SHARDA UNIVERSITY
Beyond Boundaries

A+ ACCREDITED

OFFICE OF THE REGISTRAR

Notification

Subject: **Information regarding Hostel Allotment & Payment of Hostel Fee (applicable to continuing students for the Academic Year 2024-25)**

Students of Sharda University are hereby notified that the information regarding the hostel room allotment process, to be done ONLINE through a portal (hostel.sharda.ac.in) and applicable hostel fees for continuing students are as follows:

- Detailed instructions for registration, fee payment, room selection, and allotment are available in **Appendix A** of this notification. Refer the link: http://hostel.sharda.ac.in/login

- Guidelines for Allotment of Hostel Accommodation and Hostel Fee for Continuing Students (excluding MBBS, MD & MS of SMS&R):   **Enclosure-1**

- Guidelines for Allotment of Hostel Accommodation and Hostel Fee for Continuing Students of MBBS, MD & MS of SMS&R: **Enclosure-2**

- Guidelines for Allotment of Hostel Accommodation and Hostel Fee for Continuing International Students: **Enclosure-3**

- Students of SMS&R and SSNS&R opting for hostel accommodation may contact IHA authorities for allotment as their programme commencement schedule differs from other Schools of the University.

- Students staying in hostels must vacate the hostel room within three days of the last End-Semester Examination (ESE) of current Academic year 2023-24.

- Hostel rooms to the continuing students will be allotted strictly on the basis of:
  (i) Merit of the student in preceding End Semester Examinations (ESE).
  (ii) Availability of rooms in a particular Hostel.
  (iii) Student's conduct; involvement in any act of indiscipline or any other reason like debarment due to non-payment of dues.

- Registration of hostel room by a student merely does not guarantee allotment. The University reserves the right to give preference to deserving students.

- Students can submit hostel fee through online mode as provided on hostel website within the due dates of submission.

- Security amount of Rs 10,000/- for Non-AC category and Rs 20,000/- for AC category respectively from students seeking hostel room accommodation for the first time. This will be charged in addition to the hostel fee.

- In case the students find difficulty while processing payments through gateway provided on hostel website, students have other options of making hostel fee payment, wherein the student can:

(i) Submit hostel fee, along with the duly filled form, directly to the Accounts Department of the University. The fee can also be paid through online mode, please refer to https://www.sharda.ac.in/payment-procedure.html (except Vardhman Hostel).

(ii) For payment towards Vardhman Hostel shall be made in favour of 'V.S. INSTITUTE & HOSTEL PRIVATE LIMITED' The bank details for online payments are as below:

Account Name	:	V. S. Institute & Hostel Private Limited
Bank Name	:	ICICI Bank
Branch	:	Sharda University Branch
Account No.	:	769205000020
IFSC	:	ICIC0007692

(iii) IHA will consider the hostel allotment registration form, only if the hostel fee is paid in the specified University accounts and is within the due dates of submission. The payment receipt must be attached along with the application form while submission. Hostel requisition form can be collected from IHA Office only.

- Failure to pay hostel fees by the due date as mentioned in schedule of payment will attract imposition of late fee fine. Attention in this regard is drawn to Notification No. SU/Reg./Notification/2022/027 dated 30th April, 2022 in this regard. **Enclosure-4**

- Students on obtaining prior written permission from IHA are permitted to install/use electrical items in their rooms by paying electricity charges. Details of electric equipment permitted and charges payable are described below. Anyone found using electrical items in their room without making permission from the authorities will have to face disciplinary actions and a fine as determined by the management.
  (i) Room-cooler may be permitted in the room by paying the following electricity charges.
  (ii) Rs.7,000/- per student for single seater room,
  (iii) Rs.5,000/- per student for two-seater room and
  (iv) Rs.3,000/- per student for three-seater room for one summer season
  (v) A Refrigerator (maximum capacity of 80 Ltr.) may be allowed on payment of electricity charges Rs 6,000/- per annum.
  (vi) Electric Kettle of 1200 Watt capacity may be allowed on payment of electricity charges of Rs 3,000/- per annum.

- Complimentary Laundry service, 8.0 kg x 20 washes, will be available to all the Hostel residents.

- Upon receiving request from students, the hostel authorities may change the room category specified by the student, depending on availability; however, on room changing the student must accept the room partner assigned by IHA in the revised allotment.

- **Summer Term Charges**
  For 2nd year onward students, who are appearing in Summer Term Examination and are in requirement of hostel accommodation during the summer break in the month of June & July 2024, then in those cases:
  (i) Hostel Accommodation may be allotted as decided by IHA office on payment of fixed charges of Rs. 5,000/- per month for Non-AC and Rs 10,000/- per month for an AC Room.
  (ii) The charges for day scholars seeking hostel accommodation during summer break in the month of June and July 2024 shall be on pro-rata basis including hostel security (as applicable) as per the hostel charges for the Academic year 2023-24.
  (iii) International Students on scholarship will be provided with an alternative accommodation during summer break, duration which runs from June 1, 2024 to July 31, 2024 based on the recommendations of International Relations Division (IRD).

SU/Reg./Notification/2024/**018**   May 02, 2024

(iv) International student who have paid complete hostel fee during the academic year 2023-24 in USD will be charged USD 100/- per month for Non-AC Room and USD 200/- per month for AC Room from the students including non-veg meal charges.

(v) During the summer break period, AC and Non-AC rooms will be allotted depending on the AC/Non-AC categories availed during the previous academic year.

Should there be any clarifications or difficulties encountered while entering the fields in the online process, the students may contact IHA staff during office hours.

This bears the approval of the Competent Authority.

(Vivek Kumar Gupta)
Registrar

Encl: As above

To,
- All Deans
- Finance Officer
- Chief Warden
- Sr. Security Officer
- General Manager, Maintenance
- Head, IT Services
- Deputy Registrar (Estate)

Copy to:
- Chancellor / Pro Chancellor / CEO
- Vice-Chancellor
- Pro Vice-Chancellor
- Advisor
- Medical Superintendent, Sharda Hospital
- Controller of Examinations/ Chief Proctor/ Librarian
- All Directors
- All Administrative Heads of the respective Departments and Schools
- Notification file

SHARDA HOSTEL

➢ **How to Login Sharda Hostel**

STEP – 1: Visit the Sharda Hostel website using the following link: http://hostel.sharda.ac.in/login. After clicking on the link, you will be redirected to the Sharda Hostel website. You will see a screen that looks like this:
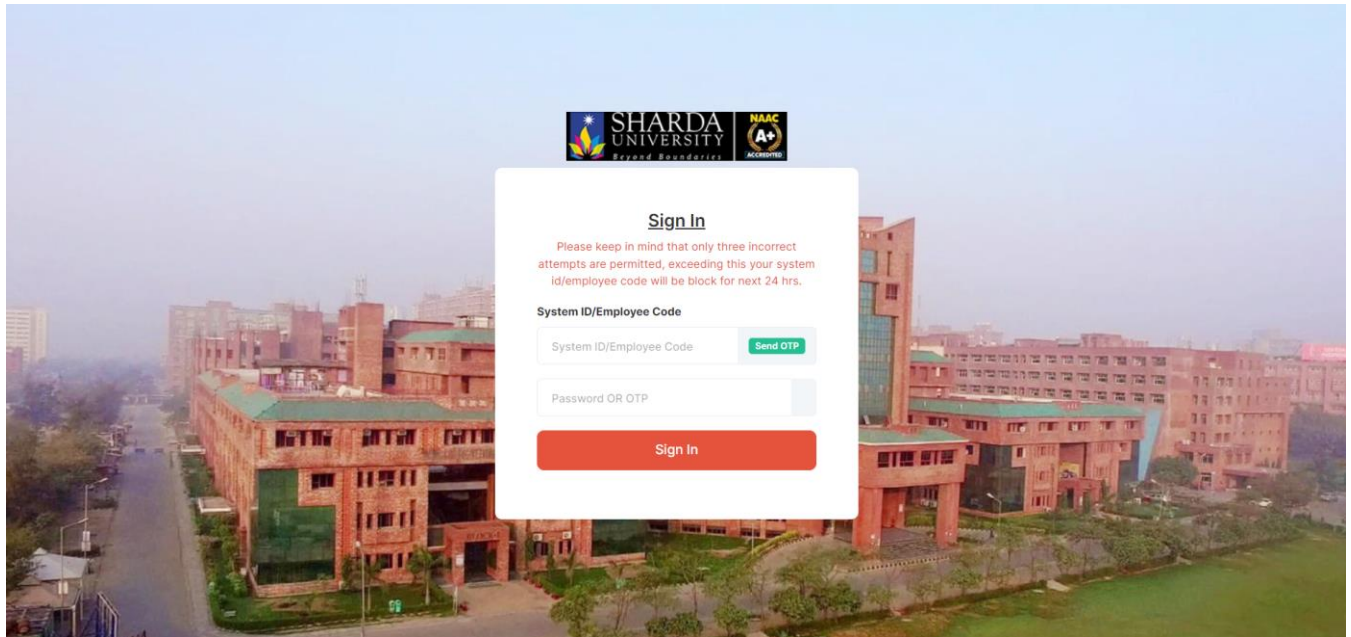

STEP – 2: **Student Login:** If you are a student, you need to enter your system ID provided by Sharda University and click on the 'Send OTP' button. After clicking the 'Send OTP' button, you will receive an email at your registered email address.
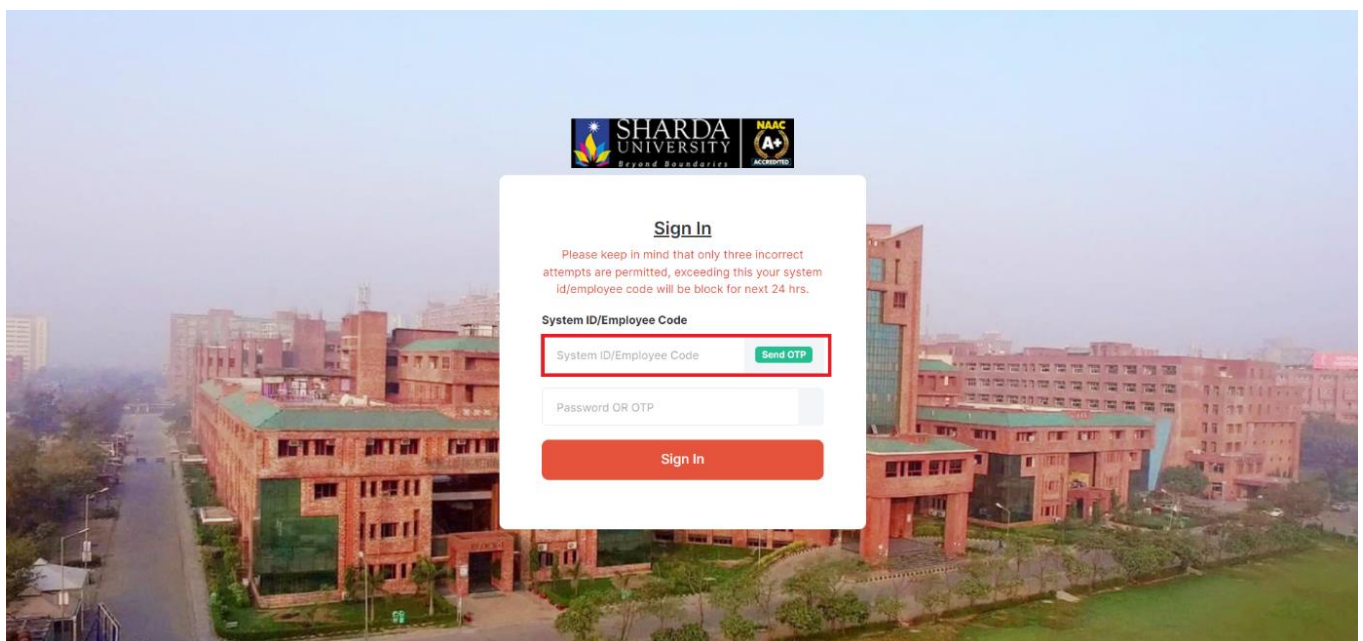
Once you receive the OTP on your registered email address, enter the OTP password or OTP input
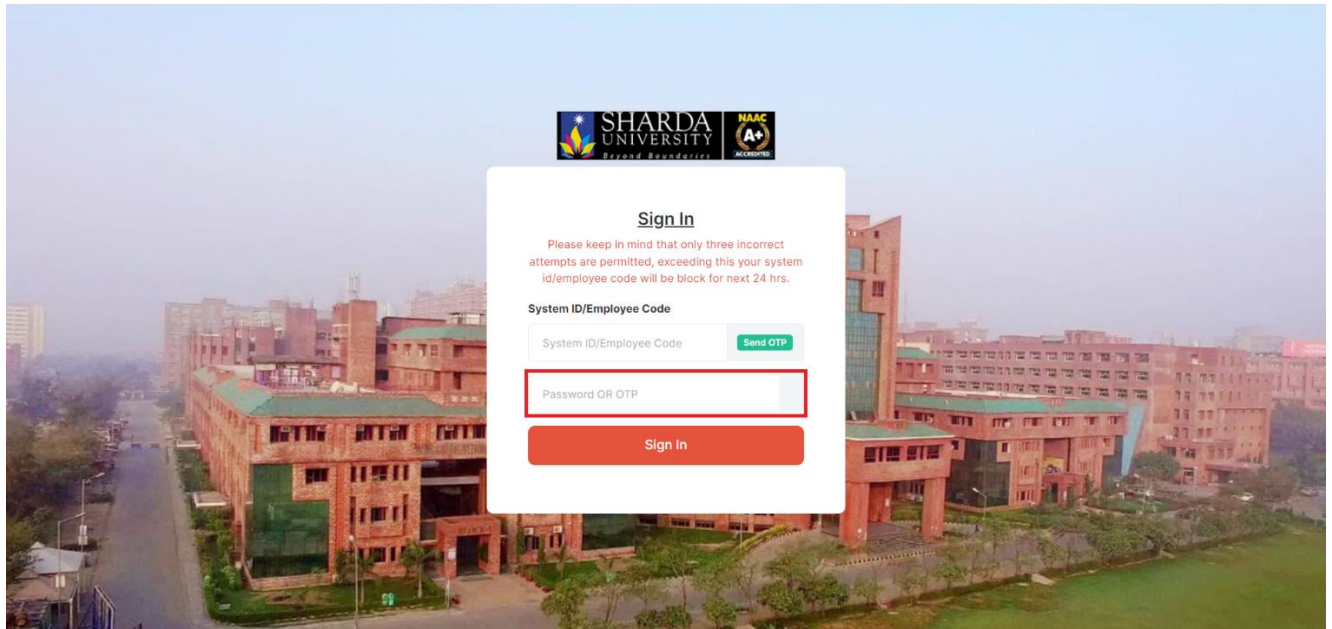
After entering the OTP, click on the 'Sign In' button. Once you have signed in on the website, you will see a screen that looks like this:
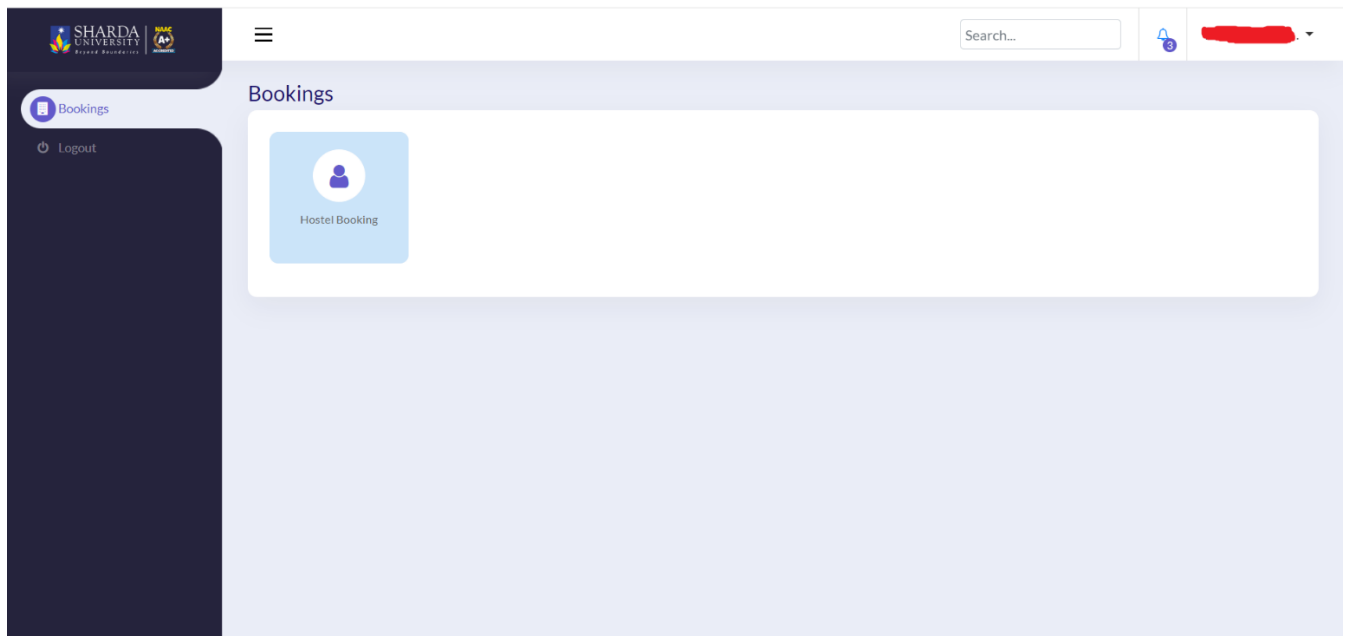

Note: Students whose system ID starts with '2024', 'Students of SMSR' and 'SUSNR' students are not eligible to log in to the hostel portal. In this case, such students must book their room through the IHA department.

STEP – 3: Click on hostel booking box.
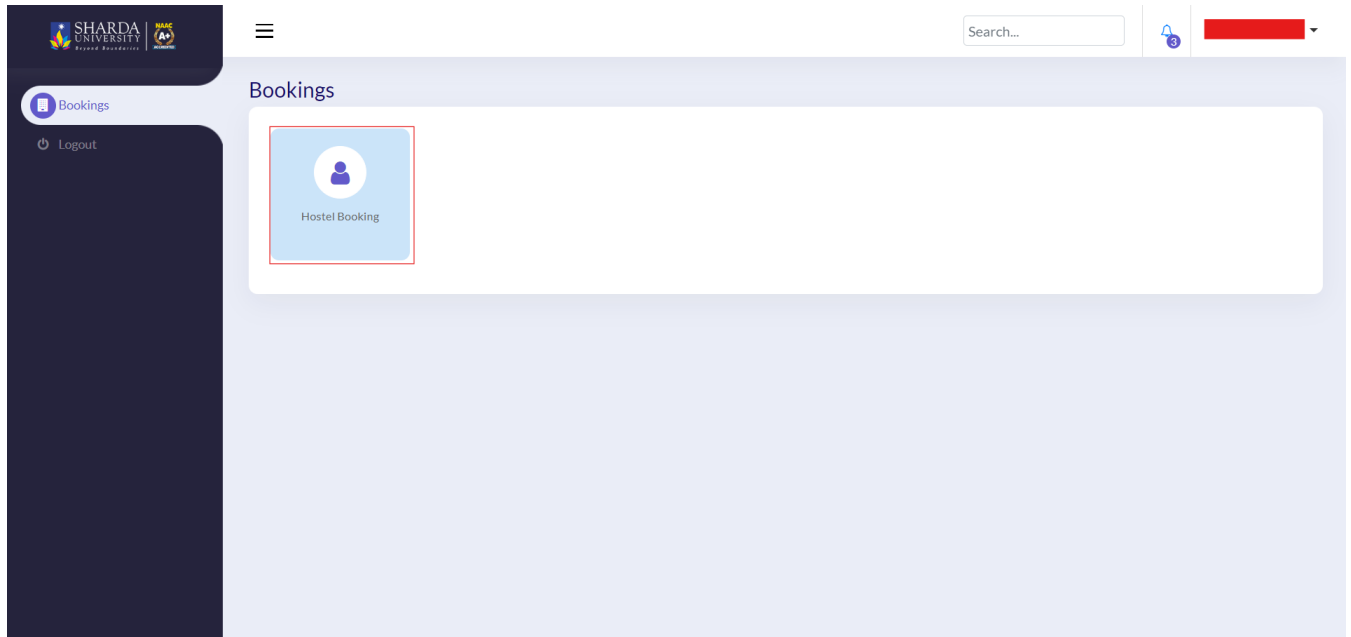
STEP – 4: After clicking on the Hostel Booking Box, a window will open. Prior to proceeding, we will check student CGPA and SGPA. If student is a first-year student, we will assess student's SGPA, whereas if student is a second-year or higher student, we will review student's CGPA. If student's CGPA or SGPA is below the allowed hostel booking CGPA/SGPA, a window similar to this will open:
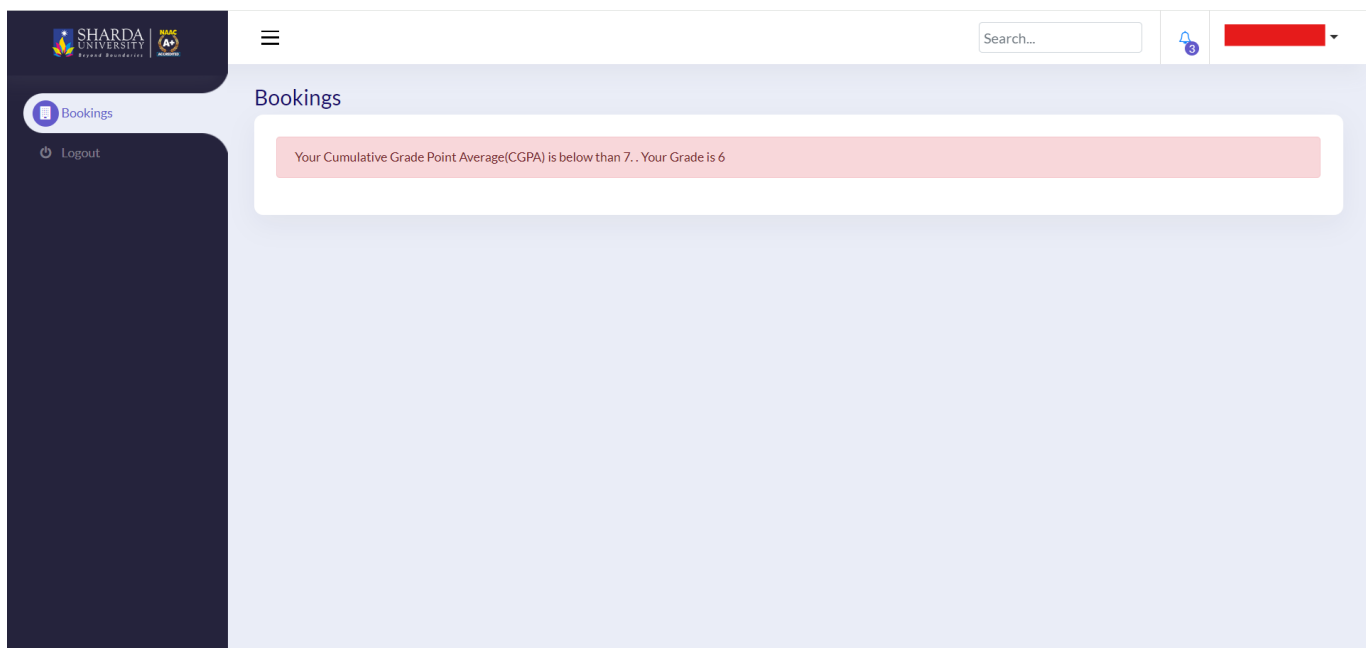
➤ If any student is categorized as being in the category of indiscipline, then when they click on the hostel booking window to book accommodation, they will see a message like this and will not be considered eligible to book the hostel.
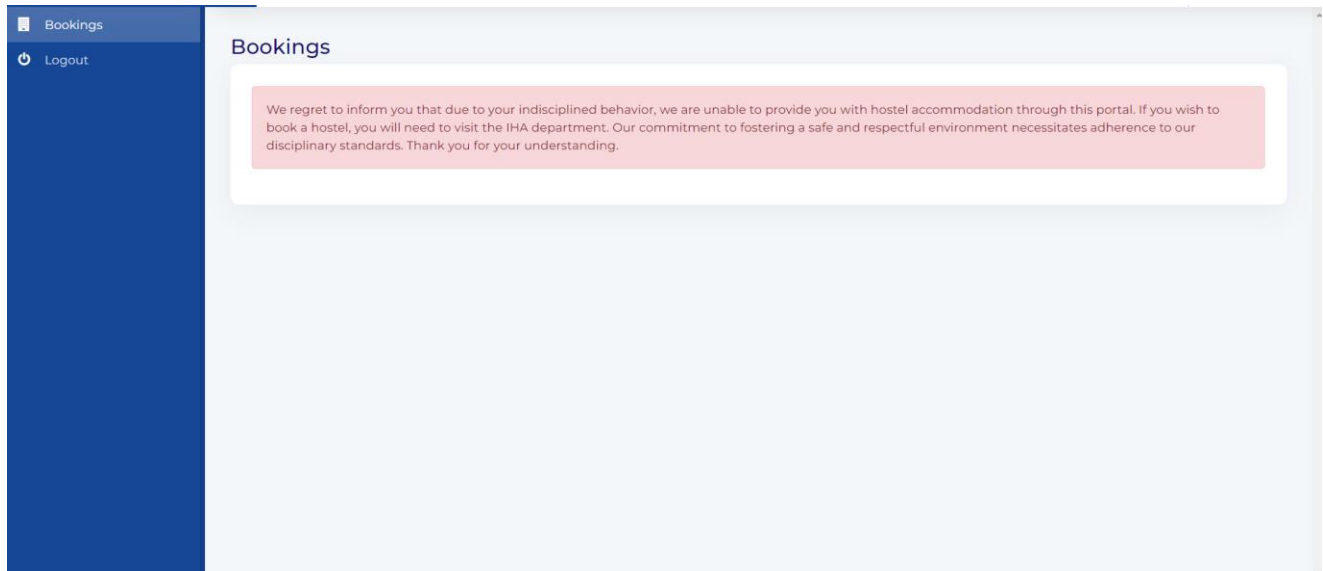
> If student's CGPA is higher than or equal to the allowed hostel booking CGPA/SGPA, a window similar to this will open.

STEP – 5: Based on the student's gender and program, they will be shown the available hostel list.

a) Students will select a hostel based on their requirements by clicking on the radio button. Students with SHUNV business unit can only select **'Veg'** under the meal type section.

b) After selecting the meal type, students will be able to view the hostel fee of the selected hostel.

c) Student with **SHUNV** business unit will be able to view hostel fee in **INR** and student with **SUUSD** business unit will be able to view hostel fee in **USD.**

d) Clicking on the "Search Room" button will show all the hostel lists and display hostel name, floor name, room no and available hostel beds.

e) Based on your comfort level, select a bed and scroll down.

f) After selecting a bed and scrolling down, you will see a summary including name, system ID, hostel name, floor name, room number, bed number, security fee, hostel fee, etc.

g) After reviewing the summary, click on the "**Save & Preview**" button. Upon clicking, a window will open displaying the student's summary, hostel facilities, hostel information, and payment options.

h) If a student with SHUNV business unit selects an AC Room, they will need to pay a minimum of **INR 1,00,000** to reserve a bed. For a Non-AC Room, the student will need to pay a minimum of **INR 50,000.**

i) If a student with **SUUSD** business unit selects an AC Room, they will need to pay a minimum of **USD 1500** to reserve a bed. For a Non-AC Room, the student will need to pay a minimum of **USD 1000**.

j) For students with the business unit of SHUNV or SUUSD, the minimum amount will be populated by default according to the bed selection [AC, Non-AC]. Students can change this amount, but they must ensure that the minimum amount is not less than the populated minimum amount.

STEP- 6: Click on the 'Check & Pay' button. This button will redirect you to the bank page where all the required details will be filled automatically for payment. If the payment is successful, the student will be redirected to the Sharda Hostel Thank You page. The screen will look like this:

← Hostel Booking

Payment Successful

Your transaction for hostel accommodation has been successfully processed. Your booking at Mandela Girls Hostel is now confirmed.

Hostel Booking Information

Session Year:	: 2024-2025	**Bed No:**	: 852-A
System ID:	: ▬▬▬▬▬	**Paid Amount:**	: ▬▬▬
Hostel Name:	: ▬▬▬▬▬	**Transaction ID:**	: ▬▬▬▬
Floor Name:	: Eighth Floor	**Payment Date:**	: 2024-04-23
Room No:	: 852	**Payment Status:**	: Success

Back To Home

If this screen is displaying, it means the payment has been successful and the bed booked.

Guidelines for Allotment of Hostel Accommodation and Hostel Fee for Continuing Students (except MBBS, MD & MS) in the Academic Year 2024-25

The guidelines for allotment of hostel accommodation during the academic year 2024-25 to the continuing students of all programme (except MBBS, MD & MS of SMS&R) is as follows:

1. **Registration Schedule:**

Particulars	Criteria (Academic Performance)	Schedule
Phase I	CGPA 6.00 and above	May 02,2024 to May 11,2024
Phase II (vacant rooms, if any)	CGPA 5.5 and above	May12,2024 to May 21,2024
Phase III (vacant rooms, if any)	CGPA 5.0 and above	May 22,2024 to May 31,2024

2. **Schedule of payment -** Payment schedule is as follows:

Particulars	Last Date(s)
Registration for hostel accommodation **(OR PAYMENT IN INR)** subject to eligibility & on payment of Hostel Registration Fee: **Rs. 50,000/-** for Non-Air-Conditioned accommodation. **Rs. 1,00,000/-** for Air-Conditioned accommodation.	As per registration schedule
Last date of payment of Balance Hostel Fee for students (all schools except SMSR & SDS)	May 31, 2024
Last date of payment of Balance Hostel Fee for students of SDS batch 2020	November 30, 2024
Last date of payment of Balance Hostel Fee for students of SDS batch 2021	December 31, 2024
Last date of payment of Balance Hostel Fee for students of SDS batch 2022	September 30, 2024
Last date of payment of Balance Hostel Fee for students of SDS batch 2023	July 31, 2024

3. **Hostel Accommodation Fee for Different Type of Rooms available for Allotment**

    (a) Hostel Accommodation for Girls. Accommodation for continuing girl students is available in Mandela & Kasturba Girls hostel.

Mandela Girls Hostel

Air-conditioned Rooms	
Single seater room	Rs.2,58,000/- per person, per annum
Single seater room with Balcony	Rs.2,73,000/- per person, per annum
Single seater room in Apartment(9th,10th,11th& 12th Floors)	Rs.2,33,000/- per person, per annum
Two seater room	Rs. 2,23,000/- per person, per annum
Three seater rooms with attached toilets	Rs.1,85,000/- per person, per annum
Non-Air-conditioned Rooms	
Single seater room	Rs.1,89,000/- per person, per annum
Single seater room with Balcony	Rs.1,99,000/- per person, per annum
Two seater rooms	Rs.1,52,000/- per person, per annum
Three seater rooms with attached toilets	Rs.1,32,000/- per person, per annum

Kasturba Girls Hostel

Air-conditioned Rooms	
Single seater room without attached toilets	Rs.2,00,000/- per person, per annum
Two seater rooms with attached toilet	Rs.2,00,000/- per person, per annum
Two seater rooms without attached toilet	Rs.1,90,000/- per person, per annum
Three seater rooms without attached toilets	Rs.1,70,000/- per person, per annum
Non-Air-conditioned Rooms	
Single seater room without attached toilet	Rs.1,31,000/- per person, per annum
Two seater rooms with attached toilet	Rs.1,36,000/- per person, per annum
Two seater rooms without attached toilet	Rs.1,26,000/- per person, per annum
Three seater rooms without attached toilet	Rs.1,16,000/- per person, per annum

(b) **Hostel Accommodation for Boys.** Jawahar, Tagore & Vardhman hostels are available for allotment to continuing students (boys) and in Mandela Boys hostel for students of SMS&R and SDS.

Mandela Boys Hostel (For SDS students)

Air-conditioned Rooms	
Single seater rooms	Rs.2,58,000/- per person, per annum
Single seater rooms with Balcony	Rs.2,73,000/- per person, per annum
Two seater rooms	Rs.2,23,000/- per person, per annum
Non-Air-conditioned Rooms	
Single seater rooms	Rs.1,89,000/- per person, per annum
Single seater rooms with Balcony	Rs.1,99,000/- per person, per annum
Two seater rooms,	Rs.1,52,000/- per person, per annum

Tagore Hostel

Air-conditioned, without attached toilets.	
Three seater rooms	Rs.1,70,000/- per person, per annum
Non-Air-conditioned, without attached toilets.	
Three seater rooms	Rs.1,16,000/- per person, per annum

Jawahar Hostel

Air-conditioned, attached toilets.	
Two seater rooms	Rs.2,23,000/- per person, per annum
Non-Air-conditioned, attached toilets.	
Two seater rooms	Rs.1,52,000/- per person, per annum

Vardhman Hostel (Except B Block which is earmarked for MBBS students)

Air-conditioned, without attached toilets.	
Two seater rooms	Rs.1,87,000/- per person, per annum
Non-Air-conditioned, without attached toilets.	
Two seater rooms	Rs.1,26,000/- per person, per annum

Guidelines Applicable to Continuing Students of MBBS, MD & MS for Allotment of Hostel Accommodation and Hostel Fee Payment in the Academic Year 2024-25

The guidelines applicable for allotment of hostel room for continuing students of MBBS, MD & MS programmes, are as follows:

1. Registration & last date of payment of Hostel fee:

Programme& Batch	Details	Last Date(s)
MBBS (Batch 2019)	**Registration** Rs. 50,000/- for Non-Air-Conditioned Rs. 1,00,000/- for Air-Conditioned	May 31, 2024
MBBS (Batch 2020)		November 30, 2024
MBBS (Batch 2021)		December 31, 2024
MBBS (Batch 2022)		August 31, 2024
MBBS (Batch 2023)		June 30, 2024
MBBS (Batch 2019)	Last date of payment of balance Hostel fee	July 31, 2024
MBBS (Batch 2020)		December 31, 2024
MBBS (Batch 2021)		January 31, 2024
MBBS (Batch 2022)		October 31, 2024
MBBS (Batch 2023)		August 31, 2024
MD & MS (Batch 2022)		October 31, 2024
MD & MS (Batch 2023)		August 31, 2024

2. Room will be allotted batch wise on floors as specified by IHA.

3. Details of fee for different categories of Hostel Accommodation is given below:

   (a) **Hostel Accommodation for Girls**: Accommodation for continuing girl students is available in Indira Hostel.

Indira Hostel: (MBBS Students)

Air-conditioned Rooms	
Batch 2023 (Two Seater)	Rs.1,75,000/- per person, per annum
Batch 2022 (Two Seater)	Rs.1,75,000/- per person, per annum
Batch 2021 (Two Seater)	Rs.1,79,000/- per person, per annum
Batch 2020 (Two Seater)	Rs.1,83,000/- per person, per annum
Batch 2019 (Two Seater)	Rs.4,50,000/- per person, per annum
Batch 2019 (Triple Seater)	Rs.3,20,000/- per person, per annum
Non-Air-conditioned Rooms	
Batch 2023 (Two Seater)	Rs.1,50,000/- per person, per annum
Batch 2022 (Two Seater)	Rs.1,50,000/- per person, per annum
Batch 2021 (Two Seater)	Rs.1,53,000/- per person, per annum
Batch 2020 (Two Seater)	Rs.1,56,000/- per person, per annum
Batch 2019 (Two Seater)	Rs.3,50,000/- per person, per annum
Batch 2019 (Triple Seater)	Rs.2,50,000/- per person, per annum

(b) **Hostel Accommodation for Boys:** Accommodation for continuing students is available in Mandela Boys, Vardhman and PG Hostel.

Mandela Boys hostel: (MBBS Students 2019, 2020 & 2021 Batch)

Air-conditioned Rooms	
Batch 2023 (Two Seater)	Rs.1,75,000/- per person, per annum
Batch 2022 (Two Seater)	Rs!1,75,000/- per person, per annum
Batch 2021 (Two Seater)	Rs.1,79,000/- per person, per annum
Batch 2020 (Two Seater)	Rs.1,83,000/- per person, per annum
Batch 2019 (Two Seater)	Rs.4,50,000/- per person, per annum
Batch 2019 (Triple Seater)	Rs.3,20,000/- per person, per annum
Single seater rooms without Balcony	Additional Rs.75,000/- above hostel fee
Single seater rooms with Balcony	Additional Rs.1,00,000/- above hostel fee
Non-Air-conditioned Rooms	
Batch 2023 (Two seater)	Rs.1,50,000/- per person, per annum
Batch 2022 (Two seater)	Rs.1,50,000/- per person, per annum
Batch 2021 (Two seater)	Rs.1,53,000/- per person, per annum
Batch 2020 (Two seater)	Rs.1,56,000/- per person, per annum
Batch 2019 (Two seater)	Rs.3,50,000/- per person, per annum
Batch 2019 (Triple seater)	Rs.2,50,000/- per person, per annum

PG Hostel: (MBBS Students 2022 Batch)

Air-conditioned Room	
Batch 2022 (Two seater)	Rs.1,75,000/- per person, per annum
Non-Air-conditioned Room	
Batch 2022 (Two seater)	Rs.1,50,000/- per person, per annum

Vardhman Hostel: (MBBS Students 2023 Batch)

Air-conditioned Room	
Batch 2023 (Two seater)	Rs.1,75,000/- per person, per annum
Non-Air-conditioned Room	
Batch 2023 (Two seater)	Rs.1,50,000/- per person, per annum

PG Hostel: (PG Students 2022 & 2023 Batch)

Air-conditioned Rooms	Rs. 2,10,000/- per person, per annum

4. Upon receiving request from students, the hostel authorities may change the room category specified by the student, depending on availability; however, on room changing the student must accept the room partner assigned by IHA in the revised allotment.

Guidelines Applicable for International Students Regarding Allotment of Hostel Accommodation and Hostel Fee in the Academic Year 2024-25

Guidelines applicable for allotment of hostel room to International Students, are as follows:

1. A security amount of USD $200 for Non-AC category and USD $300 for AC category respectively, will be charged from the students in addition to the hostel fee, who are seeking hostel room accommodation for the first time.

2. **Registration payment:**

Particulars	Last Date(s)
Registration for hostel accommodation (FOR PAYMENT IN USD) subject to eligibility & on payment of Hostel Registration Fee: USD **1,000**/- for Non-Air-Conditioned accommodation. USD **1,500**/- for Air-Conditioned accommodation.	May 02,2024 to May 31, 2024
Last date of payment of Balance Hostel Fee for students (all schools except SMSR & SDS)	May 31, 2024

3. The details of the Hostel Accommodation fee for different categories of room food preferences are provided as under:

   (a) **Hostel Accommodation for Girls,** Accommodation for continuing girl students is available in Mandela Girls Hostel

Mandela Girls Hostel

Air-conditioned Rooms	Category of Food	
	Veg.	Non Veg.
Single seater room without Balcony	3900 USD	4450 USD
Single seater room with Balcony	4300 USD	4850 USD
Single seater room in Apartment (9th, 10th, 11th & 12)	3450 USD	4000 USD
Two-seater room	3450 USD	4000 USD
Three seater room	2750 USD	3300 USD
Non-Air-conditioned Room		
Single seater room without Balcony	2950 USD	3500 USD
Single seater room with Balcony	3300 USD	3850 USD
Two-seater room	2450 USD	3000 USD
Three seater room	1950 USD	2500 USD

   (b) **Hostel Accommodation for Boys,** Accommodation for continuing boy's students is available in Jawahar, Tagore & Vardhman Hostels

Jawahar Hostel

Air-conditioned Room	Category of Food per person, per annum	
	Veg.	Non Veg.
2 seater room	3450 USD	4000 USD
Non-Air-conditioned Room		
2 seater room	2450 USD	3000 USD

Vardhman Hostel

Air-conditioned Room	Category of Food Per person per annum	
	Veg.	Non Veg.
2 seater room with common washroom	2700 USD	3250 USD
Non-Air-conditioned Room		
2 seater room with common washroom	1900 USD	2450 USD

SHARDA UNIVERSITY

32, 34, Knowledge Park-III, Greater Noida-201306 (UP)

OFFICE OF THE REGISTRAR

SU/Reg./Notification/2022/**027**   30th April, 2022

Notification

Sub: Penalty for late Registration, late payment of Fees, Hostel and Transport charges, etc.

In supersession of all the previous notifications on the cited subject, the following penalty charges will be effective from the academic year 2022-23 on account of late payment, provided as under:

A. Penalty for late Registration:

  i. The penalty for late registration shall be a minimum of ₹2,500.
  ii. Late registration, beyond three days from the last date of registration, shall entail a penalty of ₹2,500 + (₹100 × number of days). Such late registration, up to a period of one week, may be allowed with the approval of the Dean of the School.
  iii. Depending on the merit of each case, the Registrar may permit, after the aforesaid one week, late registration on payment of late charges.
  iv. NO REGISTRATION shall be allowed after two weeks from the last date of registration.

Unless payment of all the dues are made, no student shall be registered and his/her attendance will be not recorded. Further, the internal assessment and examination marks shall also be not uploaded unless the registration is made.

B. Penalty for late deposit of fee:

  i. The penalty for late deposit of fee shall be minimum of ₹2,500 for the first week.
  ii. Thereafter, penalty @ 1.5% per month shall be charged, calculated on daily basis, for the further delayed period of payment.
  iii. In cases where more than 90% of the tuition fees is paid on or before the due date, no late fee charges shall be payable.

C. Penalty for late payment of Hostel charges:

  i. The penalty for late deposit of hostel charges shall be minimum of ₹2,500.
  ii. Additional penalty @ 1.5% per month shall be charged, calculated on daily basis, for the delayed period of payment.

D. Penalty for late payment of Transport charges:

  i. The penalty for late deposit of transport charges shall be minimum of ₹1000.
  ii. Additional penalty @ 1.5% per month shall be charged, calculated on daily basis, for the delayed period of payment.

SU/Reg./Notification/2022/**027**   30th April, 2022

E.   <u>Penalty for dishonor of cheque:</u>

In case the cheque deposited by a student towards payment of any fee/penalty charges gets dishonored or bounces due to no fault of the University, penalty at a flat rate of ₹1000 shall be imposed.

2.   In very exceptional circumstances depending on the merit of a case, the Registrar may, at his discretion, consider reduction/waiver of the penalty/fine levied under these rules.

3.   These provisions will, however, be not routinely applicable in cases where the students have been sponsored by the Central/State Government, or by foreign governments in respect of international students. In such cases, the Registrar will take a final decision, keeping in view the facts and circumstances of each case.

4.   For the purpose of calculations, the amount of late fee/arears may be rounded off to the next ₹100 or USD 1.

(Vivek Kumar Gupta)
Registrar

To:

All the Deans of School

Copy: (For kind information)

i.   Chancellor/ Pro-Chancellor/ ED
ii.   Vice-Chancellor
iii. All Advisors
iv.   Finance Officer/ Controller of Examinations
v.   All Directors
vi.   Chief Warden/ Sr. Security Officer (SSO)
vii. All OSDs/ Jt. Registrars/ Dy. Registrars/ Assistant Registrars/ AOs
viii. Notification file

Note: The Administrative Officer of the School may kindly circulate this information to all the students in their respective School.