

PONDICHERRY UNIVERSITY
UNIVERSITY HOSTEL OFFICE

HOSTEL PROCEDURE - FOR VACATING HOSTEL ROOM

Section - A

- 1) Fill Google Form (Pondicherry University Website).
- 2) Download Final No Dues form, Undertaking & Hostel Room Clearance Certificate from the link provided in the notice in the Pondicherry University.
- 3) On arrival to the campus, get Signature with Seal of HOD & Submit to Hostel Office along with other forms.
- 4) Submit Original Hostel Caution Deposit challan.
- 5) Xerox Copy of Bank Account Pass book where student should have an account (First Page) (any Bank)
- 6) Get No Objection from your roommate (they should send the NOC from their respective Email address), if they are not accompanying you.
- 7) Attach ID Card Xerox copy (Concern Candidate & roommates)
- 8) Hostel Room Key is must.

Section - B

- 9) Vacating on behalf of Candidate -
 - a) Follow the above Procedure in Section-A
 - b) Authorization letter from the Candidate (sent from his / her Email IDs to both; Authorized person and Concerned Chief Warden)
 - c) ID Card Xerox copy of the Authorized person.

Section - C

- 10) The Key - If any student has lost or misplaced the key, they will have to intimate the concerned Warden & Office of OSD.
- 11) Bring RC Book (Original & Copy) of your vehicle to take it from the hostel premises. Submit it to the Concerned Hostel Office.