

In order to take all precautionary measures to stop Corona Virus (COVID-19) spreading in the Hostel Campus, the Hostel Administration has always been following the Govt. Guidelines, issued at different point of time. Here again, in view of safety of our residents and staff of the hostel, this guideline is being issued for the students who are vacating the hostel. The residents are directed to go through these guidelines carefully and follow strictly:

- The residents who are vacating the hostel, have to apply for the same in advance through online.
- Each resident will be allotted a scheduled time-slot which is subject to the various circumstances like the total number of applications received for vacating the hostel, availability of hostel staff etc. Although the hostel has made the schedule but the priority will be given to final year students who may have to take books and study materials for the exam. They may intimate the urgency through email.
- The residents will have to adhere with the time-slot. No one will be permitted to enter and vacate out of the schedule. No one can accompany her in entering the hostel premises.
- The residents will be completely responsible for vacating the hostel. Hostel staff is not liable to render any type of service or help to the girl.
- The residents will bring all types of accessories for packaging such as scissors, adhesives, carton and any other thing which she thinks necessary for the same, with herself.
- All hostel-dues must be paid before arrival through online mode.
- No outstanding bill of laundry, Parlour, Tuckshop should be due.
- Usage of common facilities like mess, water-cooler, washroom is to be avoided. The Hostel authority will designate one washroom for all such residents.
- The entry and exit route will be fixed and the residents will not be allowed to move in and around the hostel, except her room.
- Residents are required to bring their Hostel ID card, health card, leave record book, xerox copy of bank account details.
- Residents will have to pass through thermal screening at the main gate of the hostel and they must have installed Arogya-Setu app in her mobile.
- One must read the latest Guideline issued by MHA regarding COVID-19 before reaching the hostel and follow the same.
- Residents must wear mask and gloves.
- In case of any assistance, the concerned resident may contact to the Housekeepers.
- **The students must acknowledge that they have gone through the guidelines and will abide by them via email before coming to vacate the hostel.**