

## **THE DESIGN VILLAGE HOSTEL POLICY**

1. The accommodation in the hostel will be granted on first come - first serve basis.
2. The accommodation is granted for the tenure of an academic year.
3. All the residents will have to vacate their rooms by June every year.

If any student, does not join within 15 days of the notified date of reporting to the hostel, the student shall lose the occupancy, and the seat will then be transferred to the next wait listed candidate.

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### **Hostel Fee and Mess charges:**

Every student shall have to deposit the following fee at the time of admission to the hostel:

Annual Fee: INR 180,000

Security Deposit: INR 10,000

### **Details:**

1. The Annual Fee includes accommodation on sharing basis for one full academic year and two meals (breakfast and dinner) everyday. On holidays as listed in the academic calendar, Sundays and non-operational Saturdays lunch as a third meal shall be served at the hostel facility.
2. A security fee of INR 10,000 shall be charged at the finalisation of hostel accommodation. The same would be refunded after the adjustment of overheads and arrears incurred until the time of vacating the hostel.
3. WIFI and transportation to and forth the institute is included.
4. All air conditioning bills are to be paid monthly on actuals and are over and above the hostel fee
5. Laundry service on request shall be made available and must be paid by the student directly.
6. The fee is inclusive of all taxes
7. The above charges are subjected to revision annually, without any prior notice.

### **Hostel timings:**

Time Out: 6:00 am

Time In: 9:00 pm

### **Meals Schedule:**

Breakfast: 7:30 am to 8:30 am

Dinner [Buffet]: 07:30 pm to 09:00 pm

Lunch [Buffet on weekends/holidays]: 01:00 pm to 02:30 pm

1. The menu for a fortnight will be prepared in advance and any suggestions or preferences should be put up to the hostel warden who will approve of the final menu. The menu will be displayed on the hostel notice board.
2. Food will be served in the dining area only, and the dining timings must be strictly adhered to.
3. No home delivery of food will be allowed in the hostel after 10:00 pm.

### **Fee Payment:**

Fee disbursement is possible in two ways –

1. Annual fee payment of INR 180,000 in total at the time of joining the hostel. This shall attract a relaxation of 5% [amounting to INR 171,000]
2. Semester wise payment of INR 90,000 each time. Payable two months before the commencement of the subsequent semester [Monsoon semester: to be paid by May 31 and Spring semester: to be paid by November 30]. This shall not have any relaxation in amount payable.

#### **Refund Policy:**

1. Should the student withdraw her admission or hostel registration before the commencement of the academic year, an 85% refund shall be made.
2. Once the student commences residing at the hostel any cancellations made thereafter until 30 days will be liable for only a 15% refund of the ongoing semester. If the fee was paid for the whole year, the subsequent semester fee would be refunded.
3. Any cancellations made post 30 days shall not be entitled for any refunds of the ongoing semester. If fee was paid annually, the amount of the next semester shall be refunded until October 31 of the year.
4. Should the student wish to withdraw from the hostel premise in the following semester, an intimation of the same must reach the administration at the least one month before the current semester ends. Failure to do so will see a deduction of INR 30,000 from the subsequent semester fee. If the student pays the hostel fee semester wise the same shall be deducted from their security deposit with TDV.

#### **Hostel leave policy:**

1. Any student who wishes to stay out of the hostel on any week nights or weekends should submit leave application to the warden along with the written permission by parents/guardians.
2. The student who wishes to visit her/his home town for a specific period is required to obtain prior written permission for the same from their parents and submit an email to the warden along with duly filled application form for leave.
3. Decision of the hostel warden will be final and binding in all the leave applications, in consultation with academic administration and parents/guardian.
4. The warden will telephonically verify all leave requests with parents before granting permission.

#### **Hygiene and hostel upkeep:**

1. Students are encouraged to keep their rooms clean. Housekeeping services will be provided for periodic cleaning of the rooms and disposal of waste material/garbage.
2. The students are advised not to keep any valuable article in the hostel. For any theft or loss of valuable articles, the sole responsibility will lie with the student.
3. While leaving the room, occupants must take care to switch off all the electricals [Air Conditioners, Water Heaters, Lights, Fans, Plug points, mosquito repelling machines etc.] Every effort must be made to conserve energy.
4. Installing extra / additional electrical points is not permitted.
5. Pets (of any kind) are strictly forbidden in the hostel premises.

**Discipline:**

1. Students are advised to maintain a proper and decent dress code in the hostel premises and in the vicinity of the hostel.
2. TDV and its hostel facilities have zero tolerance for Ragging. Any misconduct, abusive or threatening behaviour, assault & affray, causing distress or fear to others, is strictly prohibited. Any offence of serious nature on the part of a resident shall be notified to the administration at once and may result in student's removal from the hostel premises.
3. Any damage to the hostel property by any student shall be seriously dealt with by TDV management. The cost of repair/damage or replacement will be recovered in full from the student(s) concerned.
4. Possession and consumption of any alcoholic beverage, drugs, smoking materials, prohibited substance, firearms or indecent literature in any form is strictly prohibited within TDV and hostel premises. Should any student be found in possession of any of the above the same shall be confiscated immediately and referred to the disciplinary committee. The student would be liable for expulsion from the hostel.
5. The management reserves the right of admission for non-hostellers. Trespassers must be reported immediately.
6. Fire Hazards and Safety - Combustible materials such as gasoline, paint thinner, oil lamps and crackers are not permitted in the hostels. Lighting of incense/lamps/candles is banned strictly.
7. Immersion water heater/electric kettle/electric blankets are not permitted in the rooms.
8. No interchanging of rooms shall be allowed without written approval of the hostel authorities.
9. Men are not permitted to enter the Girls' Hostel unless approved by the administration and accompanied by the girl's hostel warden.

NOTE: Any dispute arising on account of these rules shall be subjected to the jurisdiction of appropriate court/forum in NOIDA.