



RASHTRIYA RAKSHA UNIVERSITY

**An Institution of National Importance
Pioneering National Security and Police University of India**

No. RRU/Hostel/F. No.18/ Hostel Vacant Process/2023/02

Date 10/03/2023

SOP for Hostel Vacant Process

(Residency Leave Rules No. 3)

1. Before requesting to vacate the hostel, the student must check that there are no outstanding or fees for the hostel. This must be confirmed with the hostel administration.
2. Students must file the hostel Vacancy Request form (Annexrue-1) in person at the Hostel Office or email the completed form to hostel@office@rru.ac.in before a week.
3. Before leaving the hostel room, students must return all possessions to the hostel office and ensure that all goods are returned in the same condition as received; otherwise, a penalty will be assessed in accordance with the regulations.
4. Hostellers are accountable for any theft/damage/stolen their or hostel belongings solely while in possession of the hostel/vacating the hostel.
5. When all of the relevant procedures have been completed, the hostel office will certify that your hostel is vacant.
6. Hostel fees and other refunds will be processed in accordance with hostel regulations.
7. Hostel Security Deposit refunds are being initiated in batches as per the Refund Policy (No. 5) stated in the Residency rules. As a result, after subtracting all dues and penalties, the Hostel Security deposit will be transferred in your bank account as soon as possible. please keep patience.
8. Hostellers may share their concerns and questions with the hostel office before the vacancy procedure is completed. The hostel office's decision shall be considered final.
9. Hostellers will get NOC from their roommate (for shared room things as well), as well as from the hostel and related office.
10. The hostel office keeps the right to change any regulations or processes at any moment, and this will be applied to everybody. It will also be announced on the website.



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Annexure -1

HOSTEL VACATING FORM

To,
Hostel Warden,
R.R.U, lavad.

Name:

Program:

Block:Room No: Key No:.....

Contact No:

Admission Date:/...../.....

Vacant Date:/...../.....

Respected Sir/Ma'am,

I want to vacate my hostel room. and I am giving undertaking that I have paid all the hostel-related dues and I will pay the due amount if any found at any later stage against me.

Please consider this as my official notice to vacate my hostel room as no any belongings remaining in my room and returned hostel belongings to Hostel Office. Please find herewith my details.

Hostel Security Deposit Receipt No and Date	
Bank Name:	
Bank Account No:	
Bank ISFC Code:	
Bank Branch:	

Encl : Copy of Cancelled Cheque or passbook page where bank detailed printed.

Once I leave the hostel, my communication address will be as follows:

.....
.....

Students Sign

I have no objections to my roommate leaving the hostel room and discovering that all hostel belongings are in good condition.

Room Mate NOC Sign/Mail copy.

I confirm that the hostel vacancy process has been completed. -

Hostel Warden Sign