

## Rules and regulations for admission in Delhi Girls PG

These House Rules must be followed by all residents staying in the property .Any breach or violation of these Rules will amount to a breach of the Resident Agreement entered into by the resident & Delhi Girls PG management and rights to terminate the agreement .

### Conduct & Behaviour

1. It is the responsibility of the residents to cooperate with PG Representatives, the food providers, the housekeeping and security staff to ensure that all services are provided smoothly. Delhi Girls PG management is the authority to decide on all matters & may be contact by shreedhamgirlspg@gmail.com. It is expected that residents must listen to PG Representatives and not get into any kinds of argument.
2. Making loud noises, including playing loud music is strictly prohibited.
3. In case of any emergency or crisis, the residents must follow the guidelines of Delhi Girls PG.
4. All illegal activity like Gambling,Smoking & drinking alcohol is strictly prohibited.
5. Every resident is responsible for proper maintenance of house property. They will be charged the actual cost of the damaged item of the property they use, individually or collectively.

### Security & Safety

1. Every resident should enter/exit through biometric door lock to maintain proper presence record.
2. Proper SMS information by resident to the mobile available with caretaker at PG office is mandatory, while going for a leave outside the PG & afterwards about coming back.
3. In case of any emergencies in the building, all the residents should be patient and cooperate with the PG management.
4. Nobody except mother/ real sister is allowed to enter the premises & can stay with their ward for maximum 2 nights in a year.
5. Visiting hours of Guardians are 4.30pm - 7.30 pm in front office only.
6. The gates will close at 9.15 pm, however all the wards should enter the premises before 9.00 pm.
7. No residents is allowed to go out of the hostel after 9.00 pm & before 6.30 am. Violation of this rule could lead to strict disciplinary action, including expulsion
8. PG management is not responsible for the loss of any private property. The residents are strongly advised to keep secure and lock all their valuables e.g. mobile phones, laptop, watches, money etc. at all times. While going on leave, they must keep all their belongings securely packed in their bags.
9. Building repairs and maintenance is a continuous and planned affair and Delhi girls PG reserves the right to open and enter any room while the student is on leave to

carry out such maintenance work. The same would be carried out in presence of the PG representative.

#### Housekeeping

1. Room cleaning will be done at fixed time, Cleaning of the room may be carried out in the absence of resident as well, so the residents are advised not to leave their valuables open and unsecured in their room.
2. Littering the room and common spaces is not allowed.

#### Internet

1. Bandwidth speed will depend on the service provider and the House location. Speed will be limited per user and may be changed as per company policy.

#### Uses of Electrical appliances

1. Electrical appliances such as Electric kettle, Room heater etc. can be used with prior permission in their room only.
2. Electricity consumption of room will be charged separately on sharing basis with other residents in room ( Based on reading in sub-meter) to be paid by 3rd of every month with rent.
3. Lights, fan & AC should be switched off, when leaving the room, lobby & toilets etc.

#### Laundry

1. Laundry services are meant for regular daily wear only. For hygiene considerations, no underclothing or socks will be accepted for Laundry.
2. The following items should not be given in general laundry service, as they can get damaged.
  - A. Any delicate or expensive branded clothing.
  - B. Woollens, jackets, leather items, embroidered clothing Items strictly meant for dry cleaning.
3. It is important to provide correct information about the number of pieces of Cloths being given for the laundry service.
4. Any discrepancy or damages in laundered garments need to be informed within 6 hours of receiving the clothing.
5. As per industry standards, 100% stain-removal is not possible for certain types of stains. For e.g. if there is an Oil / Ink / Food stain on clothing, it will get reduced by up to 60% depending on the type of stain.

#### Food Services

1. Select dishes will be served in limited grammages or quantities.
2. Any pre informed request of kichdi, if ward is unwell shall be considered.
3. Meals (according to menu) will be served at fixed time. No meal will be served after the fixed time.



4. Cooking of food in any area except the induction area, is strictly prohibited
5. Outside food items can be stored in common refrigerators. The residents should adequately label their food items. PG will not be liable for consumption of personal food items by the other residents.
6. Residents are allowed to take away their single meal only in already provided utensils individually in their room.
7. Provided utensils should be cleaned by the residents in proper sink area.
8. Refill of water & tea dispenser will be done only in office hour.

#### Rent and Payments

1. All applicants are required to deposit security money & one month advance rent at the time of admission. Security money will be refunded / adjusted on completion of resident agreement.
2. All the residents are admitted as per their agreement. Shifting to other accommodation in between is not permissible/ allowed. Violation of agreement results forfeiting of advance rent /security deposit.
3. The resident shall pay their fees and electricity charges by 3rd of every month without fail. Late fees of rs.100 per day until 10th of every month, afterwards ward can not enter in PG premises.
4. Any disputes related to rent should be flagged to the PG management as per the process laid out, and such requests will be actioned upon basis the timelines mentioned by PG management However, any pending disputes in rent should not be a reason for not making timely payments.
5. In case of continuous default of payments, Management reserves the right for immediate termination of Agreement and evicting the defaulter resident.
6. The residents may not be allowed to go on leaves or refuse to leave the premmises with their belongings in case of pending rental payments until the same gets resolved and all the dues are cleared.

Signature of applicant

Signature of parent