

CAREER POINT
gurukul
SCHOOL
RESIDENTIAL & DAY BOARDING

INFORMATION BOOKLET
— Session 2020-2021 —



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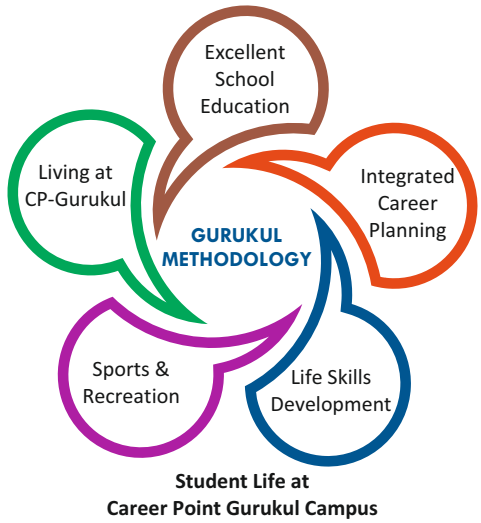


CP-GURUKUL: An Introduction

Spread over 20 Acres, CP Gurukul Kota is situated amidst luxuriant green meadows at a distance 1 km from inter-state bus terminus of Kota. The campus has state-of-the-art infrastructure with all facilities including School campus, AC hostels for boys & girls, 1-2 BHK apartments, Guest house, mess & food-court, large sports ground, departmental store, round the clock security etc. within boundary.

At CP-Gurukul, we strongly believe that along with academic excellence, life skills & personality development, and sportsmanship go hand in hand to make true leaders of tomorrow who have ability to make positive difference in the society.

To achieve this, CP-Gurukul offers highly effective Residential and Day-Boarding education program designed to ensure the all-round development along with academic excellence & preparation for competitive exams.



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

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



Academic System for Class VI & X

Foundation [3 Months]

STEP-1

- For class X: Board Preparation
- For class VI to IX: Excellence in School Exam

Enhancing Potential [6 Months]

STEP-2

- Step by step approach to enhance the potential of the students for future competitive exams
- Identification of Student's Strength & Interest

Revision Phase

STEP-4

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

Academic System for Class XI & XII

Fundamental [3 Months]

STEP-1

- Focus on Board Preparation
- Building Solid Foundation of Fundamentals

Potential Discovery

STEP-2

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

Career Preparation [6 Months]

STEP-3

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

Revision Phase

STEP-4

- Board Revision
- Competitive Exams

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

Academic Program

CP Gurukul offers following Residential & Day Boarding programs –

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

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

Science Stream	Commerce Stream
English Core	English Core
Physics	Accountancy
Chemistry	Economics
Mathematics or Biology	Business Studies Mathematics or Marketing
Electives (select any one)	Electives (select any one)
Informatics Practices (IP), Physical Education (PE)	Informatics Practices (IP), Physical Education (PE)

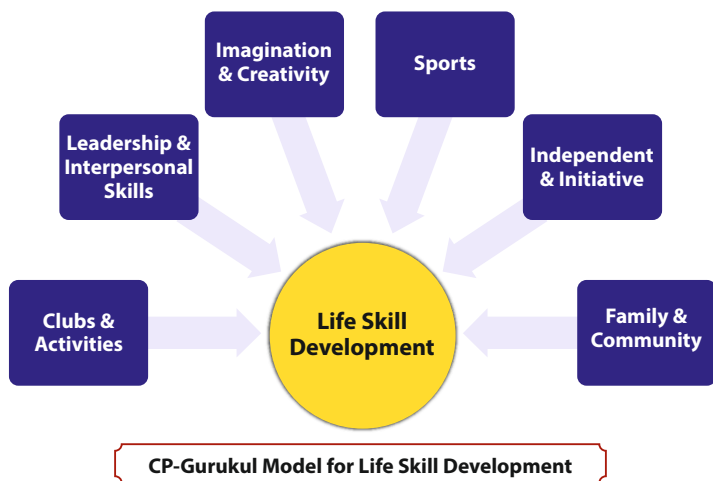
Academic Features

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

Life Skills Development & Recreation

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

- a. **Clubs & Activity:** CP Gurukul has formed various clubs that have many activities to hone the creative talent in the students. Painting, Literary activities, photography, public speaking, dramatics, music, dance are few of the leisure activities of these clubs. Each club has an identity, style and agenda of its own. These activities under the guidance of the experienced people provide a proper channel for creative thinking and act as safety release for bottled up emotions and inculcate positive attitude.
- b. **Leadership & Interpersonal Skills:** Various educational & recreational activities are regular part of CP Gurukul, which enable students to develop bond among them and develop inter-personal skills, Leadership, value of sharing, caring, teamwork, collaboration and co-ordination.
- c. **Imagination & Creativity:** The process of learning at CP-Gurukul includes various events & project works that challenge students imagination and creativity. When the students combine the knowledge gained at CPG with his creative power, they can do things in a novel way.
- d. **Independence & Initiatives:** CP Gurukul strongly believes in disciplined and a strict daily routine, but at the same time, the students have the independence to work, explore and research using their imagination & creativity. The students are allowed to take initiatives for various tasks that enable them to set an example amongst their schoolmates. They are allowed to pursue hobbies and do things independently.
- e. **Family & Community:** CP Gurukul is a 'second home' for children where they live in a family of classmates, friends, teachers; learn amidst natural environment yet fully equipped classrooms and grow to become what they want to be in life.



Sports Academy for Mental & Physical Development

To In keeping with the school's mission of imparting holistic education, a well-defined sports activity has been weaved into the curriculum. Using the world class infrastructure, committed physical education instructors identify and nurture each child's inherent sporting qualities. CP-Gurukul believes that sports is one of the best ways to inculcate team spirit and leadership skill in students.

Key Features:

- Large playgrounds as per the standard norm
- State-of-the-art quash and badminton court
- Modern sports equipments for specialized training
- All Indoor games & other recreational facilities
- Well trained and experienced coaches
- 34 students selected for state level in various sports

CP-Gurukul has following state of the art sports facilities:

- Volleyball Court
- Basketball Court
- Badminton Hall
- Squash Court
- Cricket Ground
- Football Ground
- Swimming Pool
- Table Tennis
- Fitness Center
- Open Air Auditorium
- Other Indoor & Outdoor Games

Sports Achievement

24 Gold, 15 Silver, 21 Bronze Medal in various Sports [Football, Volleyball, Badminton, Table Tennis, Swimming, Athletics, Squash, Long Jump] at District, State & National Level

Day Plan of Day Boarding Students with Sports Academy

07:00 AM - 07:45 AM	Pick up from various prominent points of the city
08:00 AM - 08:30 AM	Morning Assembly
08:30 AM - 09:50 AM	School Education & Competitive Exam Preparation
09:50 AM - 10:00 AM	Refreshment / Snack Break
10:00 AM - 12:40 PM	Continue with School Education & Competitive Exam Preparation
12:40 PM - 01:20 PM	Lunch
01:20 PM - 02:40 PM	Continue with School Education & Competitive Exam Preparation
02:40 PM - 04:00 PM	Doubt Removal Counters/ Homework/ Revision
04:00 PM	Departure of Day Boarding Students
04:00 PM - 06:45 PM	Tea/ Snacks / Training for the Chosen Sport
07:00 PM	Departure of Sports Academy Students



Residential Amenities at CP Gurukul

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

- **Hostels:** Separate Boys & Girls hostel Air conditioned single & double rooms.
- **Apartment for Parents:** 1BHK and 2BHK apartments within campus for parents who wish to stay with their ward.
- **Sports Facilities & Ground:** Football, Volleyball, Cricket, Basketball, Badminton hall, Squash court, Swimming Pool, Gymnasium, Table Tennis and other indoor games amenities.
- **Mess Facility:** Separate boys and girls mess facility.
- **Food Joint, ATM, Saloon etc.:** All facilities within campus boundary.
- **Free Laundry Services:** Facility for washing and ironing of clothes available within the campus.
- **Tuck Shop & General Store:** Tuck Shops available within campus to provide stuff for daily usage.
- **Cashless Transaction:** Cashless Transaction Facility is available to do daily routine purchases from Departmental Store within campus. Student is not required to keep any cash with them. For details kindly contact Student welfare cell.
- **Common Room:** Common room in hostel having Newspapers, Magazine, TV and Music for recreation.
- **Health Care Center:** Health Care Centre is situated within the campus to provide 24X7 Medical Facilities. Doctor and Ambulance are available in campus.
- **Student Counselling Cell:** For guidance and support, student counselling cell is available under well experienced psychologist.
- **24 hrs Student Welfare Cell:** Takes care of all the non-academic issues of all the students during their stay
- **24 Hrs Purified Drinking Water & Power Backup:** Well-equipped system for serving 24X7 purified drinking water (provision for hot water supply also) and 24 hrs. power backup.
- **House Keeping:** Clean and healthy surroundings is prioritized and taken care with support of best Housekeeping Service providers and other hygiene measure.
- **Internet Access (Under Supervision):** Well Equipped Computer Room with internet facility available under supervision.
- **Travel Desk for Ticket Reservation etc.:** Helpdesk for providing students with Air, Railway & Bus reservation facility within the campus.
- **Pick-up & Drop Facility from Railway Station & Bus Station:** Car Pick up facility is available for students on nominal charge basis.
- **24X7 three-layered Security and CCTV Camera Surveillance:** To ensure safety and security which cannot be compromised.
- **Environment Friendly:** Lush Green and pollution free environment

Day Boarding Amenities

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

Fee Details for Residential School

For Class VI to X with Integrated Preparation

Room Category	AC Double Room in Hostel	1-BHK [1]		2-BHK [1]	
		Single	Double	Single	Double
Class VI / VII / VIII					
Total Fee	320000	500000	330000	550000	360000
1 st Installment	128000	200000	132000	220000	144000
2 nd Installment	96000	150000	99000	165000	108000
3 rd Installment	96000	150000	99000	165000	108000
Class IX / X					
Total Fee	340000	520000	350000	570000	380000
1 st Installment	136000	208000	140000	228000	152000
2 nd Installment	102000	156000	105000	171000	114000
3 rd Installment	102000	156000	105000	171000	114000

For Class XI - XII with Integrated Preparation

Room Category	Single Room	Double Room	Premium Room		1-BHK [1]		2-BHK [1]	
			Single	Double	Single	Double	Single	Double
Total Fee	380000	360000	470000	410000	540000	370000	620000	400000
1st Installment	152000	144000	188000	164000	216000	148000	248000	160000
2nd Installment	114000	108000	141000	123000	162000	111000	186000	120000
3rd Installment	114000	108000	141000	123000	162000	111000	186000	120000

[1] One parent must stay with student. Apartment Fee mentioned above is only for one student.

Note :

- Course Fee includes the following -
 - School Fee, Integrated Coaching Fee, Sports Fee, Hostel & other residential amenities fee
 - Mess Fee: For students staying in the hostel* (Please note Mess fee is not included in above fee for Students staying in the apartment)
 - Laundry Fee: No extra Fee till 90 cloths/month for students staying in the hostel*
 - Books Fee: School Curriculum Books, Coaching Study Material & initial Stationary Kit
 - Uniform Fee: 2 Sets School Uniform, Blazer, Tie, Belt, House Uniform, Formal & Information Shoes, etc.
 - Electricity Fee: No extra charge up to 100 units per month per room for the period of stay. If electricity consumption is more than above limit then extra fee shall be charged, calculated on the basis of personal meter reading @ ₹ 10.5 per unit.
- Repair & Maintenance: Chargeable as per actual in case of damage.
- Fee is till 31st March 2021. If student stays beyond 31st March 2021 then Hostel fee shall be charged for overstay period.

Sibling Case Fee Concession:

10% discount will be given to the younger sibling whose real brothers or sisters study in the school.

Fee Deposition Schedule for Residential School

Month of Admission	1 st Installment	2 nd Installment	3 rd Installment
April	At the time of Admission	On or before 5 th July	On or Before 5 th October
May		On or before 5 th August	On or Before 5 th November
June		On or before 5 th September	On or Before 5 th November
July		On or before 5 th September	On or Before 5 th November
August		On or before 5 th October	On or Before 5 th December

Late Fee: Student will get Grace Period of 5 days after due date. If student fails to deposit the fee after grace period, then late fee at the rate of 100/- per day shall be charged till 20th day of the month. After that management may stop all facilities including mess and ask student to vacate the room.

Note:

- Fee has to be paid in advance as per schedule mentioned above.
- If student goes to his native place during vacation/for other reason, no adjustment or concession or deduction will be made.
- Increase in Electricity rates, GST and any other tax levied by Government from time to time shall be payable by student other than monthly rent and other dues if applicable.

Fee Refund Policy for Residential School

Refund Request	Amount Deducted
Within one week of Joining or admission	20,000/-
Within two week of joining or admission	25,000/-

Note:

- In addition to this, Security amount shall not be refunded if student quit without completing the academic session which is up to 31st March 2021 till class XII & up to 30th April 2021 for XII Pass students.
- Note: Fee shall be refunded by account payee cheque only in the father/mother's name. Processing of application for refund takes approximately seven days.



Fee Detail for Day Boarding School

Class VI to X with Integrated Preparation

Class	Fee	1 st Installment	2 nd Installment	3 rd Installment
VI - VIII	82000	32800	24600	24600
IX and X	88000	35200	26400	26400

Note:

- A. Fee is inclusive of Admission Fee, Annual Fee, Tuition Fee, Integrated Preparation Fee and Snacks & Lunch Fee, Activity Fee.
- B. **Fee Concession:** 10% discount in School fee will be given to the younger sibling whose real brothers or sisters study in the school.

Sports Academy Fee for Day Boarders

Additional 45000/- per annum, to be paid by day boarding students who also opt Sports Academy. This fee is to be paid in three equal installment along with School Fee.

Fee Payment Schedule for Day Boarders

Installments	Due Date	Grace Date	Fine @ 100/- per day	Last Date
1 st Installment	At the time of Admission	-	-	-
2 nd Installment	10 th Sep. 2020	15 th Sep. 2020	Up to 30 th Sep. 2020	10 th Oct. 2020
3 rd Installment	10 th Dec 2020	15 th Dec. 2020	Up to 30 th Dec. 2020	10 th Jan. 2021

Note:

- Late Fee will be charged after due date.
- On expiry of last date of a particular Quarter, the name of the student will be struck off. Readmission will be given on payment of Admission/Penalty fee ₹ 5000/-.
- Fee Refund Policy for Day Boarding: No fee will be refunded in any circumstances.



Mode of Fee Deposition

A. Online though payment link on CP-Gurukul website:

- Visit www.cpgurukul.com
- Click "Pay Fee Online" link at the top of the page.
- Fill details & deposited fee using Net Banking facility /Credit Card / Debit Card (Transaction Charges as per bank)

B. Directly in State Bank of India (SBI) account anywhere in India: Deposit fee at any branch of the SBI (State Bank of India) all over India in Career Point Gurukul Account in cash Account details are as mentioned below:

Bank Name: State Bank of India (Gurukul)	IFSC Code: SBIN0001534
Account Number: 33625343503	Account Holder Name: Career Point Ltd.
Branch Code: 1534	Address: LIC Building, Chawani circle, Kota

C. Use standard fee deposition challan given to you along with application kit. It can also be downloaded from our website.

- The student must write his/her Name; Father's Name and application form number on fee deposition challan clearly.
- After fee deposition, student must mail or Whatsapp (+91-7443040000) photocopy of the Institute Copy of the Bank challan to the institute.
- On reporting day, submit the institute copy & student copy of fee deposition challan in original to admission office.

D. Using Credit/Debit Card: Fee can also be deposited at by swiping Credit/Debit Card. (Transaction Charges as per bank)

Important:

- i. We advise that you must deposit the fee online to avoid any kind of risk involved in cash handling during your travel.
- ii. We do not accept any Cheque.



Documents Required for Admission

A. At the time of Application:

- 6 Passport Size color photographs of student.
- Photocopy of previous class Marks sheet and original for verification.
- 1 passport size color photograph of each parent, Visitor & Local guardian (as applicable).
- Address & Photo ID proof of parent, Visitor & Local guardian.
- If eligible for any scholarship then photocopies of supporting documents & originals at the time of reporting / admission for verification.

B. At the time of Admission or Reporting

- Transfer Certificate(original)
- Migration Certificate (In case of change of board)
- Only for CBSE students seeking admission in Class X/XII:
 - Registration card issued by CBSE Board to be obtained from previous school.
 - Residence Address Proof from where last class passed.
- Caste certificate issued in the name of student (in case of SC/ST/OBC).
- Date of Birth Certificate
- Last class passed mark sheet
 - Aadhar Card of Parent & ward as ID Proof.

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



Uniform Policy

- All students admitted to CP-Gurukul have to wear prescribed uniform as per the Uniform Policy.
- There is separate uniform for different activities viz. Academic Activity, Sport Activity etc.
- Uniform will be made available to the student at nominal cost from uniform store situated within campus.
- Please note that wearing uniform is compulsory. Student not wearing uniform will not be allowed to stay in the campus.

For Class 6 th to 12 th Students	
Working Days (During Summer)	
Sports [Morning PT, Games etc]	Boys: House T-shirt & Lower, Sports Shoes (Action), Socks (White) Girls: House T-shirt & Lower, Sports Shoes (Action), Socks (White)
Academic Activity Time [School & Coaching, Study Time, Problem Solving Counter etc]	Boys: Uniform Shirt & Trouser , Black Formal Shoes (Action), Black Socks, School Belt Girls: Uniform Shirt & Skirt , Black legging, Black Formal Shoes(Action), Black Socks & School Belt
Other Time [Break-Fast / Lunch / Tea Time / Dinner or Any Other Time in campus]	Sports Uniform OR Regular School Uniform
Holidays	
During Day	Casuals as per your comfort but should be decent
Winters (In addition to above)	
School Time & Other Time	Blazer / Sweat Shirt (Hoodie)
During Coaching Time except School Hours: Students of Class XI & XII are required wear CP Gurukul T-shirt	

For Class 12 th Pass	
Working Days	
Academic Activity Time [School & Coaching, Study Time, Problem Solving Counter etc]	Boys: CP Gurukul T-Shirt (Mandatory) with decent Trousers/Jean, Shoes, Socks (As per choice) Girls: Salwar Suit of CP Logo OR CP Gurukul T-Shirt (Mandatory) with Decent Trousers/Jean, Shoes, Socks(As per choice)
Sports [Morning PT, Games etc]	If student wants to participate in play sports, then they need to wear sports uniform which is available at Uniform Counter at nominal cost.
Other Time [Break-Fast / Lunch / Tea Time / Dinner or Any Other Time in campus]	Sports Uniform OR Regular Uniform OR Casuals as per your comfort but should be decent
Holidays	
During Day	Casuals as per your comfort but should be decent
Within Hostel	
Casuals as per your comfort but should be decent	
Winters (In addition to above)	
Academic Activity Time and other time	Sweat Shirt (Hoodie)

Daily Routine for Resident Students at CP-Gurukul

For Class 6th to 10th Students (Weekdays)

Time	Schedule
06:00 AM	Wake-up
06:15 AM - 06:45 AM	Morning Games, PT, Yoga
06:45 AM - 07:30 AM	Getting Ready for the day
07:30 AM - 08:00 AM	Breakfast
School / Coaching Time	
08.0 AM - 08:30 AM	Morning Assembly
08.30 AM - 9.50 AM	School Education & Competitive Exam Preparation
09.50 AM - 10:00 AM	Recess (Refreshment)
10:00 AM - 12:40 PM	Continue with School Education & Competitive Exam Preparation
12:40 PM - 01:20 PM	Lunch
01:20 PM - 02:40 PM	Continue with School Education & Competitive Exam Preparation
02:40 PM - 04:00 PM	Doubt Removal Counters/ Homework / Revision
04:00 PM - 04:45 PM	Rest/ Hobby Classes (Art & Craft, Music & Dance)
04:45 PM - 05:00 PM	Refreshment Tea Time + snacks
05:00 PM - 06:45 PM	Sports Activity
06:45 PM - 08:30 PM	Dinner at Dining Hall
08:30 PM - 10:00 PM	Self Study
10:00 PM - 10:30 PM	Milk Time
10:45 PM	Lights Off

For Class 11th, 12th & 12th Pass Students (Weekdays)

Time	Schedule
06:00 AM	Wake Up
06:15 AM - 06:45 AM	Morning Games/ PT
06:45 AM - 07:30 AM	Getting Ready for the day
07:30 AM - 08:00 AM	Breakfast
School / Coaching Time	
08:00 AM - 12:40 PM	Morning Assembly / School Classes / Coaching Classes as per the time table
12:40 PM - 01:20 PM	Lunch
1:20 PM - 04:45 PM	Study Time (Practical labs, Doubt Counters, School Classes , Coaching Classes as per Time Table)
04:45 PM - 05:00 PM	Evening Tea + Snacks
05:00 PM - 06:45 PM	Doubt Counters (As per Timetable) /Sports Activity / Self Study (As per student's requirement)
06:45 PM - 08:30 PM	Dinner at Dining Hall
08:30 PM - 11:00 PM/ Late Night	Self Study as per student's study habits
10:00 PM - 10:30 PM	Milk Time

For Class 6th to 12th & 12th Pass Students (Sunday & Other Holidays)

Time	Schedule
06:30 AM	Wake Up
07:00 AM- 08:00 AM	Morning Games/PT
08:00 AM -08:30 AM	Getting Ready for the day
08:30 AM - 09:00 AM	Breakfast
09:00 AM - 01:00 AM	Study Time / Sunday Test
01:00 PM -02:00 PM	Lunch
02:00 PM -03:00 PM	Rest
03:00 PM - 05:30 PM	Study Time
05:30 PM- 05:45 PM	Evening Tea + Snacks
05:45 PM -07:45 PM	Sport Activity/ Personal work/ Study Time etc
07:45 PM -09:00 PM	Dinner/Common Room Time
09:00 PM-Late Night	Self-Study (as per students study habits)
10:00 PM - 10:30 PM	Milk Time

Note: The daily schedule may be modified as per the requirement of the students



Daily Routine for Day Boarding Students

Time	Schedule
07:00 AM -07:45 AM	Pick up from various prominent points of the city
08:00 AM - 08:30 AM	Morning Assembly
08:30 AM - 09:50 AM	School Education & Competitive Exam Preparation
09:50 AM - 10:00 AM	Refreshment / Snack Break
10:00 AM - 12:40 PM	Continue with School Education & Competitive Exam Preparation
12:40 PM - 01:20 PM	Lunch
01:20 PM - 02:40 PM	Continue with School Education & Competitive Exam Preparation
02:40 PM - 04:00 PM	Doubt Removal Counters/ Homework/ Revision
04:00 PM	Departure of Day Boarding Students
04:00 PM - 06:45 PM	Tea/ Snacks / Training for the Chosen Sport
07:00 PM	Departure of Sports Academy Students



List of items Required (For Resident Students)

A. For Hostel:

a. Provided by CP Gurukul :

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

b. To be Brought from Home: Previous class books, various items for daily usages as per your lifestyle like Large towels (2), Small towels (2), Shorts, T-Shirts, Jeans, Trouser, Kurta Pajama, Night Suit, Handkerchiefs, Slippers & Shoes, Quilt/Blanket, Linens, Thermos, Night Lamp (optional), Mirror, Two Locks, Suitcase/Bag/Trunk etc.

B. For Apartment:

a. Provided by CP Gurukul :

In Room: Twin Bed in each room with Mattresses and Pillows, Study Tables and Study Chairs, Curtain rods with curtains, Almirah (Cupboard) & Book shelf, Mirror, AC with remote etc.

In Living Room: Sofa in living Room, Center Table, Geyser in washroom, Basic electric fittings like Fan, Tube lights etc

In Kitchen: Semi furnished Kitchen, RO & Gas Stove, Refrigerator, Commercial Gas Cylinder will be arranged on chargeable basis

To be Brought from Home: Previous class Books, Various articles for daily usages like Bed sheets & Pillow covers, Large towels & Small towels, Shorts, T-Shirts, Jeans, Trousers, Kurta-Pyjama, Night Suits, Handkerchiefs, Slippers, Shoes Blankets/Quilt & Linens, Grocery, utensils & toiletries Two Locks etc as per your life style.



General Information, Rules & Regulations

1. Following facilities are provided to boarders:

- Furnished Room.
- Daily Cleaning.
- Hot Water
- Laundry (90 clothes in a month)
- Pure vegetarian breakfast with Morning & Evening Tea & Fruits, Lunch and Dinner, Milk at bed time.
- All other facilities of Campus like access to reading room, common room, play grounds, outing etc.

2. Allotment of Hostel and Room :

- The management allots hostel room to the student on its discretion.
- Inter-exchange of hostel/room once allotted is not permitted under any circumstances.
- In double sharing rooms, student has to accommodate the other student without any objection otherwise the occupant may get it converted into a single room after paying the fees as prescribed for single room. Conversion to single room is possible subjected to availability.
- Shifting in rooms will be done between 7 AM to 7 PM only

3. Minimum Hostel Occupancy Period:

Student & his/her parent are agreeing that student will stay in hostel at least up to 31st March 2021 for Class VI to XII and for XII Pass JEE & NEET, this period is 30th Apr 2021.

4. Room Change Policy :

- Room once allotted can be changed to the similar room category only if management is convinced with reason to change and it is subject to the availability of room.
- Single room to Double room change is not permissible under any circumstances. However reverse of this is allowed subject to availability of room.
- Decision of Management in such case shall be final and binding to student/parent.

5. Security Deposit:

- Student has to deposit refundable Security money at the time of admission.
- Security money shall be refunded after completion of minimum occupancy period, after recovering hostel, electricity dues and charges for damages (if any) done by student in the room or common area or elsewhere.
- Security money will be refunded only by account payee cheque in name of parent.

6. Furniture & Fixtures :

- Every boarder is provided with a set of furnishing as per the item list given in this booklet.
- At the time of admission, it will be student's responsibility to check the room furnishing, fixtures, electric fitting & other items and see that they are in good condition. The student shall be responsible for any damages or loss after taking possession.
- Furniture and electrical fittings are not to be removed from one room to another.
- Occupant is to see that no damage is done to the hostel property. Any damages hostel property (intentional or negligence) is to be repaired & made to be in good condition and the cost for the same has to be borne by student individually or collectively on case to case basis.
- Furniture, Fixture, accessories and other items which are given at the time of allotment of room are the property of the hostel. These should be deposited at time of final check out. If lost or not found in good condition, then the cost will be charged from the occupant or will be deducted from security deposit.
- The deductions from the deposit will be made at the sole discretion of the management of the hostel.

7. Maintenance of Room, Fixtures etc:

Wall, windows, doors should be kept in good condition. Nailing, painting, sketching, pasting posters, stickers, graffiti or any decoration is not allowed in the room & on wall's cup-board, lockers, racks, table chair and other furniture. If any such types of damages are found, then renovation cost will be charged from the occupant with additional penalty of ₹ 500/-

8. Laundry Facility:

- Laundry person comes to hostel on regular interval. Student can give maximum 90 clothes for washing and ironing in a month. Woollen clothes are not allowed in this package. However it will be done by extra charges as per laundry person.
- This facility is free to all students up to 90 cloths per month. Beyond this student has to make

payment to laundry person on case to case basis.

- c. Student, while giving and receiving the clothes proper entry in the register.
- d. If a student does not come to receive his/her clothes, laundry person will not be responsible of the loss of clothes.

9. Room Cleaning:

- a. Servants/maids are available in the hostel from 8:00 AM to 5:00 PM. It will be the duty of the student to get the room cleaned by hostel staff appointed for this purposes and keep the room in tidy and hygienic condition.
- b. Please get room cleaned only in your presence. Management is not responsible for any loss of cash or valuables.
- c. Lockers must be arranged properly.
- d. Beds must be arranged soon after waking up.

10. Supply of Hot Water:

Hot water will be available only from 6.00 AM to 10.00 AM hours during November to February months.

11. Wastage of utilities:

- a. Occupants should use Water and Electricity judiciously.
- b. Lights, fans etc should be switched off when not in use.
- c. Using personal electrical appliances/gas stove/ TV/ laptops/ iPad/ Tablet/ Tape Recorder/ Radio/ electric heater, electric rod and similar appliances are not permitted. If somebody is found using such items, appliance will be confiscated & penalty of ₹1000/- will be levied.
- d. Occupants are warned against tampering with electric installation and for electric repairs the electrician should be called in.

12. Mobile Phone Policy:

Students are not allowed to keep any kind of mobile phone with them. As per Policy, Students & Parents can talk to each other on the basis of pre allotted time slots only. The details of the same will be shared at the time of admission. If any student require mobile in case of travelling alone during vacation he/she can submit it to warden office. If mobile found in any search, mobile phone with SIM shall be seized crushed at the same time and fine as per the table below will be charged as under:

The possession and use of mobile phones is STRICTLY PROHIBITED. If caught, the phone will be confiscated and will not be returned. Possession of mobile phones will lead to stringent disciplinary action including expulsion.

Visitors are advised not to let any boy use their mobile phones, except their own ward, while on the campus, under any circumstances

Frequency	Fine
First Time	₹ 250
Second Time	₹ 500

13. Motorized Vehicle & Parking:

Students are not allowed to keep any motorized vehicle (Scooter, Motor-Cycle, Car etc.) within the campus.

14. Room Inspection:

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

15. Medical Facility & Assistance:

- a. If medical help is required, student should inform the hostel warden or Student Welfare Cell / Desk.
- b. Free doctor facility is available on campus for basic treatment.
- c. Tie-ups with reputed Hospitals in case of any emergency or for advanced treatment.
- d. In case of consultation with expert doctor, hospitalization etc, any Medical fees and other expenses will be charged from the student.
- e. 24 hours ambulance service is available in case of emergency.
- f. Students should declare any pre-existing medical illness/ allergy & immunisation status without fail at the time of admission. This will be of great help in medical emergencies.
- g. If a student is diagnosed with having a highly communicable disease such as Chicken Pox etc.,

he/she will be quarantined or may be asked to leave the campus till the student is fully recovered from that disease.

16. Visitors Rule:

- a. Visitor Time : 7 AM to 6 PM
- b. Only those Visitors are allowed to meet the student whose name(s) are given in the hostel admission form with the permission of hostel warden/Administrator.
- c. Visitors can meet the residents at the Reception Lobby or Visitor Room only.
- d. Visitors are not allowed in student's room. Students found guilty of this will be charged ₹500/- as penalty.
- e. Guest or visitors are not permitted to stay in the hostel. However if they wish to stay in campus then they may book room in Guest House.

17. Food (Mess):

- a. Vegetarian food is provided in the hostel which includes (a) Break-Fast, (b) Refreshment (c) Lunch, (d) High Tea and Fruits in the evening, (e) Dinner and (f) Milk in the night.
- b. Food items are prepared & served as per menu decided in advance.
- c. All occupants have to take their meals in dining hall only on scheduled time. No room service is provided.
- d. Student not coming to dining hall in time may miss their food. Management will not be responsible for this. Therefore students are advised to be punctual for the meals.
- e. The use of mess utensils/crockery for personal use in rooms is strictly forbidden.
- f. Whether the student takes meals or not from hostel mess, the standard charges will be applicable in full.
- g. No food items are allowed in the room. However fruits, nuts, sprouts, biscuits and pre-packed bakery and confectionaries can be kept in rooms. Please note that consumption of such items should be in such a way that it should not affect cleanliness adversely.
- h. We will provide Egg in Breakfast for three days in a week. Non vegetarian food is available in non veg mess on specific days & is only made available by Vendor on request & is also chargeable.

18. Behavior, attitudes and Discipline:

- a. Students are expected to maintain perfect discipline and proper atmosphere in the hostel, & inside and outside the campus.
- b. At all the time, general behavior must be polite, courteous and helping attitude towards all.
- c. Student must be modestly dressed and must be in proper uniform in Gurukul campus.
- d. All kinds of shouting, noise and nuisance, violent knocking or any other act of movement or behavior that is likely to cause disturbance or annoyance is strictly prohibited.
- e. Maltreating or abusing the co-students, hostel employees and staff is strictly prohibited. Any complaints against any student/staff should be reported to the administration without involving yourself into an argument.
- f. Teasing, maltreating or indulging in any sort of ragging on the newly admitted is strictly prohibited. Serious disciplinary action will be taken against the defaulting students. A legal action will also be taken against defaulters.
- g. No bribe/tip of bakshesh should be offered to any staff member & other etc.
- h. Any occupants disturbing the peace and routine of the hostel and/or found guilty of bad conduct or breaking rules and regulations is liable to be expelled on notice of 3 days and security deposit and advance rent paid shall be forfeited.
- i. Act/Deeds inside/outside hostel & campus: It should be noted that the hostel management would not be responsible for any act, deed, accident or mis-happening done by or caused to student inside/outside the hostel premises or campus.
- j. Mess Discipline:
 - ♦ Proper Dining manners should be followed.
 - ♦ Student should not come to mess in shorts & sleepers.
 - ♦ Follow the timing strictly.
- k. Class Room Discipline:
 - ♦ All students must be present in class room in time.
 - ♦ Students should sit straight and not remove their shoes while sitting.
 - ♦ Students should pay proper mark of respect to Faculty/Teachers.
 - ♦ Students should not wander in corridor during class hours without any reason.

- ♦ Students must not bring cell phones to class room any time, or they will be fined as per policy.

19. Leave Rules:

- Night off:** Can only be allowed with the Parents after the due approval of the principal through the proper channel, i.e. warden & Admin officer. The sole decision for the same lies with the Gurukul Administration.
- Leave:**
 - ♦ In extreme requirement or in emergency the student can proceed on leave after taking written permission from Principal through Admin Office, however all these leaves will be counted as absenteeism for the calculation of percentage of attendance. Students are not allowed to take leave if any dues will be there.
 - ♦ In all cases the student should report back in time after availing leave, failing which a fine of ₹ 500/- per day will be charged for over staying the leave period. Disciplinary action will be taken in case of repetition.
 - ♦ Leaving campus earlier than declared holidays are not allowed under any circumstances

20. General Guidelines:

- Management of the hostel reserves the right to give admission. There is no compulsion on the Management for admitting any student.
- Cashless Transaction Facility is available to do daily routine purchases from Departmental Store within campus. Student is not required to keep any cash with them. Management is not responsible for loss of cash or theft. For details kindly contact Student welfare cell.
- No Transaction without Receipt:
 - ♦ No cash shall be given to any staff. The administration will not be responsible in case any type of such dealing is done with any of the staff member.
 - ♦ All kind of transaction should be done only at Fee Deposition Counter and student should always take RECEIPT for any payment made.
- Turnout:
 - ♦ All students are advised to be in proper hair cut & beard is not allowed.
 - ♦ All students should wear clean & ironed uniform with school accessories (ID cards, belt, tie, etc.)
 - ♦ Shoes should be polished daily.
 - ♦ Student should move in formation for all activities.
 - ♦ Nails should be trimmed properly.
- Hostel Attendance:
 - ♦ Students have to mark in & out entry in register kept at main gate every time they enter or leave hostel. The rule should be followed strictly & no concession will be given to any students under any circumstances.
 - ♦ While going out of the campus occupant is required to take permission from warden/student welfare cell & also has put in & out entry in Movement Register. If student is found to move outside the campus without permission, a strict disciplinary action will be taken against him/her and he/she may be rusticated without refund of security.
 - ♦ Student should report back in campus on or before 8.00 PM, if he/she went for outing with parents/local guardians.
 - ♦ No boarder is allowed to stay outside the hostel after 7:30 PM. In case of emergency, prior permission of the hostel warden of student welfare superintendent is required for late entry. Parents must call to the hostel warden/student welfare cell from their mobile/landline no. [Registered at the time of Admission].
 - ♦ Every day, Night staff will conduct attendance after 10:30 PM.
- Students are not allowed to go to colleague room in night after 10:30 PM. For any assistance/problem they should contact Hostel Superintendent or Warden. If any student is found breaking this rule, he will be fined Rs. 250/- for the first time and shall be rusticated on repetitions.
- Post/Registered letter/Courier etc.
 - ♦ Any registered letter by post or courier may be received by hostel staff member but hostel will not take any responsibility for inner documents.
 - ♦ All the students and their parents are informed that cash must not be sent by courier. Management will not be responsible for any loss or delay.
- Student must look up the hostel notice board once in a day, as important notices, are put up there. Notices unread will not be considered as an excuse.
- TV facility in common room, Indoor Sports Facilities etc are complimentary and Management

- can withdraw these any time in the large interest of the students.
- j. Celebration of Birthday and other festivals in hostel premises is strictly prohibited. Student may celebrate the same in Celebration Zone in the campus
 - k. No outsider, like vendors, tailors will be allowed to enter in room/hostel.
 - l. Students are advised not to keep ornaments, cash and other valuables with them.
 - m. Hostel administration is not responsible for any loss or theft done by other occupant, friend, co-residents, or staff in the hostel and advises occupant to lock the room, cupboards while going out.
 - n. Hostel administration will not be responsible for any loss of bicycle, cash or valuables any other loss/dispute/food poisoning / suicide / accident / absconding / mishap/natural calamities (earth quake, flood / lightening) inside the hostel premises or campus.
 - o. No student should keep any fire-arms, lethal weapons, poisonous things or intoxicates of any kind in the Hostel and a student found guilty of having committed a breach of this rule shall be rusticated from the hostel without refund of security and fee and legal action will also be taken against student.
 - p. All complaints, cases of illness and other related matters should be reported to the hostel warden/student welfare cell immediately.
 - q. Every student and his/her guardian must have a copy of the rules to acquaint themselves with all the rules and regulations of the hostel & campus. Student must observe these rules strictly. Ignorance of rules will not be considered as an excuse.
 - r. Defaulters will be asked to vacate the room before any pre-warnings and security deposit will be forfeited by the hostel management.
 - s. Liquor, alcoholic drinks, outside food, cigarettes, gutkha, etc are strictly prohibited in hostel and campus. If student is found with liquor, alcohol, drugs, spirit, cigarettes, beedies, intoxicants and gutkas etc. will be rusticated immediately without refund of security deposit or money. Also a legal action will be taken against such student.
 - t. Students should not block peeping window at any time, if found disciplinary action will be taken along with penalty.
 - u. Students are solely responsible for the safety and upkeep of their personal belonging inside their rooms. The Gurukul Management is not, in any way, responsible for the same.
 - v. Gathering in hostel rooms is totally prohibited on any pretext and at any point of time. However combined studies can be done in study rooms which are supervised by the House Masters / Warden/s.
 - w. In all matters concerning the hostel administration, the decision of Management will be final.
 - x. Hostel management reserves the right to change/make/amend the rules and regulations at its discretion without any prior notice.
 - y. All legal disputes are subject to Kota (Rajasthan) jurisdiction only.

Important Contact Numbers and E-mails

Designation	E-mail	Phone number	Purpose
Chief Admin Officer	Madhukar.gupta@cpil.in	9672977556 (6 am to 11 pm)	All Admin related queries
Student Welfare Cell	jbs@cpil.in	9672977116 (9 am to 9 pm)	Related to Student support and Welfare
Accounts	gurukul.accounts@cpil.in	9672977105 (9 am to 5 pm)	Fee and Finance related queries
Principal	meenal.vasal@cpil.in	9672970469 (9 am to 8 pm)	Academic queries
Helpline/Grievance/ Suggestions	cpcare@cpil.in	0744-6630500 (8 am to 8 pm)	For suggestions/ Feedback



Gurukul Campus : Near New Bus Stand, Raipura Road, Thegda, Kota (Raj.)
0744-6630500, 3040000 | www.cpgurukul.com | info@cpgurukul.com

Head Office: Career Point Ltd, CP Tower 1, Road No. 1, IPIA, Kota (Raj.)
Ph: 0744-6630500, 3040000 | www.careerpoint.ac.in