



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसदद्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर / Neelakudi Campus, तिरुवारूर / Thiruvavarur – 610 005,

तमिलनाडु / Tamil Nadu, भारत / INDIA.

मुख्य वार्डन का कार्यालय / OFFICE OF THE CHIEF WARDENS

CUTN/HO/CIRCULAR/2025-26/013

Date: 19.06.2026

Circular

Subject: Implementation of Hostel Leave Form for Hostel Students – Reg.

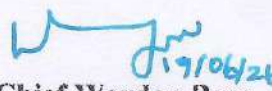
With the approval of the Competent Authority, it is hereby informed that a **Hostel Leave Form** system will be implemented for all hostel students with effect from the **Academic Year 2026–2027**.


All hostel residents are required to submit the prescribed Hostel Leave Form and obtain necessary approval before proceeding on any leave from the hostel, except in emergency situations. The leave form shall contain details such as the purpose of leave, period of absence, destination, contact number, and parent/guardian information, wherever applicable.

The implementation of the Hostel Leave Form is intended to:

1. Maintain proper records of students leaving and returning to the hostel.
2. Ensure the safety and security of hostel residents.
3. Facilitate effective hostel administration and emergency response.
4. Monitor student occupancy in the hostels during academic sessions and vacations.

Students are advised to strictly adhere to the above procedure. Failure to obtain prior approval or submit the leave form may be treated as a violation of hostel rules and regulations. The **Hostel Leave Form** is available on the **Central University of Tamil Nadu (CUTN) hostel webpage** and must be completed and submitted before proceeding on leave.


19/06/26
Chief Warden Boys


19/6/26
Chief Warden Girls

Copy to:

1. All Deans
2. All Heads of Departments
3. Dean Students' Welfare
4. Proctor
5. All Wardens
6. Students' Council
7. PS to VC
8. PS to Registrar
9. Security Officer



10. Notice Boards / University Website- System Admin-Please upload CUTN hostel page.