



**Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu
Dean Student Welfare, Chatha-180009**

Dr. Sudhakar Dwivedi

(dsw@skuastj.org)
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Notice

Subject: Standardization of Hostel and Mess Fee Payment and Refund Policy.

It has been observed that students often approach Hon'ble Vice Chancellor directly and to the undersigned through wardens of various hostels who frequently forward representations from students requesting the adjustment or refund of hostel and mess fees due to various academic or personal reasons. However, a need has arisen to notify a clearly defined policy to avoid inconsistencies in handling such cases.

In view of the above, for streamlining the process and ensuring fairness and transparency in fee-related matters as approved by the competent authority the following Guidelines are required to be followed henceforth:

1. Fee Payment Structure

- All **hostel and mess fees** shall be deposited **either semester-wise or annually**, in alignment with the academic fee schedule of the University.
- Students shall be required to make timely payments as per the prescribed schedule.

2. Refund of Mess Fees, mess fees may be refunded under the following specific conditions:

a) **Academic Reasons (Outstation Assignments):** If a student is required to leave the hostel temporarily for academic purposes such as **internships, research work, field training, or similar engagements**, and will not be availing mess facilities during that period.

b) **Permanent Vacation of Hostel:** If a student is **permanently vacating the hostel**, whether due to withdrawal from the course, completion of studies, or voluntary discontinuation of hostel stay.

Conditions for Refund (Applicable to both a & b):

- The student must **inform the hostel administration in advance** and obtain **prior written permission** before vacating/leaving the hostel.
- Refunds will be considered only for the **unutilized portion** of the mess, calculated from the date of leaving the hostel.
- **No refund shall be entertained** if the student fails to obtain prior permission or continues to occupy the hostel during the claimed period.



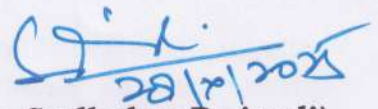
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This policy aims to establish a clear, equitable framework for the collection and refund of hostel and mess fees, and to eliminate ambiguity in decision-making.

All wardens and residents are directed to ensure compliance with the above policy. These instructions supersede any earlier informal practices and aim to bring uniformity and transparency in fee-related matters.


(Dr. Sudhakar Dwivedi)
Dean, Student Welfare

- All Officers of the University.
- All Wardens of the Hostels for strict compliance.
- Joint Registrar (Academics) for information.
- SVC for information of Hon'ble Vice Chancellor.
- Notice Boards of all the hostels for information of boarders.