



PALAR AGRICULTURAL COLLEGE
(Affiliated to *Tamil Nadu Agricultural University*)
A Unit of R.S Educational and Charitable Trust
Melpatti- 635 805, VELLORE (Dist.)

Office of the Warden
Palar Agricultural College
Melpatti – 635 805, VELLORE (Dist.)

No. PAC/VLR/Warden/Boys Hostel/ Rules and regulations/2025 dated 07.05.2025

BOYS HOSTEL RULES AND REGULATIONS

1. Students should **not stay in the hostel during class hours** except in cases of health issues and only with prior approval from the Course teacher, Coordinator and Warden.
2. Students are responsible for keeping their rooms, mess and hostel premises **clean and organized**. If the **walls, windows and doors are pasted with posters / disfigured or spoiled**, the students will have to pay for the refurbishment and will face strict disciplinary action.
3. Students are **not allowed to leave the hostel without written permission** from the concerned authorities and **with prior consent from their parents**.
4. Students must inform and obtain approval for any leave **at least two days in advance** from their **Year Coordinator and the Enquiry Wing**. Last minute leave requests **will not be accepted** unless in cases of emergency.
5. Students get **any permission or approval** from Enquiry wing, Warden and Principal between **10.00 - 10.30 am and 4.30 - 5.00 pm in working days** but out pass issued **4.30 - 5.00 pm of one day before**. No permission issued in holidays even local outing expect emergency.
6. Students **must inform their in/out details to the respective Warden and Hostel Representatives**. They must also submit their out-pass to the security guard at the hostel gate.
7. **Individual student must sign the in/out register** maintained by the security guard whenever they leave or enter the hostel.
8. Suggestions, complaints or requests must be **submitted in writing** through the **proper channel** or placed in the designated **suggestion box**.
9. Students **must not cause inconvenience** to other inmates, juniors, seniors or staff. They should **maintain silence and avoid the use of offensive language or unwanted behaviour**. Disciplinary action will be taken against any such misconduct.
10. Students should **keep the furniture and other fittings of their rooms and rest rooms intact**. Any damage to structures, fittings and furnitures need to pay the breakage/repair/ rectification charges themselves to hostel administration through proper channel.
11. **Smoking, use of drugs or tobacco products, alcohol consumption, gambling, violence, property damage, cooking in rooms, shouting or use of abusive language is strictly prohibited** on hostel premises.
12. For health issues, students must contact the **respective year warden before 4.30 pm**, except in emergencies.

13. Students should not conduct **any meeting in the hostel even within the batch or between the batches** related to academic, sports, cultural or any events. Respective wardens will decide to conduct the meeting if necessary. If found disciplinary action will be taken by hostel administration.
14. Birthday celebrations are allowed **only by cake cutting**, between 8.15 pm - 8.30 pm in the hostel corridor or in the room, with prior approval and in the **presence of the respective warden and hostel representatives**.
15. **Disciplinary action** will be taken if students bring **outside food or take hostel food or mess article** to their rooms except with prior approval for medical reasons.
16. Students are **personally responsible for their belongings**. Rooms must be locked even if leaving for a short period.
17. Students **must comply with routine or surprise checks** as conducted by the hostel authorities.
18. The meals and tiffin will be **served in the stipulated time schedule**. Students **are not permitted to bring guests to the mess** and food will not be served to the guests. **Mess timings** must be **strictly followed**. Breakfast: 6.50 am - 7.30 am (Sunday 7.45 am - 9.00 am); lunch: 12.30 pm - 1.30 pm; tea time: 5.00 pm - 6.00 pm and dinner 7.30 pm - 8.45 pm.
19. **Students dress code is mandatory**. Bermuda shorts and sleeveless T-shirts are not allowed in the dining hall or during outings.
20. Mobile phones must be **submitted daily between 7.00 am to 5.00 pm** (except on holidays). If found during this time in the class, field, college or mess premises, it will be **confiscated** by any course teachers or administrative staff, **disciplinary action** will be taken and the phone will **not be returned** under any circumstances.
21. Footwear's should **keep outside in the box or stand** else neatly inside the room.
22. Hostel **roll call (attendance)** will be **conducted daily at 9.00 pm**. Failure to attend will result in disciplinary action and the parents will be informed.
23. **Ragging is strictly prohibited** and will be dealt with severely as per college norms and legal guidelines. Students involved in **assault, property damage, theft or any undesirable activity** will face strict disciplinary action.
24. The use of **audio/video systems, loudspeakers, immersion heaters, electric stoves, electric kettles and room heaters** is not allowed in hostel rooms. If found, the items will be confiscated and a fine will be imposed.
25. Students must **switch off all electrical/electronic appliances** and lock their rooms when stepping out.
26. Collection of **money or donations** for any purpose within the hostel is strictly prohibited.
27. **Day scholars or outsiders** are not allowed inside the hostel or mess premises.
28. Students are not allowed to **bring or use vehicles in the hostel or college premises**. If students possess or use vehicles outside the campus, the hostel administration will not be responsible for any incidents, even during permitted outing hours.
29. If any essential need students are permitted outings **from 08:15 am to 12:15 pm or 1.15 pm to 5.15 pm** with prior permission for First Sunday (First Year); Second Sunday (Second Year); Third Sunday (Third Year) and Fourth Sunday (Fourth Year). This may be cancelled if classes or events are scheduled.
30. Visitors are allowed only in the **designated visitor's room**. They are not permitted to stay in the hostel.
31. Garbage must be **disposed of properly in bins**. Do not throw waste outside windows or within hostel premises. If found, a fine will be imposed.

32. **Chairs and cots must not be placed in corridors or outside rooms.** Students are not allowed to sleep or stay outside their rooms. If found, the items will be confiscated and a fine will be imposed.
33. Boys are **strictly prohibited from entering the girls' hostel** or approaching its security personnel under any circumstance.
34. Students **must return to the hostel daily by 6.00 pm** from local shopping, insect/herbarium collection and fieldwork)
35. Before using the **swimming pool**, students **must make an entry** their details in the **swimming pool register** available at the Farm Gate or Farm House.
36. Students **going outside the hostel for insect/herbarium collection** must register their movement in the **hostel register** in the hostel gate.
37. Students should contact the **respective turn duty warden on holidays** only in case of an emergency.
38. A **proper hairstyle and footwear is mandatory** for all students. Undercuts, Caesar cuts, Mohawks, and other inappropriate hairstyles are not allowed.
39. In working days' students are **not permitted to go away from college and hostel** from **7.30 am to 5.00 pm at any circumstance.**
40. **Supplementary (Arrear)** students are allowed to **stay in the hostel on the day before their exam night** only, with prior approval. However, vehicles are not allowed during this period.
41. Students should report the complaints such as **electrical issues and maintenance** to the **complaint register** are maintained by the hostel.
42. Student **behaviour and discipline is mandatory** in the college, mess and hostel. The respective year warden has the authority to approve or reject outpass requests for students based on their behavior before forwarding them to the Enquiry wing or Warden or Principal.
43. Students should contact the following wardens if necessary: **Warden:** Dr. A. Palanisamy (Boys hostel and 2022 batch), **Deputy warden:** Dr. K. Arulmani (Mess), **Assistant wardens:** Dr. R. Karthik (2021 batch), Mr. Sushant Baswant (2023 batch) and Mr. R. Azhagumuragan (2024 batch).
44. Students **must comply with any new rules** introduced for their well-being and hostel management.
45. Any violation of rules will invite an enquiry by the **Enquiry Committee**. The Hostel Administration reserves the right to act upon the recommendations, including **suspension or expulsion**, depending on the seriousness of the issue.


CHIEF WARDEN
Boys Hostel, PAC
Melpatti, Vellore

Copy to the College and Boys Hostel notice board
Copy to the Security Officer, PAC, Vellore for necessary follow up
Copy to the Mess in-charge, PAC, Vellore for necessary follow up
Copy to the Warden/Deputy Warden/ Asst. Warden, PAC, Vellore for necessary follow up
Copy to the all the Year Coordinators, PAC, Vellore for necessary follow up
Copy to the Administrative Officer, PAC, Vellore for necessary office record
Copy to the General Manager, PAC, Vellore for kind information
Copy submitted to the Chairman, PAC, Vellore for kind information



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Melpatti 635 805, Vellore District

Mr. S. Srinivasan
General Manager

E-mail: palaragriculturalcollege@gmail.com
Date: 12.05.2025

INTERNAL COMMUNICATION

Co-ordinators
Hostel Wardens

REVISED PROTOCOL FOR STUDENT LEAVE AND HOSTEL MOVEMENT

In response to recent incidents of students leaving the hostel frequently on weekends and a noticeable increase in irregular class attendance, the college management has decided to implement a revised protocol. This measure is intended to regulate student movement and strengthen institutional discipline.

The following guidelines shall be adhered to with immediate effect:

1. **Leave Application:** Students must submit a duly signed leave application approved by the concerned course teacher(s) prior to availing leave.
2. **Prior Intimation:** Students are required to inform their respective Year Coordinator in advance. The Year Coordinator will subsequently communicate the details to the Hostel Warden.
3. **Verification Process:** The Hostel Warden will forward the leave details to the Enquiry Wing. The Enquiry Wing will verify the leave by contacting the **student's parent/guardian** before granting final approval.
4. **Disciplinary Action:** Any unauthorized absence from academic sessions, including morning classes, shall be considered a disciplinary violation and will be dealt with accordingly. Course teachers should inform the Enquiry Wing on the same day.

Enquiry Wing In-Charges:

2021 Batch – Dr. K. RAJESHWARAN (Mobile: 7010585899)

2022 Batch – Mr. V.E. MADHUSUDHANAN (6383656366)

2023 Batch – Mr. S. SRINIVASAN (8939608636)

2024 Batch – Dr. K. ARULMANI (9655969663)

All faculty members and staff are requested to ensure effective communication of these procedures to students and to monitor compliance diligently.

By Order
General Manager