

## **HOSTEL RULES FOR CANCELLATION AND FEES PAYMENT W.E.F. SUMMER 2023 SESSION**

1. The UG program duration for Hostel fees will be considered from 1<sup>st</sup> August to 31<sup>st</sup> May of the next year (i.e. Total 10 months).
2. Refund / Recovery calculation in case of cancellation of UG cases will be calculated for the period mentioned at point no. 1.
3. 1<sup>st</sup> August to 31<sup>st</sup> December will be considered as Winter Session for (UG) Hostel (5 months).
4. 1<sup>st</sup> January to 31<sup>st</sup> May will be considered as summer session for (UG) hostel (5 months).
5. June and July will be considered as Vacation period for UG program.
6. If any student cancels the hostel admission in the month of January / July, then grace period of 7 days will be considered for the hostel admission cancellation from the date of commencement of respective session.
  - i. Up to 7 days, Hostel fees for summer / winter session will be charged @Rs. 200/- per day without mess charges. Mess charges will be paid by the student directly.
  - ii. However, from 1<sup>st</sup> August or 8<sup>th</sup> day from day from the date of commencement of session whichever is earlier, Regular hostel fees for winter session will be charged.
  - iii. For summer session from the 8<sup>th</sup> day from the date of commencement of session the regular hostel fees will be charged for the session.
  - iv. Refund/recovery in case of cancellation will be calculated as per Annexure - I.
7. If the student is not able to pay the hostel fees before last date of fee payment, he/ she has to take the permission from the Associate Dean (HA) for the extension of fees payment within 1 week from the commencement of respective session positively. It is to be noted that the request for extension of hostel fee payment shall be forwarded by respective warden to Associate Dean (HA).
8. For fees extension penalty shall be imposed depending upon the period of extension.

9. Fine of Rs. 5000/- per month will be imposed in addition to the regular hostel fees for non-payment of hostel fees and staying without permission of the Associate Dean (HA).
10. Absence of more than 15 days from the hostel without intimation to hostel authorities shall be liable of action against the student.
  - a. If the student has paid the fees, refundable part of the fees i.e. Mess Deposit, Advance Electricity and Advance Water charges will not be refunded for the absentee period.
  - b. If the student has not paid the fees, fine of Rs. 5000/- per month will be imposed in addition to regular hostel fees.
11. Once the student cancels the hostel admission, he/ she will not be allowed to take re-admission in hostel. However, in exceptional cases following procedure shall be followed –
  - o Student has to write an application stating the valid reason for cancelling the hostel admission and the application shall be routed through FA, HoD of the respective department, Warden of the previous hostel, Associate Dean (HA) and Dean (SW).



Associate Dean (HA)

To,

All hostel notice boards

Incharge Network Center for display on VNIT website at Hostel Notice Board

Copy to:

Dean (SW) / All Wardens / AR (Hostel)