



INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
Guwahati – 781 039
Section: Students' Affairs

Ref.: IITG/SA/HAB/POLICY/270/2021/256
Date:28.07.2021

NOTICE- 36/2021

This is for the information of all concerned that, in these difficult times, with a limited workforce and the absence of a hostel management tool, the following has been proposed to expedite the refund process to students.

July-November 2020 Refund:

- HAB has already computed the possible charges. Based on the computed figure, HAB can transfer the funds to individual hostels. The hostel office will verify the computation and refund to the particular student/s as the general mess rebate is done.

December 2020 Refund:

- HAB will compute the possible charges and transfer the funds to individual hostels. The hostel office will verify the computation and refund to the particular student/s as the general mess rebate is done.

January-April 2021 Refund:

- HAB will compute the monthly charges and inform the hostels. Hostel offices will compute the refund and request for the fund's transfer from HAB. Based on the hostel office computation, HAB will verify and transfer the funds to individual hostels. The hostel office will refund to the particular student/s as the general mess rebate is done.

Students who have paid the mess advance and not returned to campus:

- Each hostel office will verify and compute the amount to be refunded. Based on the hostel office computation, HAB will verify and transfer the funds to individual hostels. The hostel office will refund to the particular student/s as the general mess rebate is done.

Please note that the concerned hostel staff is to maintain proper rebate/refund records.

This is issued with approval of the Competent Authority.


Joint Registrar & HoS
(Students' Affairs Section)

Copy for information to:

1. All concerned hostel staff is to display for information of students
2. DoSA/ADoSA-1/ADoSA-2
3. Chairman, HAB/Vice Chairman, HAB(Services)/Vice Chairman, HAB(Infrastructure)
4. Wardens/Associate Wardens
5. Notice Boards/Intranet