



## **NOTICE/CIRCULAR**

### **OUT PASS ISSUANCE GUIDELINES**

**(With effect from 16/08/2015)**

The following points have to be observed carefully while issuing the out passes to the students of RGUKT Basar.

1. Out passes would be issued by security office upon the recommendation of the warden of the concern students. No out passes will issued without the approval of the wardens.
2. General out passes (Scholarship, Aadhar card, Income certificate, caste certificate, etc.) can be taken 48 hours before only. Whereas emergency out passes will be issued at any time with substantial evidences.
3. P1, P2 and E1 students are not issued out passes except the permission from their parents. The parents have to come personally along with identity card to take their children for outing/ home.
4. The request for out passes to consult skin, eye and gynecology specialist doctors have to produce primary approval from the Medical officer of the campus health center and the same to be produced to the wardens for approval of the out passes.
5. Students seeking out passes for project work purpose have to be endorsed by the HOD/ Project guide/ Concern department faculty and same to be submitted to the warden for the processing of out pass.
6. Requesting for out passes to visit the temples is not permitted.
7. General out passes for the sake of home visit for more than 3 days will have to be signed by the concerned HOD (E1, E2, E3 and E4)/ respective year in-charge (PUC -1 and PUC- II).
8. Students seeking out passes for attending funerals have to take the permission of warden after due conformation from the parents. However minor students have to be accompanied by their parents / authorized persons.
9. Out passes will not be issued on holidays and Sundays. The offices remain closed on holidays.
10. Students are permitted to go their homes in specified dates during Dasara, Sankranthi , Semester breaks and summer vacation. For other festivals, students will not be permitted to go their homes.
11. Wardens are requested to verify the age of students in case of E1 students, please ensure that the students should be majors (18 years). The out passes should not be issued in case of minors.
12. Students are not permitted to leave the campus after 7 PM and before 5 AM.
13. Requesting for out passes on silly reasons are rejected. The decision of the warden in this regard is final.
14. Students attending placement drives have to process their request for out passes to the office of training and placement cell.
15. Students requesting for out passes to attend Conferences/ Seminars/ Symposiums/Workshops/ Domain related trainings/ Internships have to be approved

(Signature and Stamp) by their respective HOD/ Guide/Supervisor and the same to be submitted to the warden for approval.

16. The wardens are requested to insist the students to write the following lines to ensure safety, responsibility and accountability.

"I \_\_\_\_\_ (Name, ID number and Hostel Room No. ) Solely responsible for out going on any above mentioned reasons. The Institution has no responsibility of my safety out of the campus."

### Summery

S.No	Out pass particulars	General purpose (Planned out pass)	Academic related (Planned out pass)	Emergency
1	Reasons	1. Visit to home 2. General shopping 3. General outing for necessities 4. Consulting doctors at higher centre 5. Certificate from government offices 6. Family functions	1. Paper presentation 2. Attending workshops/ seminars etc 3. Project work related 4. Internship related 5. Placement drives 6. Academic related works	1. Severe health problem of self 2. Serious health problem of parents and family members 3. Death and funerals of blood relatives
2	Application to be made	48 hours before	48 hours before	As and when needed
3	Initial Approval By	Concern warden	HoD/ Project Guide/ Placement officer	Campus doctor/ Warden
	Second level Approval By	Concern warden	Concern warden	
	Issuance of Out pass By	Security officer/ Authorized person	Security officer/ Authorized person	Security officer/ Authorized person
4	Warden office timings	04 PM to 06 PM	04 PM to 06 PM	
5	Out pass timings	09AM to 10 AM & 04 PM to 06 PM	09AM to 10 AM 04 PM to 06 PM	
6	Campus Check-out timings	6 AM to 7 PM	6 AM to 7 PM	Round the clock
7	In case of Minors (P1, P2, E1)	Need parents/ guardian	Need parents/ guardian	Need parents/guardian
8	In case of girl students (E2, E3, E4)	Need self declaration	Need group declaration	Need self declaration
9	No of out passes in a semester	Maximum of 5 times	As per the need	As per the need
10	Sundays/Holidays	Out passes will not be issued	Out passes will not be issued	Security officer/ Authorized person

  
Director