



# HYDERALI SHIHAB THANGAL ACADEMY FOR CIVIL SERVICES

Perinthalmanna, Malappuram Dt., Kerala – 679322

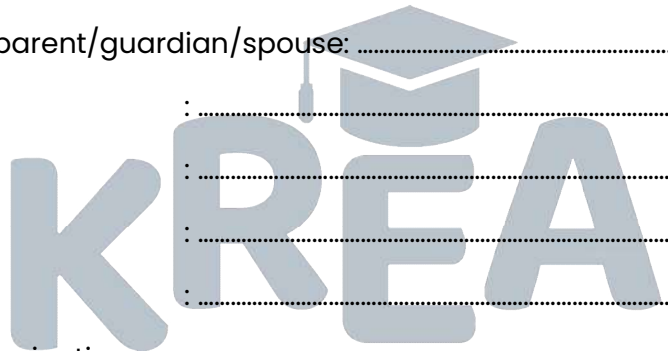
Ph: 6235 577 577, Email: academy@kreaias.com

## APPLICATION FOR ADMISSION TO UPSC PRELIMS CUM MAINS PROGRAM FOR THE ACADEMIC YEAR 2024-25

(USE ONLY CAPITAL LETTERS)

1. Name of the Applicant : .....
2. Age and Date of birth : .....
3. Gender :  Male  Female  Other
4. Marital Status : .....
5. Religion and Caste : .....
6. Name of the parent/guardian/spouse : .....
7. Occupation of the parent/guardian/spouse: .....
8. Annual income : .....
9. Blood group : .....
10. Nationality : .....
11. Aadhar Card no. : .....
12. Address of Communication : .....
- .....
- Mobile (1): ..... Mobile (2): .....
- E-mail : .....
13. Permanent Address : .....
- .....
14. Are you physically Disabled Person? :  Yes  No
15. Type of Disability : .....
16. Bank details  
Name of the bank: ..... Branch: .....  
Account no. : ..... IFSC Code: .....

AFFIX RECENT  
PASSPORT SIZE  
PHOTO





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Were you a student at the Hyder Ali Shihab Thangal  
Academy for civil services ?

:  Yes

No

If Yes, Give Details

Course & Batch Year: .....

Admission No. : .....

## DETAILS OF PREVIOUS ATTENDED COMPETITIVE EXAMS

UPSC	
Other Exams	

## DETAILS OF PREFERENCES IN UPSC CSE EXAM

Number of attempts : .....

Opted Optional subject : .....

Opted medium of examination : .....

Details of any physical or mental health issues prevailing :

.....

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## ACADEMY RULES & REGULATIONS

### ADMISSION

- a) The admission shall be subjected to the norms and regulations of the MUDRA Educational and Charitable Foundation.
- b) Admission to Hyderali Shihab Thangal Academy for Civil Services is provisional. It would be confirmed after satisfactory performance in the test conducted in the initial two months.
- c) The Academy will provide all services which are helpful for effective preparation - academic facilities, residential facilities, newspapers and magazines, recreation, counselling, Wi-Fi service, mess facilities, etc.
- d) Only three areas in the academy will be available for study & Students won't be permitted to sit in other places in the academy, including the reception desk, mess hall, etc.

The permitted areas are

- A. The reading room
- B. Library
- C. Classroom

### WORKING HOURS OF THE ACADEMY

There will be no stipulated time for the academy where it may work in convenient hours of faculties available. All candidates should attend classes without failure.

### LECTURE HALL

- a) Students are expected to assemble in the lecture hall 5 minutes before the beginning of the classes. A student coming into the classroom after taking the attendance may be refused admission or deprived of attendance. A student who disturbs the class in any matter or does not keep discipline may be expelled from the lecture hall, if this punishment were deemed insufficient a report shall be made to higher authorities.
- b) Student should give utmost importance to class work, reading, practicing, and sessional / class / term examinations.
- c) No Student will be admitted to the classroom unless he/she is well-equipped with the required instruments and necessities as and when instructed by the concerned faculty members.

### ATTENDANCE

Students should be punctual in their attendance at the stated hour for lecturers, exams, and other assigned duties.

No certificate of attendance will be granted to any student unless he/she has shown satisfactory progress to the authorities responsible for granting the certificate. Every student must have 100% of attendance before the program completion.



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## ABSENCE AND LEAVE

- a) No student shall be absent from the classes without prior permission (unless such absence be satisfactorily explained).
- b) Students are permitted to take leave on emergencies only.
- c) Leaves will be granted only with the prior informed consent of the parent.
- d) Every application for leave should state clearly the ground for the application and the number of days and dates on which the leave is required.
- e) In case of absence on account of illness, the medical leave will be granted on production of the medical certificate. Leave from the class period can be granted by the concerned authority.
- f) Students are permitted to participate in competitive exams with prior permission from the concerned authority.

## READING ROOM

- a) Students should maintain utmost silence inside the reading room and its surroundings. Do avoid chit-chat and murmurings inside the reading room.
- b) Corridors surrounding the reading room shall be maintained as a complete silent zone.
- c) Users must silence mobile devices and leave the reading room to place or receive calls.
- d) Food and beverages are not permitted inside the reading room/library.
- e) Footwear must be kept out of the reading room.
- f) The last one to leave the reading room must ensure that all lights and ACs are switched off.
- g) Boys should leave the administrative block including the reading room by 11 pm.
- h) Students who choose to use the reading room will be assigned seats based on a first-come, first-served basis.
- i) Students may take up a seat that has been vacant for more than an hour.
- j) Students should maintain utmost cleanliness inside the reading room and its premises.
- k) Avoid piling books in one location instead of in their special spot.
- l) Students' Personal belongings are not allowed to be kept inside the reading room.

Those who break the Reading Room rules may be suspended from sitting in the Reading Room

## LIBRARY

### Library Book Issuance and Return Policy:

- a) Books can be issued from **Monday to Friday between 10:00 AM and 12:00 PM.**
- b) Books should be submitted from **Monday to Friday between 2:00 PM and 4:00 PM.**
- c) Books can be kept for a maximum of **2 weeks** at a time. An extension of **1 additional week** can be granted upon approval. Please contact the library staff for extension requests before the original due date. The same book can be reissued only **after 2 months** from the date of return.
- d) If the book is not returned by the deadline, a late fee of Rs. 10 per day will be imposed for up to 30 days. If the book is not returned within a month, or if it is misplaced, the cost will be removed from the caution deposit, or the academy might demand to replace or compensate the cost.
- e) Members must report the loss of library materials immediately to the Circulation Section of the Library and they must pay the compensation for the lost book.



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## **General Library Rules:**

1. Loitering in the library is prohibited.
2. Library materials must not be taken out of the library unless a Library staff has properly issued them.
3. All books and personal belongings must be shown to the staff at the library exits whenever required to do so.
4. Library membership cards are not transferable and must be produced whenever requested by Library staff.
5. Library membership cards, when lost, must be reported immediately. A lost library card may be replaced by a fee of Rs. 50/- along with an undertaking that the member concerned will be responsible for any book taken on the library card.
6. Mutilation and theft of library materials are offenses punishable by law. Appropriate action will be taken by the Library against offenders.
7. Library books and documents must be treated with honour so that it is prohibited to underline, write notes or pull out pages therefrom.
8. Members will be held responsible for any mutilation including defacement found in library materials when returned. They must check and report any mutilation found at the time of issuing the book.

## **EXAM REGULATIONS**

- a) Candidates should attend all the exams without any absence.
- b) Every exam shall be mandatory for all students, No electronic gadgets, books, or materials will be allowed inside the exam hall.
- c) Any attempt to malpractice may invite strict disciplinary actions
- d) Use only a black ballpoint pen to bubble the OMR sheet.
- e) Students should be present in the exam hall 15 minutes before the commencement of the exam.
- f) Students are only allowed to bring approved exam materials, such as pens, pencils, and calculators, into the exam room. Personal belongings should be kept outside of the exam room.
- g) Students must sit in their assigned seats during the exam and not move around the exam room without permission from the invigilator.
- h) Students must follow all instructions given by the exam invigilator, including starting and stopping times and any other specific instructions regarding the exam.
- i) Students are not allowed to leave the exam room until the allotted time for the exam is over unless they have permission from the exam invigilator.
- j) Students must behave respectfully towards the exam invigilator and other students during the exam.
- k) After each test at the academy, the academy will send a scoresheet of the test to the parents of the students.



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## **DRESS**

Candidates must wear a gentle and decent dress by keeping the decorum and standards of the Academy.

## **VISITORS**

Visitors are only allowed into the visitor's room area (front office). They are not allowed to enter the Hostel.

Visiting hours are as follows: –

**Saturday/Sunday – 3 pm to 6 pm**

Emergency visitations are only permitted with the proper authority's approval.

## **CORRESPONDENCE**

Students are not allowed to address directly to the higher authorities. Direct communications Intended for any higher authorities must be submitted through the Academic in charge who will forward them to the higher authorities if she/he considers it desirable. Authorized guardian's/family members list must be submitted at the time of admission for any correspondence.

## **GENERAL DISCIPLINE**

- a) Candidates are not allowed to take any active part in a political agitation on the institution's premises. Students are prohibited from organizing any meeting or entertainment at the academy or collecting money for this purpose, within the institute premises without the permission of the head of the institution.
- b) Instances of indiscipline and/or misbehavior shall be severely dealt with. Disciplinary Action including cancellation of admission and forfeiture of the full security deposit can be initiated.
- c) Possession and consumption of intoxicants and any kind of substance abuse are strictly prohibited in the hostel and campus premises. Smoking, Chewing Pan, Supari, gutka, tobacco, and spitting on the Hostel premises is strictly prohibited. Offenders will be dealt with severely by the administration. Any infringement of this order or visiting any place declared out of bounds to students will result in disciplinary action against the students concerned.
- d) Those who want to avail of parking services should register with the concerned authority. They should collect parking authorization badges from the administration.
- e) Any cybercrime, indiscriminate imaging with the mobile camera or digital camera, MMS, etc will be taken very seriously and action shall be taken against residents found guilty of such activities.
- f) A student admitted should be in the HSTACS for all 24 hours of a day, 7 days a week.
- g) Boys will be permitted to stay in the administrative block after 10 pm only for Academic Purposes. They should leave the administrative block by 11 pm.
- h) Discussion is permitted only in the classroom, and that, too, only when there are no classes. Failing to comply with this will result in any form of disciplinary action.
- i) Students' Personal belongings are not allowed to be kept inside the library.
- j) Day scholars should leave the academy by 8 pm.
- k) Academy prohibits eve teasing/sexual harassment, any indecent behaviour, or any physical conduct of a sexual nature between students, if involved in such activities, I am aware that I will be summarily expelled from the academy.



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## DECLARATION BY THE STUDENT

I have carefully gone through the above rules. I hereby pledge that I will obey all the above rules and if I violate any of the rules, the academy authorities may take necessary actions.

Date : .....

Place : .....

Name & Signature of Student:

## DECLARATION BY THE PARENT/GUARDIAN

I, [Parent's Full Name] ....., parent/guardian of [Student's Full Name]....., hereby declare that I have read and understood the rules and regulations of Hyderali Shihab Thangal Academy for Civil Services. I agree to ensure that my child adheres to these rules and maintains the decorum of the academy.

I understand that any violation of the rules may result in disciplinary action against my child, including but not limited to suspension or expulsion from the academy. I also acknowledge the academy's right to make changes to the rules as deemed necessary for the betterment of the institution and its students.

Date : .....

Place : .....

Name & Signature of Parent/Guardian:

Signature of C.O.O:



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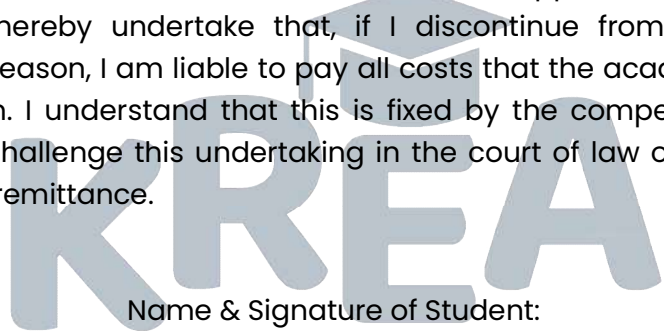
From,

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

Date:.....

## STUDENT UNDERTAKING COURSE DISCONTINUATION

I ..... admitted to ..... Program in Hyderali Shihab Thangal Academy for Civil Services, Perinthalmanna, Malappuram Dt., Pin 679322 on ..... (date) hereby undertake that, if I discontinue from the studies after admission, due to any reason, I am liable to pay all costs that the academy has spent for me from my admission. I understand that this is fixed by the competent authority and confirm that I will not challenge this undertaking in the court of law or any other for the purpose of voiding this remittance.



Name & Signature of Student:

Name & Signature of Parent/Guardian:

Date : .....

Place : .....





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## DECLARATION

1. I, ..... S/o / D/o ..... a student of Hyderali Shihab Thangal Academy for Civil Services, Perinthalmanna, Malappuram Dt 679322 hereby agree with the Managing Trustee/Director of Academy, his successors and assignees to confirm from this date to the rules and regulations including those relating to the hostel. (If I am admitted thereto) laid down or to be laid down herein after by the Managing Trustee/Director of Academy for the time being of the Hyderali Shihab Thangal Academy for Civil Services for the due maintenance of discipline at the said Hyderali Shihab Thangal Academy for Civil Services.
2. I further agree with the said Managing Trustee/Director of Academy, his successors and assignees to make good when called upon to do so to the Hyderali Shihab Thangal Academy for Civil Services any damage to furniture apparatus or other things which may be caused by any carelessness, negligence or wantonness on my part.
3. I further agree that in case it is found that I have secured admission by adopting or resorting to fraudulent means, my admission will be cancelled and my name will be removed from the rolls.
4. In witness where of I have hereunto set my hand on this the ..... day of ..... 20.....

Date : .....

Place : .....

Name & Signature of Student:

In the presence of .....(To be signed by parent or Guardian with name and date)

Address of Parent/Guardian .....

Occupation : .....

Mobile Number : .....



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Student's Full Name :

Date of Birth :

Admission Number :

Course Enrolled :

## DETAILS OF AUTHORIZED GUARDIAN/FAMILY MEMBERS

Full Name : .....

Relationship to Student : .....

Address For Correspondence: .....

Primary Contact Number : .....

Alternate Contact Number : .....

Email Id : .....

Occupation : .....

Organization/Company Name : .....

Emergency Contact Number: .....

Emergency Contact Name : .....

Emergency Contact Relationship to Student: .....

## DECLARATION

I, the undersigned, hereby declare that the above information is true and correct to the best of my knowledge. I understand that any false or misleading information provided may result in the cancellation of the student's admission.

Signature of the Student

Signature of the Parent

Remarks by Administrator : .....

Date of Admission:



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## DECLARATION BY THE CANDIDATE

I, ..... S/o / D/o .....do hereby solemnly affirm and declare that:

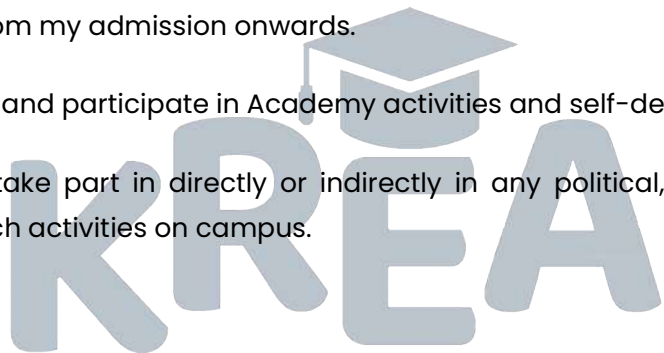
Information filled and submitted with the application form is correct to the best of my knowledge and belief and nothing has been concealed by me.

I shall abide by the rules and regulations of the Hyderali Shihab Thangal Academy for Civil Services as stated in the prospectus. Ignorance of the same will not be excused by the college authorities and can take execute disciplinary actions against me for violations of the rules.

In case where I discontinue the program on any grounds, I agree to clear all the expenses that the academy spends for me from my admission onwards.

I will attend regular classes and participate in Academy activities and self-development programs.

I pledge myself, never to take part in directly or indirectly in any political, economic communal, subversive, or any other such activities on campus.



DATE :

PLACE :

SIGNATURE OF THE STUDENT

In the presence of .....(To be signed by parent or Guardian with name and date)

Address of Parent/Guardian .....

Occupation : .....

Mobile Number: .....



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## OFFICE USE ONLY

Application No : ..... Category: .....

Admission No : .....

Details of certificates verified and Submitted : 1. ....

2. ....

3. ....

4. ....

5. ....

Particulars verified by: Name: ..... Signature .....

Original certificate verified by: Name: ..... Signature .....

Remarks: .....

Administrator/In charge :

C.O.O: