



Basar,
21-12-2015.

CIRCULAR

1. Out passes are not issued in class timings i.e. 8.15AM to 4.00PM. The wardens are requested to be in their offices for the students from 4 PM to 6 PM to facilitate the out passes issuance.
2. PUC-I, II and E-I students are issued out pass only with accompany of their parents or guardians. Hence students have to inform their parent well in advance before applying for book outs.
3. Medical emergency out passes are need to be compulsory endorsed by the medical officer of the campus hospital
4. Academic related out passes are to be endorsed by concerned Subject teacher/Project Guide/HoD/Warden/Doctor.
5. Out pass is not a right of the students. Thus, for silly reasons the out passes will not be issued. Please do not approach the office for silly reasons and do not waste your time and officer time.
6. The recommending authority have endorse the following words in the out pass application of the student.
"Please issue out pass/Recommended to issue out pass for ____ days"
"Name, Sign and designation of the recommending authority"


Security officer
Security Officer
Rajiv Gandhi University of Knowledge Technologies
BASAR-504 107
Dist. Adilabad. (Telangana)


21/12/2015
Dean, Students Welfare i/c
Dean, Students Welfare, (I/C)
RGUKT, BASAR
Mudhol Mdl, Adilabad Dist.
Telangana State