ideal environment where children learn family values, compassion, teamwork, self-discipline, independence, time management, and obedience. The only expectation from parents is wholehearted cooperation in ensuring strict adherence to the rules and regulations of the Institute.

Our institution takes pride in its achievements: since inception, we have consistently secured 100% results in the Secondary and Higher Secondary Board Examinations (Standards 10 and 12). With expert teachers and subject specialists, our students excel in science streams and successfully pursue higher education in medicine, engineering, and other professional fields. Hostel students also receive special guidance in sports, cultural, and other co-curricular activities, enabling them to showcase their talents at state and national levels. Many of our students have won medals, scholarships, and awards from the Government, bringing honor to their families and our institution.

The progress and development of our institution have been possible due to the **financial support and guidance of Dr. Kiranbhai, Dr. Dineshbhai, Shri Pradipbhai Patel and family, and the blessings of** Param Pujya Bapuji (Shri Chhotubhai Patel) **and Savitaba.** Their vision and encouragement continue to inspire us in our mission of holistic child development, which is a matter of pride for us all.

We remain deeply concerned and committed to the all-round growth of your child. We humbly request parents to carefully understand and implement the hostel rules and guidelines outlined in this booklet, setting aside conveniences or inconveniences, so that together we can ensure a bright future for every child entrusted to our care.

With sincere regards,  
Management  
Shaktikrupa Charitable Trust, Mota Fofaliya

# HOSTEL NEEDS AND FACILITIES

## 01. Introduction

The hostel facility has been established by the Chhotubhai A. Patel Academy under the auspices of Shaktikrupa Charitable Trust with the objective of raising the educational standards of rural communities and providing access to higher-level education.

### Highlights of Our Hostel

**Spacious Residences:** Separate 25,000 sq. ft. residence for over 125 girls and 50,000 sq. ft. residence for over 250 boys, each with dedicated reading halls of 7,500 sq. ft.

#### Boys' Hostel (4 Storeys):

- Semi-basement floor for reading, meditation, yog, and other activities.
- Ground floor with 7 rooms (8–10 students per room).
- First floor with 8 rooms (8 students per room).
- Second floor with 16 rooms (4 students per room).
- Third floor with 16 rooms (4 students per room).
- Separate toilet block with 56 W.C.s, 56 bathrooms, and 56 wash basins. Equipped with laundry/dryer machines, ironing facilities, and seasonal hot water supply.

#### Girls' Hostel (2 Storeys):

- Semi-basement floor for reading, meditation, yog, and other activities.
- Ground floor with 7 rooms (8–10 students per room).
- First floor with 14 rooms (4 students per room).
- Separate toilet units with 26 W.C.s, 26 bathrooms, and 26 wash basins. Equipped with laundry/dryer machines, ironing facilities, and seasonal hot water supply.

### Individual Facilities:

Each student is provided with a separate bed, complete bed linen and blankets, and a personal wardrobe. Drinking water facilities are available through water coolers.

### Dining Facilities:

- **Pure Vegetarian & Nutritious Meals:** Balanced, wholesome meals are prepared fresh every day.
- **Gaushala Produce:** Milk and milk products sourced directly from the organization-run gaushala are served along with healthy snacks.
- **Organic & Seasonal Variety:** Farm-grown organic vegetables and fruits, harvested seasonally, are included in the menu.
- **Spacious Dining hall:** Meals are served in a well-ventilated, airy dining hall of 17,000 sq. ft., with seating capacity for up to 800 students.

### Sports Infrastructure:

- Recognized as a District Level Sports School (DLSS) by the Government of Gujarat.
- Full-size hockey and football fields, two basketball courts, two lawn tennis courts, two volleyball courts, a 75-metre skating rink, a dedicated archery field, and a practice golf course.
- A **7.5-acre lush green international-standard cricket ground** with five pitches and four practice pitches of varied surfaces.
- A **15,000 sq. ft. multipurpose indoor hall** equipped with international-standard training and competitive apparatus for gymnastics.
- **More than 300 students participate annually**, showcasing their talents at district, state, and national level sports, academic, and cultural competitions.
- Hostel students receive 3–4 hours of coaching daily (morning and evening) from qualified coaches in respective sports.

### Recreational & Educational Facilities:

- Television with dish connection and a hall with LCD projector.
- Audio-visual rooms for educational purposes.

### Healthcare:

Regular medical check-ups and treatments are provided through our own Community Health Center.

### Academic Support:

Remedial classes are conducted by school teachers to support hostel students academically.

### Cleanliness & Maintenance:

All hostel rooms are regularly sanitized and maintained to ensure a clean, tidy, and healthy environment at all times.

## **A** ADMISSION

### 02. Admission Forms

Admission forms are distributed in January each year. Submission of the form does not guarantee admission.

### 03. Admission Eligibility

Students enrolled at Shree Chhotubhai Patel Learning Institute are eligible for hostel admission based on merit and availability. Timely payment of fees is mandatory to retain accommodation. The School Leaving Certificate will remain with the office until all dues are cleared.

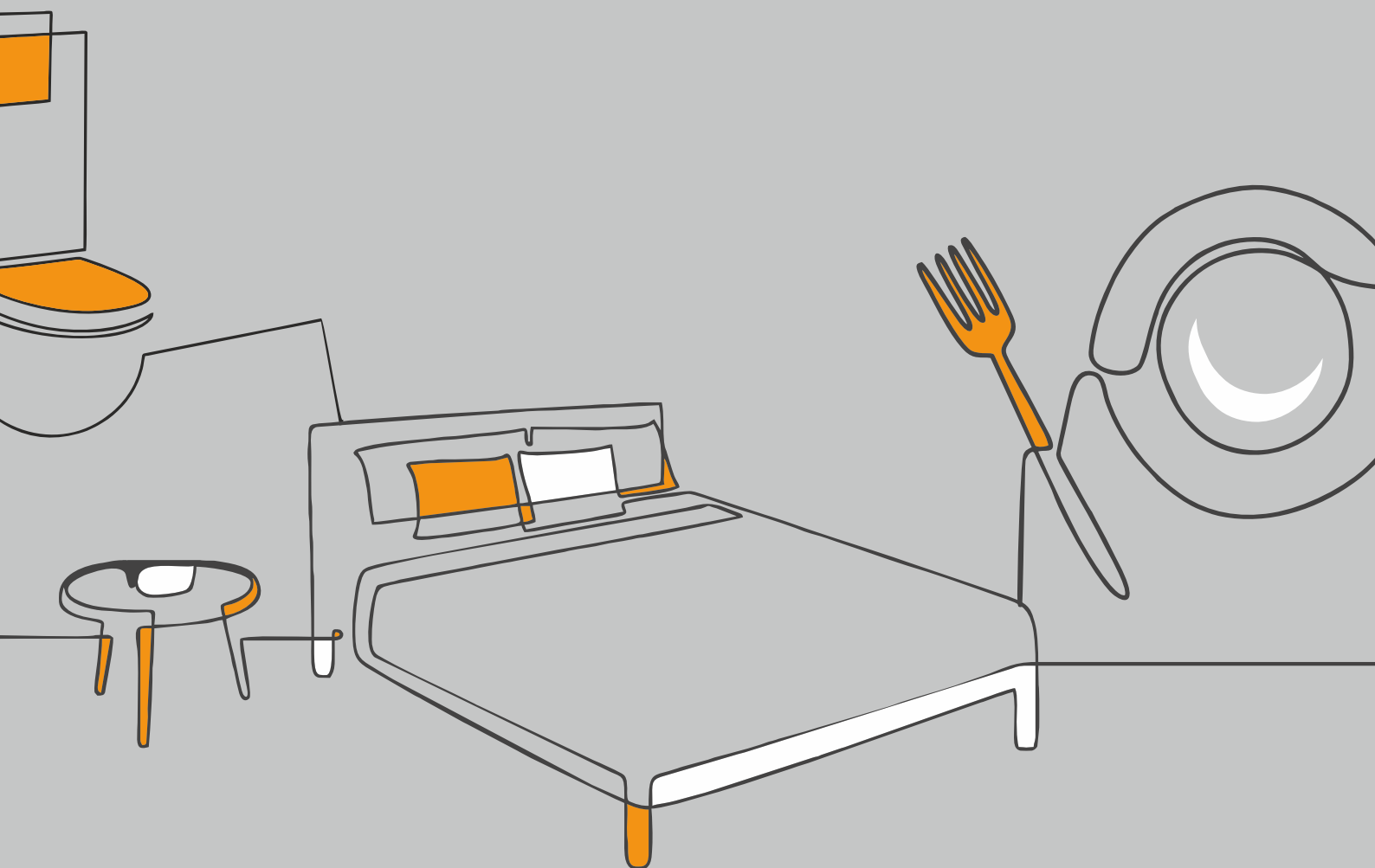
### 04. Linked Admission Policy

Withdrawal from the hostel will automatically result in cancellation of admission to the school.

### 05. Authority of Admission

The Institute reserves the right to grant or deny hostel admission. Rules and regulations may be revised as required, and parents are expected to cooperate for the overall development of students.





ROOM FACILITIES

BATH & TOILET FACILITIES

MEALS AND SNACKS

## **B** ROOM FACILITIES

### **6. Accommodation and Amenities**

Our hostel offers spacious rooms for every student, equipped with essential furniture. Facilities include a reading hall, library, lodging and boarding arrangements, as well as television and computer access.

### **07. Accommodation**

- Preparatory & Middle School Students (3<sup>rd</sup> to 8<sup>th</sup> Std.): 10 students per room.
- Secondary (9<sup>th</sup> to 12<sup>th</sup> std.) : 04 students per room.

### **08. Allotted Items**

Each student will be provided with a bed, mattress, bedsheet, pillow, and cupboard (on a shared basis).

### **09. Lighting and Ventilation**

Rooms are equipped with fans and tube lights. Regulators are not provided for safety reasons; fans operate at a uniform speed.

### **10. Mosquito Control**

Insecticide sprays, mosquito mats, or coils will be used in rooms. Students with allergies must arrange their own protective creams at personal expense.

### **11. Mosquito Nets**

Mosquito nets are not provided or permitted.

### **12. Reading Facilities**

Students are not allowed to study in their hostel rooms. A separate reading hall is provided. Tube lights in rooms will remain off between 10:00 p.m. and 5:00 a.m. Students of Classes 10–12 will be given separate reading facilities.

### **13. Responsibility for Damage**

Any damage to room facilities must be compensated by the students residing in that room.

### **14. Room Cleaning**

Students must voluntarily clean their rooms every Sunday on a cooperative basis.

### **15. Supervision and Care**

A dedicated and experienced hostel warden maintains constant, compassionate contact with students, addressing their needs and concerns.





## **C** BATH & TOILET FACILITIES

### **16. Bathing Facilities**

The Institute provides adequate toilet and bathing facilities.

- During the summer season (February to September), students may bathe twice daily with normal water.
- In case of unexpected rain or cold weather, the Institute will make every effort to provide warm water.
- From November to mid-February (winter season), warm water facilities will be provided.

### **17. Laundry**

Students in Secondary sections must wash their inner clothes themselves. Detergent powder will be supplied by the Institute. The Institute will not be responsible for any injury or loss incurred during washing.

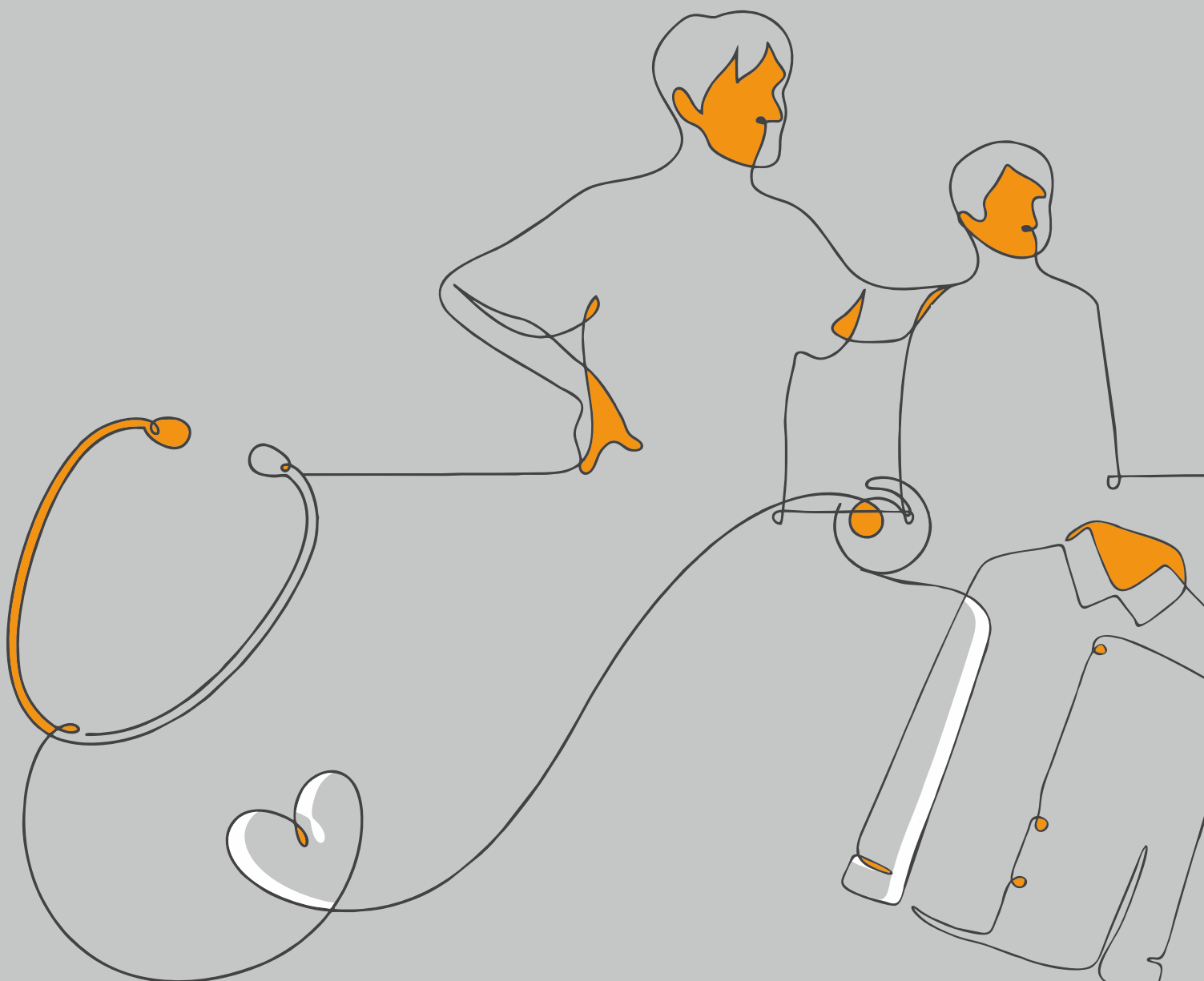
## **D** MEALS AND SNACKS

### **18. Food Policy**

- The Institute provides nutritious and well-balanced meals and snacks. Parents are requested not to bring food packets or items for students.
- Students admitted under the District Level Sports School scheme will receive meals as per the menu and schedule prescribed by the Government Sports Department.

### **19. Food Preparation Training**

Students will be given opportunities to learn food preparation in the hostel canteen on Saturdays and Sundays.



SCHOOL / HOSTEL UNIFORM  
HEALTH AND MEDICAL CARE  
MEETINGS & MESSAGES

## **E** SCHOOL / HOSTEL UNIFORM

### 20 Dress Code

Students must wear prescribed uniforms and maintain a neat and decent appearance at all times. Personal clothing should be simple, clean, and culturally appropriate.

### 21. Clothing Requirements (Personal Dress)

Students must bring the following items from home, as per the list provided by the Institute:

- Coloured Dresses – 4 pairs
- Underwear – 4 pieces
- Vests (Banian) – 4 pieces
- Coloured Socks – 4 pairs
- Handkerchiefs – 4 pieces
- Night Dress – 2 sets
- School Bag – 1
- Slippers/Ordinary Footwear – 1 pair

### 22. Uniform Requirements

Students must bring the following uniforms from home:

- School Uniform – 2 pairs
- Hostel Uniform – 2 pairs
- School Shoes – 1 pair
- Socks – 2 pairs
- Sweater – 1 (for winter)
- Sports Shoes – 1 pair

### 23. Identification Tags

- Number tags must be stitched on all school and games uniforms.
- Parents should ensure their child can identify their undergarments and coloured clothes before bringing them to the hostel.

### 24. Guidelines for Clothing

Only four pairs of coloured dresses are permitted. Clothes should be easy to wash and quick to dry. **Dark-coloured pants (no jeans or thick fabrics) and buttonless T-shirts are preferred. All clothing must have stitched number tags.**

### 25. Nightwear

Dark-coloured half or full pants with **collarless, buttonless T-shirts** are recommended for nightwear.

### 26. Footwear

Only one pair of slippers is allowed. Students may keep only school and sports shoes in the hostel.



## **F** HEALTH AND MEDICAL CARE

### **27. Medical Check-ups**

Regular medical check-ups and treatment will be conducted at the Community Health Centre, at the student's own cost, as per hospital rules.

proper care.

### **28. Special Treatment**

Parents will be informed if specialized treatment is required at another hospital.

### **29. Health Reporting**

Students should be trained to promptly inform the hostel warden, supervisor, or office about their health status.

### **30. Medical History**

Parents must provide written details of any major illnesses, physical disabilities, or congenital conditions to ensure.

### **31. Allergies and Chronic Conditions**

Parents must provide necessary medicines and train their child in regular medication if the student suffers from allergies or chronic illnesses.

### **32. Infectious Diseases**

Students with infectious skin diseases should be taken home until recovery.

### **33. Medical Fitness**

Admission and continuation in the hostel depend on medical reports and fitness certificates issued by the Institute's hospital.

### **34. Health-Related Cancellations**

Admission may be cancelled at any time if the child suffers from asthma, epilepsy, kidney disorders, or any other major illness.

### **35. Vaccinations**

Parents are advised to ensure vaccination against chickenpox and other communicable diseases to prevent outbreaks in the hostel.

## G MEETINGS & MESSAGES

### 36. Authorized Visitors

Only parents or guardians registered with the Institute are permitted to meet students as per meeting schedule, drop them at the hostel, or take them home, strictly in accordance with the annual programme issued by the Institute.

### 37. Restrictions on Accompaniment

During visits, parents must not be accompanied by relatives or friends. Meetings are strictly limited to registered guardians.

### 38. Telephone Communication

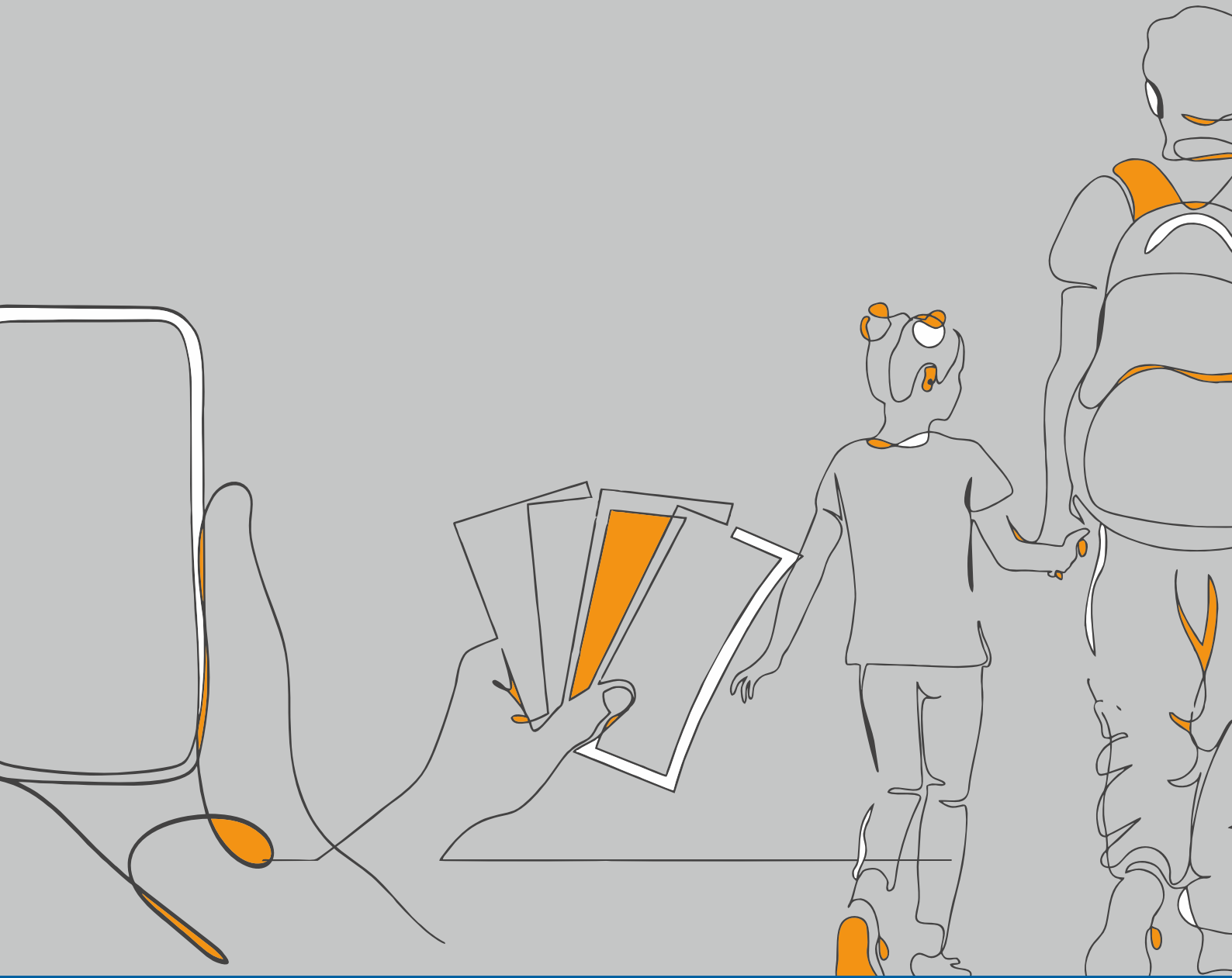
Registered parents may speak with their child over the telephone only on the student's birthday, between 4:00 p.m. and 4:30 p.m.

### 39. Written Communication

Parents may send messages to their children once a month via postcard.

### Annual Meeting Schedule

Month	Occasion/Reason	Meeting Time	Leaving Time
June	Beginning of First Term	—	2:00 p.m.
August	Raksha Bandhan	2:00 p.m.	4:00 p.m.
October	Garba Mahotsav	2:00 p.m.	4:00 p.m.
October	Beginning of Diwali Festival	2:00 p.m.	—
November	Beginning of Second Term	—	2:00 p.m.
January	Uttarayan	2:00 p.m.	4:00 p.m.
February	Annual Day Celebration (as per invitation)	5:00 p.m. (English Medium) 5:00 p.m. (Gujarati Medium)	—
April	Last Day of Annual Examination	—	1:00 p.m.



VACATION AND LEAVE  
MOBILE PHONES  
CASH AND VALUABLES  
DISCIPLINE



## H VACATION AND LEAVE

### 40. General Policy

Leave is granted only under strict observance of Institute rules. Frequent leave is discouraged as it may foster homesickness and negatively impact the student's adjustment.

### 41. Bereavement Leave

Students may be granted leave in the event of the death of a close family member.

### 42. Medical Leave

Leave for illness will be granted upon submission of a medical report issued by the Institute's doctor. Parents must provide a photocopy of the treatment report to the hostel administration.

### 43. Social Functions

Leave will not be granted for marriages, social functions, or outings of a general nature. Exceptions may be made for unavoidable family functions involving blood relatives, subject to prior approval from hostel authorities.

### 44. Absence from Family Occasions

Parents must be mentally prepared for their child's absence from important family, social, or religious occasions such as marriages, birthdays, festivals, or visits from relatives abroad. The child's stay in the hostel is prioritized for education, and no arguments with staff will be entertained in this regard.

### 45. Special Leave with Fee

If parents wish to take their child home for a particular occasion outside the prescribed rules, they must obtain prior permission and pay a fee of Rs. 250/- per day.

### 46. Late Return Penalty

Parents must return their child to the hostel as per schedule. Failure to do so will incur a fine of Rs. 250/- per day.

### 47. Examination Periods

No leave will be granted during examination months as per the academic calendar.

## I MOBILE PHONES

### 48. Prohibition of Mobile Phones

Mobile phones are strictly prohibited. Possession of a mobile phone will be treated as a serious offence and may result in suspension from the school or hostel.

## J CASH AND VALUABLES

### 49. Prohibition of Valuables

Parents are strictly advised not to give money or valuables to students. All basic amenities are provided by the Institute. Possession of such items will be treated as indiscipline.

### 50. Responsibility for Loss

Students are not permitted to keep cash, radios, cameras, walkmans, gold or silver ornaments, or other valuables. Hostel rooms and cupboards are not lockable, and the Institute will not be responsible for theft or loss.



## **K** DISCIPLINE

### 51. Discipline and Conduct

**The Institute emphasizes quality education** and strict discipline. It is not responsible for incidents arising from indiscipline or misconduct by students or their guardians. In such cases, the student may be expelled from the hostel.

### 52. Code of Conduct and Indiscipline

**The Management reserves the right to suspend, dismiss, or terminate any student who fails to adhere to the code of conduct. Acts of indiscipline include:**

- Regular late arrival after vacations or parent meetings
- Failure to observe hostel, school, or dining hall etiquette
- Misuse or damage of property (scribbling on walls, furniture, bulletin boards, toilets, etc.)
- Mishandling equipment
- Inciting other students or distributing unauthorized circulars/pamphlets
- Open disobedience of rules and regulations
- Use of vulgar or objectionable language, violent behavior, insubordination, or contempt of authority
- Possession of electronic gadgets (mobiles, MP3/CD players, cameras, electronic games, etc.)
- Consumption of chewing gum, pan, pan masala, banned drugs, cigarettes, or unlawful items
- Improper hairstyle or wearing earrings (for boys)
- Leaving hostel/school premises without permission
- Misuse of communication facilities
- Seeking unauthorized help from other students to send messages or obtain materials from outside

### 53. Self-Discipline

**Students must strictly follow the rules and regulations framed by the Institute to maintain discipline.**

### 54. Punctuality

**Students must be punctual in attending classes, hostel routines, meals, and all scheduled activities. Late arrivals or habitual delays will be treated as indiscipline.**

### 55. Respect and Courtesy

**Students are expected to show respect to teachers, wardens, staff, and fellow students. Polite language, courteous behavior, and mutual cooperation are essential for maintaining harmony in the hostel and school.**

### 56. Cleanliness and Hygiene

**Students must maintain personal hygiene and keep their surroundings clean. Rooms, bathrooms, and common areas should be used responsibly. Any negligence in cleanliness will be viewed seriously.**



## **K** DISCIPLINE

### **57. Cooperation with Authorities**

Students and parents must cooperate with hostel and school authorities in all matters. Instructions given by wardens, supervisors, and teachers must be followed without argument.

### **58. Safety and Security**

Students must avoid unsafe practices and strictly adhere to safety rules in the hostel, classrooms, playgrounds, and laboratories. Any violation of safety norms will invite disciplinary action.

### **59. Communication Etiquette**

Students must use communication facilities responsibly. Misuse of telephones, internet, or messaging services will be treated as indiscipline.

### **60. Prohibition of Unlawful Activities**

Possession or consumption of alcohol, tobacco, drugs, or any banned substances is strictly prohibited. Students found indulging in such activities will face immediate expulsion.

### **61. Reporting Harassment**

Any student facing harassment from peers should immediately inform the hostel warden, supervisor, or administrative staff, providing the names of those involved, so that appropriate action can be taken.

### **62. Consequences of Indiscipline**

Students may be given one or two chances to correct indiscipline. Continued misconduct will result in expulsion from the hostel. Parents are requested to counsel their children accordingly.

### **63. Disciplinary Action**

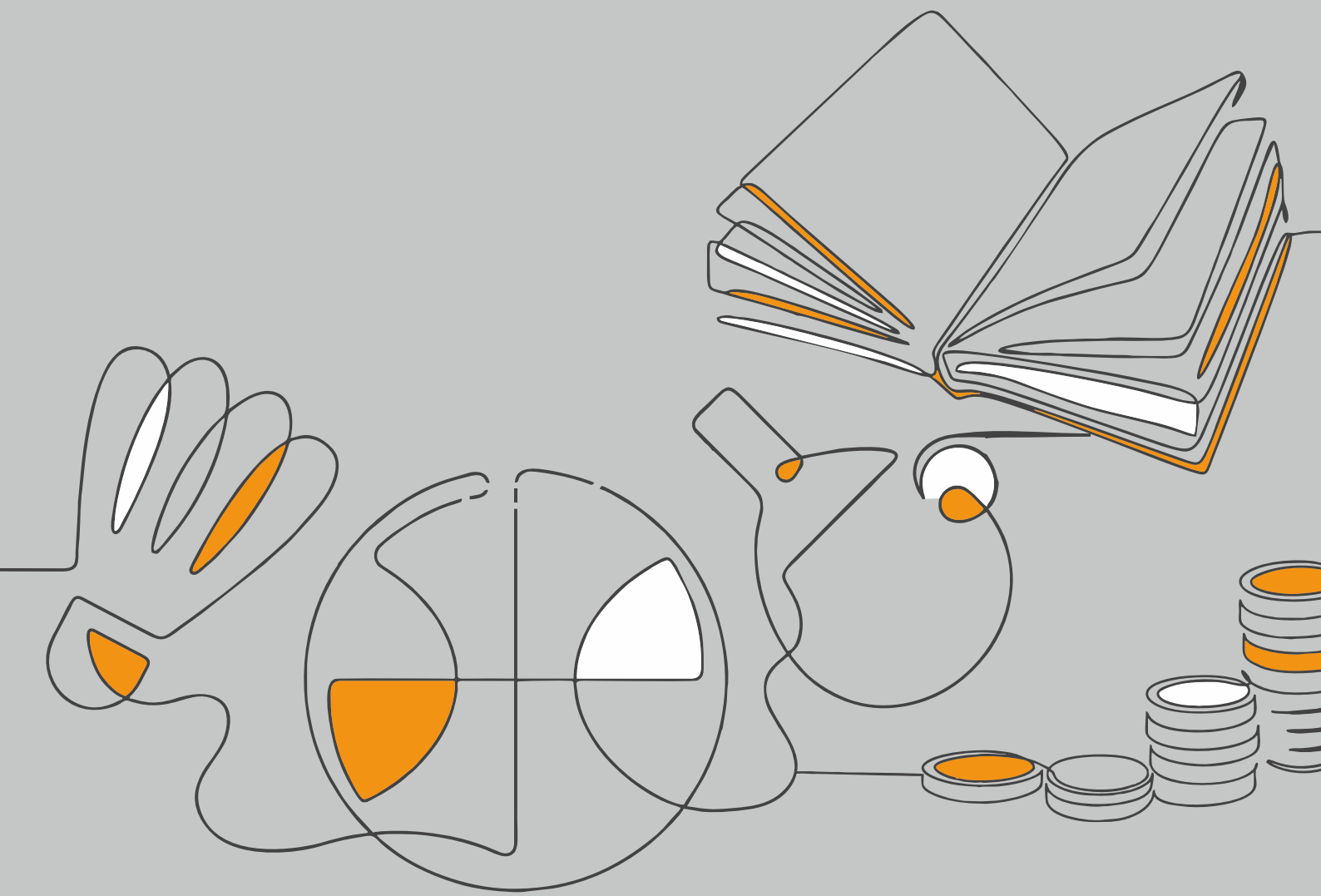
If a student engages in undesirable acts, disciplinary measures will be taken by hostel authorities, and parents will be expected to abide by these decisions.

### **64. Dispute Resolution**

Any disputes or problems should be resolved through proper discussion with the concerned authorities. Unresolved matters will fall under the jurisdiction of the Hon'ble Court of Shinor.

### **65. Parental Responsibility**

Parents are expected to guide their children in following hostel rules, maintaining discipline, and respecting the values of the Institute. Cooperation between parents and management is vital for the child's overall development.



SPORTS, GAMES & OTHER ACTIVITIES  
EDUCATION  
HOSTEL FEES  
WITHDRAWAL AND REFUND OF FEES  
PARENTAL GUIDANCE

## **L** SPORTS, GAMES & OTHER ACTIVITIES

### **66. Sports and Games**

The Institute places strong emphasis on sports, games, and co-curricular activities. Eligible and competent students selected by the Institute may participate in such activities at their own expense and responsibility.

Our school is recognized as a District Level Sports School by the Government of Gujarat. Students admitted under this scheme receive free coaching in accordance with government and Institute regulations.

### **67. Co-Curricular Activities**

Under the guidance of Shaktikrupa Charitable Trust, the Academy organizes sports, cultural, and spiritual activities to nurture hidden talents. Students are encouraged to participate in state and national competitions, fostering holistic development and recognition.

### **68. Celebrations and Community Engagement**

Festivals are celebrated with the support of the community, promoting social, cultural, and spiritual growth among students.

### **69. Participation in Activities**

Students are encouraged to actively participate in academic, cultural, and sports activities organized by the Institute. Such participation contributes to their holistic development.

## **M** EDUCATION

### **70. Remedial Classes**

Remedial classes are conducted Monday to Friday from 2:00 p.m. to 3:30 p.m., in addition to regular classes. Periodical tests are held to assess performance.

### **71. Secondary Section (10–12)**

Experienced teachers and subject experts are periodically invited to provide additional guidance. Regular tests are conducted for Classes 10–12.

### **72. Competitive Exam Preparation**

Tutorial classes for competitive examinations (national and international admissions) are organized for interested students at their own expense.

### **73. Academic Performance**

Parents often expect higher academic results from hostel admission. While the Institute strives to provide the best education, it cannot guarantee improvement for every student despite the dedicated efforts of teachers.

## N HOSTEL FEES

### 74. Fee Payment Schedule

Students must pay the hostel security deposit, first installment of school fees (including tuition, term, library, laboratory, sports, caution money, examination, entrance fees), and hostel fees within three days of the admission list declaration, as per the challan and schedule provided.

### 75. Payment Method

School fees must be paid through the school's mobile application within the prescribed deadlines:

- **First Term (1st Installment): Before 20th May**
- **Second Term (2nd Installment): Up to 20th November**

### 76. Mid-Year Admissions

Students admitted at any time during the academic year must pay the full annual fees.

### Security Deposit

#### 77. Deposit Policy

Every student must pay a security deposit as determined by the management. This deposit is non-interest bearing and refundable upon leaving or passing out of the school.

#### 78. Recovery of Dues

Any unpaid dues will be recovered from the student's security deposit.

### Imprest Deposit

#### 79. Purpose

An imprest deposit must be paid at the beginning of the term to avoid cash transactions by students for activities, competitions, trips, costumes, books, and stationery.

#### 80. Expense Management

Charges for these activities will be debited to the student's account with prior approval and intimation to parents. A detailed statement of expenses will be issued at the end of the academic

#### 81 Replenishment

Parents must replenish the imprest deposit at the beginning of the following academic year.



## WITHDRAWAL AND REFUND OF FEES

### **82. Non-Refundable Fees**

**Except for deposits, no fees will be refunded under any circumstances, whether before or after availing school/hostel facilities.**

### **83. Expulsion Policy**

In case of expulsion due to behavioral issues, fees for the term will be charged and the refundable security deposit forfeited.

### **84. Examination Eligibility**

Students with unpaid fees (in full or part) will not be permitted to sit for examinations.

### **85. Non-Transferable Fees**

Fees once paid are non-refundable and non-transferable to other students.

### **86. Refund of Deposits**

**Any refundable amount will be returned through bank transfer in July at the end of the academic year, after adjusting unpaid dues.**

### **87. Fee Payment and Refund Policy**

Given the high demand for admissions, fees must be paid regularly and within the prescribed period. If a child is withdrawn from the hostel at the beginning or during the academic year, fees already deposited will not be refunded under any circumstances. Recommendations from influential persons will not be considered for fee refunds.

### **88. Amendments to Rules**

The management reserves the right to amend or update rules and regulations as required. All students and parents are expected to abide by such changes without dispute.





## P PARENTAL GUIDANCE

### 89. Training in Daily Routines

Parents must train their child in basic routines such as bathing, combing hair, folding clothes, attending natural calls, wearing footwear, and tying shoelaces independently.

### 90. Identification of Belongings

Parents should teach their child to recognize and manage their personal belongings.

### 91. Meeting Timings

Parents must adhere strictly to the meeting schedules prescribed by the Institute.

### 92. Outside Food

Relatives or parents are not permitted to provide meals prepared outside the Institute. Any complications arising from such food will be the sole responsibility of the parents/relatives.

### 93. Birthday Celebrations

Students are not permitted to receive chocolates, sweets, or gift articles on birthdays. Only registered parents/guardians may convey birthday wishes via telephone between 4:00 p.m. and 4:30 p.m. as per Institute rules.

### 94. Medical Emergencies

Parents may be called upon to accompany their child for further treatment outside the campus in case of serious illness, injury, or accidents during sports or other activities.

### 95. Compensation for Damages

Parents must compensate for damages caused to furniture, fixtures, or other Institute property due to mischievous or violent acts of their child.











# SHREE CHHOTUBHAI A. PATEL ACADEMY

( Sports, Cultural & Spiritual Centre )

Mgd. by SHAKTI KRUPA CHARITABLE TRUST