



ANJALI LADIES HOSTEL

No.305, GST Road, Chrompet, Chennai-44.

RULES & REGULATIONS

You are advised to read the rules & regulations carefully before checking in

1. You should sign the register while going out and checking in.
2. One month rent has to be paid if you are joining before 14th of a month.
3. Those who join after 15th of a month Rs.300/- per day will be collected as rent.
4. There shall not any half-a-month fee. The management shall specify the fee which will be final and abiding.
5. One month rent is considered from 1st to 28-29-30-31 is of particular month.
6. If you leave the hostel and stay out station without giving any prior information, you will have to pay the rent fully and no concession would be given. We strictly advise you to be aware and follow this.
7. You are requested to inform us well-in advance (In writing) at-least 30 days before vacating.
8. If you want to vacate the hostel without giving us a prior notice of 30 days, the Management deserves all the rights to take that month's full payment and the advance cannot be returned. We strictly request you to be aware and follow this.
9. You will get back your advance only after 45 days of your vacating. In case five or more vacate in month the advance amount will be returned on serial order.
10. You must pay the rent on before of the every month. If not every day fine Rs.50/- would be collected.
11. There will not be any concessions in rent if you are going on vacation.
12. If any of your parents, relatives, friends or paying Guest want to stay in the hostel a sum of Rs.300/- has to be paid per day (including food.)
13. If you wish to vacate the room within the first 15 days of the month Rs.300/- per day to be collected. After 15th, one month rent has to be paid.
14. Do not waste water
15. Save electricity.
16. Do not waste food. Milk would be provided using measuring cups. You are requested dinner time. Food will not be supplied after the allotted timings.

17. If you wish to have food outside you are advised to inform us in advance We do not wish take up any sort of complaints later.
18. Tiffin box, Plates and Tumblers must be cleaned by you only.
19. Please keep your surroundings clean, keep your bed clean.
20. Visitors are allowed from 6 p.m. to 7 p.m. only. You must check in the hostel before 9 p.m.
21. The management is not responsible for any lose, Like Cell Phone & valuable
22. One month Heater Rs. 300/-
23. Switch off fan, lights in your absence, If not a fine will be collected.
24. Do not keep unwanted things over cot, Keep the room neat & tidy.
25. To avail hot water for bath, iron box an Additional fee Rs. 300/- need to paid.
26. Maintain Charges Rs. 800/-
27. Advance Next one Month.

YOU ARE ADVISED TO DINE AS PER THE TIME SCHEDULE GIVEN BELOW:

| | |
|-----------------------|-------------------------|
| Morning Coffee | 6.30 a.m. to 8.00 a.m. |
| Break fast | 7.00 a.m. to 9.00 a.m. |
| Lunch | 12.30 p.m. to 1.30 a.m. |
| Tea | 5.00 p.m. to 6.30 p.m. |
| Dinner | 8.00 p.m. to 9.30 p.m. |

Please follow this time schedule, We do not entertain complaints of unavailability of food late un-time.

I..... hereby declare that I have thoroughly read the and regulations of the Hostel. I also assure that I will abide these and will co-operate with the inmates and management of the hostel.

PARENT / GUARDIAN

SIGNATURE