



UNIVERSITY COLLEGE OF ENGINEERING
(A Constituent College of Anna University Chennai)
PULLANGUDI, RAMANATHAPURAM – 623 513

July 05, 2022

Circular

All the hostel students who complete their programme of study in **June/July 2022** are informed that they should clear all the pending Hostel & Mess Fees and should claim the caution deposit refund for hostel within six months (on or before 31-12-2022) from the completion of the programme. Belated letter submissions will not be entertained at any circumstances.

The request letter along with the copy of savings passbook front page of active/live account from any nationalised bank and current transaction page (for verifying the minimum balance as per bank norms) should be submitted to the Dean through the Deputy & Executive Warden. The refund amount will be credited in the respective Savings bank account numbers.

If the hostel student vacated in mid-semester/mid-year, they should write a request letter separately for claiming the mess advance (if any paid extra) only along with passbook front & current transaction pages to the Dean, through Deputy & Executive Warden.

If the Hostel and Mess Fees paid through the bank loan, the extra mess fees & Caution deposit refund amount from hostel account should be claimed through the respective bank only and the amount will be credited to the concern bank only. But the request letter from the student should be submitted to the Dean countersigned by the Deputy & Executive Warden.

DEAN

Note: The hostel students who complete their programme of study should submit the hostel vacating form and vacate the hostel by taking all their belongings on the last date of their eighth semester exam.

The hostel rooms should not be kept locked at any cost.