



# MANONMANIAM SUNDARANAR UNIVERSITY

(Re-accredited with 'A+' Grade by NAAC 4<sup>th</sup> Cycle)

மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம், திருநெல்வேலி  
Abishekapatti, Tirunelveli - 627 012, Tamilnadu, India.



## OFFICE OF THE MEN'S AND WOMEN'S HOSTEL

☐ Men's Hostel / ☐ Women's Hostel ( ☒ appropriate)

(Print back to back)

### Hostel Vacating Form

#### For Office Use Only

Date of Form Submission	
Hostel Property Verified by	Name: _____ Date: _____
Mess and Establishment Dues Verified by	Name: _____ Date: _____
Final Remarks (if any)	
Status of Caution Deposit Refund	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Pending
Status of NOC / No Dues Certificate	<input type="checkbox"/> Issued <input type="checkbox"/> Not Issued
Verified and Approved by Deputy Warden	Signature: _____ Date: _____

#### Personal Details

1. Name: \_\_\_\_\_
2. Roll Number: \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Room Number: \_\_\_\_\_
5. Name of the Hostel: \_\_\_\_\_
6. Phone Number: \_\_\_\_\_

#### Details of Vacation Request

7. Date of Departure from Hostel: \_\_\_\_\_
8. Reason for Vacation:  
☐ Completed Course ☐ Transferred to Another Hostel ☐ Personal Reasons  
☐ Medical Reasons (please specify): \_\_\_\_\_  
☐ Family Emergency ☐ Relocation to a Different City ☐ Study Leave/Internship  
☐ Moving to a New Accommodation  
☐ Temporary Vacation (Please specify reason): \_\_\_\_\_  
☐ Other (please specify): \_\_\_\_\_
9. If Temporary Vacation, Tentative Return Date (if applicable): \_\_\_\_\_

**Caution Deposit and Dues**

10. Status of Hostel Property:  
☐ All items returned in good condition  
☐ Some items damaged (please specify): \_\_\_\_\_
11. Pending Dues (if any):  
☐ Mess Charges: ₹ \_\_\_\_\_ ☐ Establishment Charges: ₹ \_\_\_\_\_  
☐ Electricity Charges (if applicable): ₹ \_\_\_\_\_  
☐ Other Dues: ₹ \_\_\_\_\_ ☐ No Dues

**Caution Deposit Refund Request (Only for students who cleared all dues)**

12. Amount of Caution Deposit: ₹ \_\_\_\_\_
13. Refund Request:  
☐ Request for full refund ☐ Request after adjusting pending dues (if applicable)

**Bank Account Details (For Refund Processing)**

14. Account Holder Name: \_\_\_\_\_
15. Bank Name: \_\_\_\_\_ Account Number: \_\_\_\_\_
16. IFSC Code: \_\_\_\_\_ Branch Name: \_\_\_\_\_
17. PAN Number: \_\_\_\_\_

**NOC / No Dues Certificate Request (For Students Vacating Permanently)**

18. Have you returned all hostel property in good condition? ☐ Yes ☐ No
19. Do you have any pending dues? ☐ No Dues ☐ Yes (please specify): \_\_\_\_\_
20. Request for NOC / No Dues Certificate: ☐ Yes ☐ No

**Declaration**

I hereby declare that the information provided above is accurate and complete. I understand that my caution deposit will be refunded only after verification and settlement of all dues. The NOC / No Dues Certificate will be issued accordingly.

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

**Signature of HOD (with seal)**

**Signature of Deputy Warden**  
(After Verification)

**Note:**

- ◆ Students must submit the prescribed form to the Hostel Office at least 10 days prior to vacating. All hostel property must be returned in good condition.
- ◆ Clearance of all pending dues is mandatory before applying for caution deposit refund. Upon issuance of the No Dues Certificate, the student shall vacate the hostel. Continued stay thereafter is not permitted.
- ◆ Adjustment of the caution deposit towards one month's mess fee may be permitted upon written request by the student and subject to approval by the Deputy Warden. This provision is intended only for students facing genuine financial hardship. All other students are required to clear their mess dues within the stipulated timeframe.