

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

Date:

HOSTEL ROOM VACATING FORM

(Submit in duplicate – one to the Executive Warden and the other to the Hostel Account Section)

1. Name of student with initial (in capital letters)	
2. Register number/ Branch of study	
3. Year of study / Semester of study	
4. Hostel room number	
5. Reason for vacating hostel room	
6. Date on which vacating the hostel room	
7. Fine amount/cost of damages to be paid, if any (Executive Warden to Write & Sign)	
8. Whether he/she paid hostel fees, mess fees, fine amount, cost of damages, etc. (Account Staff to Write & Sign)	

Signature of
Student

Signature of
Parent

Signature of
Caretaker

Signature of
Account staff

Signature of
Dy. Warden

Signature of
Exe. Warden

Signature of
DEAN

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