



तमिलनाडु केन्द्रीय विश्वविद्यालय  
(संसदद्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)  
CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)  
नीलकुडी परिसर /Neelakudi Campus, तिरुवारूर/Thiruvapur - 610 005,  
तमिलनाडु /Tamil Nadu, भारत /INDIA.

मुख्य वार्डन का कार्यालय /OFFICE OF THE CHIEF WARDENS

CUTN/HO/CIRCULAR/2025-26/008 (01)

Date:19.05.2026

**CIRCULAR**

This is to inform you that all PG and integrated students (except PhD Scholars) should vacate the hostel the same day or next day after their semester examinations.

1. Students should clear all the hostel dues and submit the receipt to the hostel office before they leave the hostel for vacation. All final year students vacating the hostel, should collect the NO DUES from the hostel office only after vacating. Please follow the process as mentioned below.

Step-1 No Dues form to be downloaded from the CUTN website and fill it carefully.

Step-2 Please vacate the hostel room and get the "No Dues" from the respective hostel (i) Caretaker (ii) Hostel Office (iii) Warden (iv) Chief Warden.


2. All the students should clean their room and sign the vacating register while vacating the hostel room, which is available with the caretaker/security. The room should be opened (without lock). The room will be reallocated to other students after re-joining the Hostel.
3. However, if the inmates leave their extra belongings, like books, mattresses, and bicycles, they are advised to keep them at the place provided by the Hostel Office. The Hostel office not responsible for any loss/damage/misplacement of any items of their belongings. If the luggage is not collected within one week of the re-opening of the university, the Hostel office not be held responsible for unclaimed baggage. Students are advised to avoid keeping any costly items in the hostel during summer vacation.
4. In all four dining (Common Mess, Girls Mess, Mahanadhi Mess and Godavari Mess)- All the students should remove their plates and other dining utensils from the dining halls.
5. If any students want to stay during the summer vacation for Internship / Project / Research purpose in the hostel, they should submit a prior permission form. The form can be downloaded from the CUTN website, and after filling it and getting a recommendation from the Supervisor, the HOD and Warden/ Chief Warden it should be submitted to the hostel office with payment receipt. The hostel office will provide accommodation in any one of the hostels. If any students are staying without permission, action will be taken as per rules and regulations.
6. The following documents in hard copy are to be submitted to the hostel office at the time of their rejoining.

- I. Re-Admission form (Available on the CUTN website- Hostel page)
- II. Admit card for Hostel Mess (Available on the CUTN website- Hostel page)
- III. Payment (Room Rent) Receipt copy (Previous semester and Current Semester)
- IV. Community Certificate Xerox (OBC,EWS,SC,ST)
- V. Aadhar Card Xerox.

  
19/5/26

Chief Warden  
Boys Hostel



  
19/5/26

Chief Warden  
Girls Hostel