



CIRCULAR

21-03-2025

CIR/MESS-TRANS/2025-26/001

Subject: Transport Fee & Mess Facility for the Academic Year 2025-26

The transport fee structure for the academic year 2025-26 is as follows:

Boarding Point	Fee (₹)
Up to Kundrathur	20,000/-
Up to Porur, Pallavaram, Kumananchavadi	30,000/-
Up to Vadapalani, Tambaram, Madhuravoyal & Poonamallee	40,000/-
Others	50,000/-

Additionally, the College Mess is now open to day scholars and staff for breakfast and lunch. Those interested in availing of the mess facility must pay the following charges:

Meal	Duration	Fee (₹)
Breakfast	One Semester	10,000/-
Lunch	One Semester	15,000/-

Students and staff can make the payment at the College Office and collect their Mess Card to access the facility.

For any queries, please contact the College Office.

PRINCIPAL
21.3.25

Copy to:

- 1. Chairman/Director – For Information**
- 2. All Heads of Departments (HODs)**
- 3. Notice Board – To be circulated to all students.**



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CIRCULAR

21-03-2025

CIR/HOSTEL/2025-26/001

Subject: Submission of Hostel Vacation Form

All hostel students are required to submit the Hostel Vacation Form on or before **31st March 2025** to complete the vacating process. The form will be issued in the Accounts Office, and students can obtain it by paying Rs. 1000. The following terms and conditions must be strictly adhered to:

1. Students must pay the complete hostel and transport fee for the next academic year on or before **31st May 2025**.
2. The form must be submitted **in person along with a parent**.
3. Students vacating the hostel must **compulsorily avail of the college transport facility**.
4. The hostel fee structure for the **2025-26 Academic Year (effective from July 2025)** is as follows:
 - o **II Year:** Rs. 75,000/-
 - o **III Year:** Rs. 65,000/-
 - o **IV Year:** Same as the current fee structure.

All students are requested to comply with the above instructions to ensure a smooth process. **Failure to adhere to these guidelines may result in the vacation request being rejected.**

For further clarification, please contact the Accounts Office.

PRINCIPAL
21-3-25

Copy to:

1. **Chairman/Director** – For Information
2. **Boys' and Girls' Hostel Wardens**
3. **All Heads of Departments (HODs)**
4. **Notice Board** – For Student Information