



## APPLICATION FOR HOSTEL ADMISSION

(Note: All details should be entered in capital letters only)

ACADEMIC YEAR 20\_\_\_\_ to 20\_\_\_\_

### PERSONAL INFORMATION

1. Name : \_\_\_\_\_ Reg. No. : \_\_\_\_\_  
2. Date of Birth : \_\_\_\_\_ 3. Age : \_\_\_\_\_  
4. Gender : \_\_\_\_\_ 5. Marital Status : Single / Married  
6. Mobile Number : \_\_\_\_\_ 7. WhatsApp Number : \_\_\_\_\_  
8. Email : \_\_\_\_\_ 9. Aadhar No. : \_\_\_\_\_  
10. Degree & Branch : \_\_\_\_\_ 11. Year of Study : I / II

### PARENT DETAILS

12. Name : \_\_\_\_\_  
13. Occupation : \_\_\_\_\_  
14. Aadhar No : \_\_\_\_\_  
15. Address : \_\_\_\_\_  
Mobile Number : \_\_\_\_\_  
Email : \_\_\_\_\_

	Father's / Guardian Details	Mother's Details

### LOCAL GUARDIAN DETAILS (if any)

16. Name of the Local Guardian : \_\_\_\_\_  
17 Address of Local Guardian : \_\_\_\_\_  
Mobile Number : \_\_\_\_\_  
Email : \_\_\_\_\_

18. Whether the candidate had stayed in any hostel before : Yes / No  
if Yes, furnish details

19. Whether the candidate has any medical history of ailments: Yes / No  
(if yes, please state briefly and attach medical certificates)

## DECLARATION BY THE STUDENT

I \_\_\_\_\_, have read the rules and regulations for my admission into accommodation facilities of Thiruvalluvar University, Vellore.

- I agree not to indulge in groupism of any type and would live in harmony with others in the hostel.
- I understand that smoking and consumption of alcohol and other objectionable material in the hostels is strictly prohibited and I will abstain from such acts.
- I declare that indulgence in any anti-intentional or anti-social activity in the hostel is highly punishable and I will be liable for severe penalties and punishments for indulging in such acts.
- I declare that I am physically and medically fit to stay in the hostel. I also declare that all the information about my being medically / psychologically in any degree or manner has been brought to the information of the authorities at the time of applying for hostel accommodation. I will not hold the university authorities or the hostel authorities responsible for any consequence which will be a result of my non-disclosure.
- I undertake to conduct myself as a diligent student within the hostel and in the vicinity and not misbehave in any manner including using inappropriate language, physical tiffs with the other inmates / employees / and others in the hostel's neighborhood.
- I agree not to cook, not to use electric and electronic gadgets, not to wash and press clothes in the hostel rooms.
- I will not cause any damage whatsoever, including defacing to the property of the hostels and understand that I will be liable for penalties and punishments for doing so.
- I accept to stay within the hostel premises by the stipulated time and will not stay out without proper prior permission from concerned authorities.
- I undertake to abide by all the rules that govern my stay in the hostel and also all the changes to the rules that may be made from time to time.
- I will not damage any furniture or appearance of room and will agree to pay the fine if done so.
- Finally, I agree to abide by all the rules and regulations of the institution with regard to hostel stay, which may be framed from time to time and accept the decision of the university authorities in all respects and binding on me for compliance.

Place :

Date :

Signature of the Student

## DECLARATION BY THE PARENT / GUARDIAN

I assure that my ward will abide by the rules and regulations of the Hostel. I have no objection if my ward is expelled from the Hostel for violating the rules

Place :

Date :

Signature of the Parent / Guardian

## OFFICE USE

Admitted to hostel on : \_\_\_\_\_

Receipt No. : \_\_\_\_\_ Room No. : \_\_\_\_\_ Amount : \_\_\_\_\_

**Forward by the Head of Department**

**Signature of Warden / Deputy Warden**



திருவள்ளூர் பல்கலைக்கழகம்

**THIRUVALLUVAR UNIVERSITY**

(State University Accredited with "B+" Grade by NAAC)

Serkkadu, Vellore - 632 115, Tamil Nadu, India.

## GENERAL INSTRUCTION

The students taking admission during the academic year 2022-2023 are advised to download the application form and instructions from the University website and submit the filled application after completion of academic admission formalities in Thiruvalluvar University with all relevant enclosures as mentioned in the table below for verification and allotment of Hostel. Candidates who reside within a radius of 10 km from the Thiruvalluvar University campus will not be considered for hostel accommodation in the first phase.

### Enclosures:

1. Copy of Admit Card of Thiruvalluvar University
2. Three passport size photos (Two photos to be affixed and one to be enclosed with the application)
3. For Proof of Residence, any one of the following will be considered:
  - a) Residence Certificate issued by the competent authority
  - b) Ration Card
  - c) Voter ID Card (EPIC)
  - d) Driving License
  - e) Aadhar Card

## HOSTEL FEES STRUCTURE

### FOR THE ACADEMIC YEAR 2022-2023

Sl. No	Description	Fees
1	Security Deposit ( <i>at time of admission</i> )	Rs. 3000/- (Refundable)
2	Room Rent ( <i>per month</i> )	Rs. 500/-
3	Electricity ( <i>per month</i> )	Rs. 200/-
4	Maintenance ( <i>per month</i> )	Rs. 100/-
5	Mess Fees ( <i>per month</i> ) [Contract *] **	Rs. 3,000/- (approximately)

\* Contract rate fixed by the Hostel Administration subject to change after one year.

\*\*One month mess fees should be paid in advance to the catering company directly by the student.

All students shall pay the prescribed Hostel fees on the day of admission to ensure their accommodation in Thiruvalluvar University Hostels.



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**UNDERTAKING BY THE STUDENT**

I.....S/o / D/o

Mr. / Mrs. .... Staying

in Room No ..... in ..... Hostel has read the above Rules and

Regulation and I undertake that I will sign on the attendance register before 10:30 pm (unless exempted)

failing which shall be liable for censure / fine / disciplinary action

Register Number :.....

Name of the Student :.....

Degree & Branch :.....

Year of Study :.....

Date:

Signature of Student



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**UNDERTAKING BY THE PARENT / GUARDIAN**

I.....F/o / M/o

.....who is studying in

.....and residing in ..... Hostel

Room no ....., has read and understood the Rules and Regulations and I undertaken that I

will cooperate with the Hostel Authorities and I will also provide all the medical information, if any, of

my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my

ward, as and when required.

My Contact Details are

.....  
.....  
.....

I hereby undertake that my ward and me are responsible for any incident, whatsoever, and ensure that

my ward shall follow the norms of Thiruvalluvar University Hostel Rule and Regulations while he /She

inside or outside the hostel.

Date:

Signature of Parent / Guardian

THIRUVALLUVAR UNIVERSITY,  
SERKKADU, VELLORE - 632 115



## RULES AND REGULATIONS FOR HOSTEL RESIDENTS

2022

ஒழுக்கம் விழுப்பம் தரலான் ஒழுக்கம்  
உயிரினும் ஒம்பப் படும்

- குறள்: 131



## HOSTEL RULES AND REGULATIONS

Disciplinary action as per Thiruvalluvar University Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

1. It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by Thiruvalluvar University, Serkkadu, under the rules and regulations framed by the Management which can be changed, altered, modified, varied wholly or partly and can be replaced by Thiruvalluvar University, Serkkadu at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and /or enter the Hostel/Institute or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.
2. Any misleading or false statement or information in the application form shall render the admission for termination and on such termination students shall not be entitled to stay and/or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly removed from the hostel.
3. The Registrar of Thiruvalluvar University reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded except the mess charges on pro-rata basis.
4. Change/Inter-Change of Room: A students shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of the Warden / Deputy Warden. The Warden / Deputy Warden have the right to shift a student from her/his room to another room in the hostel at any time without assigning any reason.
5. The hostel warden shall provide students, keys of the allotted room. Students shall not use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard under lock and key. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change lock and key without the permission of the



Warden / Deputy Warden and are advised to get duplicate keys made against loss of keys with the permission of Warden / Deputy Warden.

6. The Warden / Deputy Warden have the discretion to inspect any room at any time.
7. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
8. Students shall take prior written permission of the Warden / Deputy Warden before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
9. During the vacation, belongings should be kept in the cupboard under lock, however, students may avail common storage facility for limited quantity. One month before the vacation period, an application endorsed by the Head of the Department to the Warden must be submitted informing the Warden / Deputy Warden about the student's official vacation period. When the student has completed an academic year and is to vacate the hostel, student must take along all of her/his belongings.
10. A minimum of two months notice is necessary in case a student wishes to vacate the hostel. Student shall receive the deposit at the time of vacating room. If the student leaves the hostel room without notice, she/he will get her/his deposit back only after a period of two months. A student will have to vacate the hostel within five days of completion of her/his examination or any such academic requirement whichever is later. Any extra day will be charged as per norms and for such extra days, prior permission from the Warden / Deputy Warden is required. In case, a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Warden / Deputy Warden with no responsibility of the Management for the same.
11. The student shall pay hostel fee along with deposit for one year in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme in which the student is studying. Student seeking admission to the hostel shall have to submit another affidavit along

with her application for hostel accommodation that he / she is aware of the ragging law.

12. Girls are strictly restricted to enter in boy's hostel and boys are strictly restricted from entering girl's hostel.
13. Students residing in the hostel will be staying at their own risk, liability and consequences.
14. **Dress Code:** The students should be modestly when they are out of rooms. For girls, tight body hugging clothes, short tops etc. are forbidden outside the hostel premises. The decision, as to what constitutes modest remains vested with the Hostel authority.
15. **Silence:** Strict silence shall be observed in hostel from 12.00 am to 4.00 am. Care should be taken at all times to ensure that music / loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises. Recreational facilities to be turned off at 10.30 pm.
16. No gambling of any kind shall be allowed on the premises of the hostel.
17. No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
18. **Alcohol / Drugs / Smoking:** Students shall not bring, take and/or drink any kind of alcohol /intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Institute.
19. If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
20. **Fixture:** Student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared for property. Students will be required to pay double the original cost of any item found missing

from their room. Students will also be required to pay twice the charges of the repair to items that found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

a) Interchange of Furniture/Fixture: Students are prohibited from interchanging any furniture /fixture from one point /location in the hostel to another. Besides a penal recovery, students involved in such activities will be expelled from the hostel.

b) Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

21. Hostel authorities will not be responsible for any loss of money, jewelry or personal belongings of any student. Students are advised not to keep any cash/jewelry or any costly items in the room.

22. **Ragging:** Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting /undergoing ragging and not reporting to this are also an offence.

**Please report any incident immediately to any member of the Anti-Ragging Committee / Registrar / Warden / Deputy Warden directly at any time of the day/night.**

**With reference to the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under Section 26 (1) (g) of the University Grants Commission Act, 1956), vide notification F.1-16/2007 (CPP-II) dt. 17.06.2009, ragging is a punishable crime in view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s Council, Principals, Colleges and Others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009**

23. **Electricity Restrictions:** No electric appliances shall be permitted in the room, failing which the Warden / Deputy Warden will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room

students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 12.30 am.

24. **Attendance Register:** Attendance will be taken by the Warden / Deputy Warden before 10.30 pm every night. Hostelite has to sign the attendance register every day between 10.00 pm to 10.30 pm. After that the students will not allowed to go out of the hostel. Going out of hostel will lead to fine.
25. The student shall be back in the hostel for attendance before 10.30 pm every day.
26. The students should not screen pirated / unauthorized / unlicensed movies in their computers and common room. Any violation will be dealt severely. Punishment for the same will be decided by the authorities.
27. **Mess:** Student shall pay full mess fee for one year in advance at the time of admission to the hostel. It is mandatory to eat in the mess and coupon is compulsory. Students are requested to carry their coupons while going to mess. Student must inform their non availability or night out to the Mess Supervisor well in advance. If a student is sick, written application by the student endorsed by the Warden / Deputy Warden and medical certificate should be given to Supervisor for serving food in the room. Students are requested not to waste food. Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Supervisor and charges applicable. Outside food/dabbas are strictly not permitted in the hostel

Timings for Mess	
Breakfast	7.30 am to 9.30 am
Lunch	12.00 Noon to 2.00 pm
Dinner	7.30 pm to 9.30 pm
<i>These timings shall be strictly followed by the hostellers.</i>	

28. **Night out Permission:** Night out shall not be allowed without the substantial reason. Night out in the permissive sense is hereby abolished. The Registrar / Head of Department may still permit the students in exceptional circumstances for academic purpose and it should be conveyed to the Warden / Deputy Warden in writing at least one day before the Night out. Hostelite/ Boarder may be permitted to go home during holidays with written permission from parent along with the copy of the ticket, to be submitted to and approved by the Warden / Deputy

Warden. All residents shall invariably be in the hostel by 10.30 pm sharp. If the student comes after 10.30 pm then she/he needs to sign the late night register. When taken night out the student will stay out and will report back in the hostel after 6.00 am in the morning.

29. Students will apply for night out subject to submission of letter/ from parents in case of personal reasons or from the Registrar / Head of Department in case of academic reason to the hostel authority between 10.30 am and 5.30 pm. Disciplinary action shall be taken against the student who does not submit the night out form. Such repetitive acts will lead to rustication of the student. Under no circumstances, phone calls from parents / local guardian shall be entertained. Only in case of medical emergency student can contact the Warden / Deputy Warden directly for such permission. In case where the student has the permission for more than one night out, it is to be noted that such student shall not be allowed in the hostel during the mentioned period even during the day time.
30. Celebration of Festivals and Birthdays: Student shall take prior permission of the Warden / Deputy Warden for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours between 8.00 pm to 10.00 pm. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed.
31. Cleanliness: Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The Warden / Deputy Warden have the right to confiscate any such clothes hung for drying in the balconies. No student shall store any cooked food in the room.
32. **Pets:** Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.
33. **Hostel Staff:** Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be

utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.

**34. Visitors / Parents:** Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

**35. The Warden / Deputy Warden** have the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.

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