



DIVINE
— HOSTEL & PG —

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Note the process and conditions before and after taking the admission.

All the rules given below are for your good future and the instructions are to maintain the good name of our organization.

★ **First understand the advance booking process of the hostel.**

1. When you come to see the hostel or talk over the phone and during that time the space in the hostel is vacant and you want to take admission from then, then the date of admission will count from then and if you want to stay from that day then hostel fee deposit and one > passport size photograph > One has to give a xerox of Aadhaar card, fill the hostel form and get the fee receipt. And if you book admission at that time then 2000 deposit has to be deposited at that time and admission date will be counted from that day. And you have to attend the hostel within 3 days of booking, if you can attend within 3 days then full fee has to be deposited otherwise your admission will be canceled and 2000 deposit will not be refunded.
2. Similarly, when you come to see the hostel or talk over the phone, but the space in the hostel is not vacant at that time and if you are given a date by the hostel and you book that date, your admission date will be considered as the date on which the space is going to be vacant. Also, the rules in 1 are applicable in 2, which you will note. (Deposit is non-refundable after your 1st and 2nd booking.)
If the admission is canceled after the admission process is over, the following rules will apply
3. Form charge 500 and fee receipt charge 250 will be deducted from the fee
4. Rs 500 per day is calculated as per the number of days, the remaining fee is deducted from the fee and the remaining fee is refunded.
5. Deposit will not be refunded,
6. 15 days advance notice in the first month and 10 days advance notice in subsequent months to the hostel for refund of deposit.
7. If a student wants to stay in the hostel without paying the full month's fee and stay on a day-to-day basis, 400+2000 a deposit (deposit is refundable)
8. If a student is staying regularly in the hostel and after some time if he wants to stay as per day then he will be charged 300 rupees per day. But yes, he has to inform the hostel 10 days in advance that he has not paid the full fee and wants to stay according to the day.

★ **Things to keep in mind after taking admission in hostel:**

9. The date of payment of your hostel fee is the date you have entered in the admission form. So you have to deposit the fee on the same date every month. Late fee rules , example your due date is 1st and if you come to pay the fee on 2nd then 200 rupees extra with the fee amount, or if you come to pay the fee on 2nd then the fee becomes double i.e. 400 on the third day You have to deposit 600 as a plenty fee. And if you do not deposit any amount within 3 days after the due date of your fee, your admission will be canceled and you will not be refunded your deposit. Take special note of that.
10. It shall be the responsibility of the student to collect all the fees paid from the Access Office and keep all the receipts.
11. When vacating the hostel (cancelling admission) all fee receipts have to be deposited. If there is no receipt of any month's fee then the deposit will not be returned. Which you will notice.
12. If there is any problem in studying, staying or eating in the hostel, immediately inform the hostel manager.
13. No smoking or consumption of intoxicants inside the hostel. If you are caught doing this, a fine of 500 rupees will be charged and if not, it will be deducted from the deposit.
14. You will keep your mobile phone on silent or vibration mode as long as you are inside the hostel.

15. If you want to talk on the phone, go outside the room or in the hostel compound to talk so that the rest of the students do not get disturbed in their studies.
16. If you want to listen any kind of video or audio in mobile phone, use earphone.
17. Do not leave the office area while talking on the phone.
18. Bringing any outsider inside the hostel is not allowed. If you want to meet your parents, it is mandatory to take the permission of the rector or administrator of the hostel and the entry will be given only after verifying your and their Aadhaar card. Rest you can meet outside the hostel.
19. After taking admission in the hostel, if you have to go home or go out to eat, you will inform the hostel manager or rector.
20. The use of any kind of electrical items except laptops and mobile phones is prohibited inside the hostel. If anything is caught, it will be confiscated.
21. Every person is strictly forbidden to keep his shoes in the room except in the rack placed outside the room whether they are new or old cheap or expensive.
22. Inform the hostel rector or hostel manager if the lights go out or drinking water stops coming inside the hostel.
23. Avoid going to other people's rooms except for work
24. You will be banned from every room except yours if you go to other room and cause problems to the roommates nearby.
25. If you misbehave with any other person staying in the hostel or with the hostel rector or the hostel manager, the hostel manager has the authority to cancel your admission. And fees will not refund only deposit will refund in such case.

★ Things to keep in mind for deposit refund:

- (1) To get deposit refund you need to have all the fee receipts (hard copies) of the months you have stayed in the hostel.
- (2) The information that you are going to leave the hostel should be sent from your WhatsApp number to the hostel manager's WhatsApp number by message 15 days in advance in the first month and 10 days in advance in subsequent months.
- (3) And send your full name, your room number, the date of leaving the hostel and if possible the reason for leaving the hostel in that message.
- (4) Phone call or face to face communication shall not be considered valid
- (5) The deposit will be credited to your account only after verification of all the items provided to you by the hostel.
- (6) If the hostel manager is not present for any reason when you vacate the hostel, write your account number or phone pay or google pay number on the back of the receipt and give the receipt to the hostel rector.
- (7) After cancellation of admission, take all your belongings from the same hostel on the same day. Even after cancellation of admission, if you lose any of your belongings, a charge of Rs. 300 per day will be charged and your belongings will be given to you until you deposit the charge.

I have read all the rules and matters given above and I sign below having assured that I will strictly follow the rules and remember everything.