

Hostel Student Discontinuation Policy

14.02.2024

This policy would be superseding any policy which is currently in vogue with immediate effect. A student after taking admission into the relevant hostel (either the Girls' hostel or the Boys' hostel) in a particularly academic year of study, might for certain exigent reasons want to discontinue from the hostel. Provided, the reasons for wanting to discontinue come under unavoidable reasons as recognized and agreed to by the College Management based on recommendations of the respective hostel warden, the following is the basis on which partial liability in terms of fees would be computed for the academic year of study during which the student is discontinuing. This partial liability would not be valid for those who are asked to vacate the hostel on disciplinary grounds or for those who are wanting to move out on unreasonable grounds as determined and recommended by respective wardens.

Hostel total fee has two components to it, the lodging (establishment component) and the boarding (Mess/Food component) clearly defined. For the student whose discontinuation is agreed to be happening for exigent reasons, the following is how the pro-rated cost should be calculated.



- Take the Boarding & Lodging split from overall cost. Let us say, they are X and Y respectively.
- Boarding:
 - We factor 10 months cost for boarding in overall fee. Therefore, $X/10$ would be monthly cost.
 - Count the number of months student has used the hostel. If the student quits mid-way through the month, the whole month is counted in. Let us say number of months hostel used in N.
 - Student Boarding Cost will be: $(X/10) * N$.
- Lodging:
 - 50% of Lodging Cost is static and hence once admitted even if for 1 day, the whole static cost needs to be paid. That is $Y/2$.
 - In the remaining 50%, the cost is factored for 10 months. Therefore $Y/20$ would be monthly cost.
 - Count the number of months student has used the hostel. If the student quits mid-way through the month, the whole month is counted in. Let us say number of months hostel used in N.
 - Student Lodging Cost will be: $(Y/2) + (Y/20) * N$
- Overall:
 - If discontinued after N months and X & Y are Boarding and Lodging components of an overall yearly Charge of $X+Y$, the cost would be:
 $(X/10) * N + (Y/2) + (Y/20) * N$

The Documentation Required for mid-way discontinuation:

- Recommendation of Warden confirming the withdrawal is because of valid exigent reasons and casual.



- The months spent in hostel including the month of the first date which the current year of study started and the month in which he/she is withdrawing should be documented and the liability calculated based on the above rules.
- For deciding what is X & Y split, we have to calculate X as (4 Sunday Days + 27 Regular Days) * 10 and then Y would be total fee for the year minus X.
- The warden should record the calculation and certify the liability and send it to Director for approval.
- Once approved, the settlement can be done after revising the demand.

This policy would come into implementation without deviation with immediate effect.

Only for students of 4/4 B. Tech who want to take a partial year hostel accommodation

- For those final year B. Tech students who want to take hostel admissions only for partial year, the following would be facilitated:
 - Hostel admission will be given till end of odd semester at half the cost.
 - Since priority has to be given to new admissions, usually from September, if required final years students have to adjust with 3 students per room since it is short term.
 - For the months where final year students will have to adjust with 3 students per room, they will be charged only (2/3rd) of the non-static lodging/establishment cost for the total days where they are roomed with 3-capacity.



- If the 4/4 students want to stay in hostel for a few days for project reviews and so on in even semester and provided rooms are available, they would need to pay Rupees 450/- a day for 3 occupancy room (whole month not exceeding $1/9^{\text{th}}$ of the full yearly fee) and 500/- a day for a 2-occupancy room (whole month not exceeding $1/8.5^{\text{th}}$ of the full year fee) including boarding (food) charges.
- Any final year student's partial year accommodation after first year admissions in 2 occupancy rooms would be based on availability only.
- 2-occupancy is the default and if necessary, 4/4 students (those who seek partial year hostel facility) would be asked to stay in 3-occupancy rooms and it is not the choice of students.



P. S. Sitharama Raju
DIRECTOR
MVGR College of Engineering (A)
VIZIANAGARAM-535 005

