

## Notice

**August 9, 2018**

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](http://www.rvgef.org) forms are also available at Office.
- b) While leaving the hostel, submit the form duly filled and signed by the Superintendent/Warden of your hostel.
- c) Make entry in the 'Leave Register' available with the Security and write your Name, UID No. Mobile No, Out Time & Sign.
- d) If delay in returning back even by one day from probable date as mentioned in Leave form & Register you shall inform office 3 days in advance through email to Superintendent of your hostel at 1) [superintendent@rvgef.org](mailto:superintendent@rvgef.org) 2) [rvglkd@rvgef.org](mailto:rvglkd@rvgef.org) 3) [vskgh@rvgef.org](mailto:vskgh@rvgef.org) (as applicable) with the expected date of return.
- e) On returning back from leave to the hostel immediately write in Time, Date & Sign the 'Leave Register' available with the Security and also on the 'Leave Application Form' submitted earlier at the Office.
- f) In case the leave register or leave form is not available while returning, you may send the required information on mail ID [rvgsupport@rvgef.org](mailto:rvgsupport@rvgef.org)
- g) No proxy entry in Leave Register or leave Application form is allowed.

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

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

### 2. Vacating the Hostel Permanently :

- a) Download the 'Hostel Leaving Form' , 'RVG Alumni Application Form for Membership' and 'Advance Stamped Receipt', 'Exit Questionnaire' from the website [www.rvgef.org](http://www.rvgef.org)
- b) Settle the account of Mess & Laundry and obtain their confirmation on the Form.
- c) Attach the duly filled RVG Alumni Application form for membership, Exit Questionnaire, Advance Stamp Receipt to the Hostel Leaving Form along with the authority letter requesting RVG authority to dispose the unwanted materials/papers etc.
- d) Check your belongings before vacating the room and do not leave any unwanted things/material /papers etc behind.
- e) Keep the unwanted belongings in the dustbin available with the Security.

- f) 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.
- g) Affix Rs.1/- Revenue Stamp on the Advance Stamped Receipt.
- h) Handover Identity Card, Keys, allotted to you alongwith required forms and advance stamped receipt duly filled, signed and complete to the office.
- i) Write Name, UID No., Mobile No. Out Time & Sign the Register available with Security.
- j) 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.**