

Notice

August 07, 2016

Students are required to comply with the following procedure with immediate effect:

1. Leave:

- a) Download the 'Leave Application Form' from the website www.rvgef.org
Forms are also available at Office.
- b) While leaving the hostel, submit the form duly filled and signed to the Superintendent/Warden of your hostel.
- c) Make entry in the Register available with the Security and write your Name, UID No., Mobile No., Out Time & Sign.
- d) If delay in returning back is more than 7 days; you shall inform office in advance through email to Superintendent of your hostel at [admin@rvgef.org/](mailto:admin@rvgef.org) [lokhandwalagirls@gmail.com/](mailto:lokhandwalagirls@gmail.com) vskghgoregaon@yahoo.in (as applicable) with the expected date of return.
- e) On returning back from leave to the hostel write **In Time, Date & Sign** the Register available with the Security and also on the '**Leave Application Form**' submitted earlier at the Office.

Students need to carry their identity card alongwith them always and should be displayed whenever asked for it by the security/ administration.

Caution: Fine of Rs.1000/- if student leaves hostel without complying with leave procedure as mentioned above.

On repetition i.e. for the 2nd time, in addition to fine of Rs.1000/-, said student accompanied by Local Guardian shall meet Warden / Superintendent, else entry in the campus will be denied. Management also reserves their right to rusticate such student.

2. Vacating the Hostel permanently:

- a) Download the 'Hostel Leaving Form', 'RVG Alumni Application Form for Membership' and 'Advance Stamped Receipt' from the website www.rvgef.org. Forms are also available at Office.
- b) Settle the account of Mess & Laundry and obtain their confirmation on the Form.

- c) Check your belongings before vacating the room and do not leave any unwanted things / material / papers etc. behind.
- d) Keep the unwanted belongings in the dust bin available with the Security.
- e) Attach cancelled cheque of your bank account and write your name as appearing in the said bank account if your name is not pre-printed.
- f) Affix Rs.1/- Revenue Stamp on the Advance Stamped Receipt.
- g) Handover Identity card and Keys allotted to you alongwith required forms and advance stamped receipt duly filled, signed and complete to the office.
- h) Write Name, UID No., Mobile No., Out Time & Sign the Register available with Security.
- i) Management reserves their right to deduct appropriate charge/fine if the above mentioned procedure is not followed while refunding balance security deposit hence do not write amount on the advance stamped receipt.**

By Order,

For RVG Educational Foundation

S/D

Administrator