Vacating the Hostel (End of Academic Year)

Write hostel leave application, clear all hostel fee dues in account section.

Inform your parents to communicate hostel authorities for leave approval.

Submit the approved leave application to hostel authorities before leaving.

Students willing to continue the hostel facilities for next semester should vacate the room and keep your belongings in cloak room identified by the hostel authorities.

Students should not keep any valuables like laptop, Money, electronic gadgets, breakables, valuable documents, etc.. in cloak room. The luggage should be stacked as per guidelines. Staff, management are not responsible for your belongings kept in cloak room.

Students not willing to continue in hostel should vacate the room with all your belongings and leave the hostel.

Monthly room rent for all subsequent months will be charged for Students who have vacated the hostel without following the above process.