

No. A5/557/Hostel/2016/MEC

Model Engineering College  
Thrikkakara  
11.05.2018

**NOTICE**

1. All inmates of College Men's Hostel are expected to clear all dues before they proceed for summer vacation. They have to vacate the hostel after their University Examinations after packing their belongings so that the annual maintenance work can be carried out. The liability clearance form can be downloaded from the students' corner link in the website.
2. The students who would like to stay back in the hostel during vacation on account of any official reasons have to take permission from Assistant Warden submitting a written request stating the reason for the extended stay recommended by the staff advisor concerned and the period of extended stay. In such cases they might be requested to change their room enabling annual maintenance works. (Application for extended stay can be downloaded from the students' corner in our website). However it is mandatory to vacate the hostel the next day after completing their regular University examinations.
3. Those who would like to avail the hostel accommodation for the academic year 2018-19 are instructed to apply a fresh on or before 28<sup>th</sup> July 2018. This is applicable for both current inmates and new applicants. The online application can be submitted at the students' corner in our site and the printout of the application with related attachments should be submitted to the office along with a recent (Within 6 months) passport size photograph. (parents signature not required at this point of time).
4. The list of students selected for accommodation along with room allocation will be published by 30.07.2018. They have to take the accommodation on 31.07.2018 by appearing along with their parents. A meeting of the parents of all the Men's Hostel inmates is scheduled at 02.00 pm on that day. Attending the parents meeting is mandatory (for B.Tech students) failing which the students will not be allowed to stay in the Hostel.

**WARDEN**

# MEN'S HOSTEL – MODEL ENGINEERING COLLEGE

## APPLICATION FOR EXTENDED STAY DURING SUMMER VACATION

1. Name of student (Block letters) :
2. Admission Number :
3. Class in which studying :
4. Room No. in which staying :
5. Period of overstay required : From :  
during vacation To :
6. Reason for extended stay :
7. Contact Phone No :

**Signature with date**

8. Recommendation of staff advisor concerned

Signature with date  
Name of Staff Advisor

9. Permitted to stay in Room No..... from ..... to.....

Dated Signature  
Assistant Warden ( )