

Hostel Administration Committee: NIT, Tiruchirapalli-620015

11/4/2013

Important Circular for Final Year UG and PG students **Vacating Rooms & Refund in Hostel Fees**

(1) All Final year Under Graduate, Post Graduates M.S., and Ph.D. students of 2012-13 are hereby advised to go through the Mess bill account in their MIS and if there are any errors/ discrepancies in the uploading of their Monthly Mess bill amount or uploading of their Hostel Fees remittances by the Hostel office, the same may be reported to Hostel Office immediately.

In case of students who are not reporting any discrepancy to Hostel office within one month from the date of this circular, it will be taken for granted that mess bill entries and hostel fees remittance entries uploaded into the MIS account of individual students, by the Hostel Office, is correct. **However, HAC reserves the right to upload the missing mess bill debit entries, if any, detected by Audit and this can be done even after vacating of the room by the student/s.**

(2) Further, while effecting refund to 2011-12 passed out students, it is observed by Hostel Administration that some of our passed out hostel students, are not having any account either with State Bank of India, NITT branch, or with any State Bank, anywhere in India, with a result that hostel administration is finding it difficult to refund their dues. **Hence, all the Final year students are hereby advised to open an account with SBI, NITT branch, in case, had they not already opened an account.**

(3) Use the [Hostel Vacating cum Refund Request Form](#) which is uploaded in the NITT Website. While vacating the hostel, all students have to fulfill with the procedural formalities and fill up **Hostel Vacating cum Refund Request Form** and hand over the same to **Mr. Rajesh (for all U.G programs) and Miss. Uma (for all P.G., M.S., Ph.D. programs)** of Hostel Office. This is mandatory requirement.

Before handing over the Hostel Vacating Form, students are advised to take a Xerox of the filled up form, for their personal file and future clarification, if any.

Chief Warden/ HAC