

RGUKT Basar

Outpass module user manual for Students

Step 1: The student has to login to the university hub by using their hub credentials.

RGUKT Info. Hub

Home Contact

Welcome!

Log In

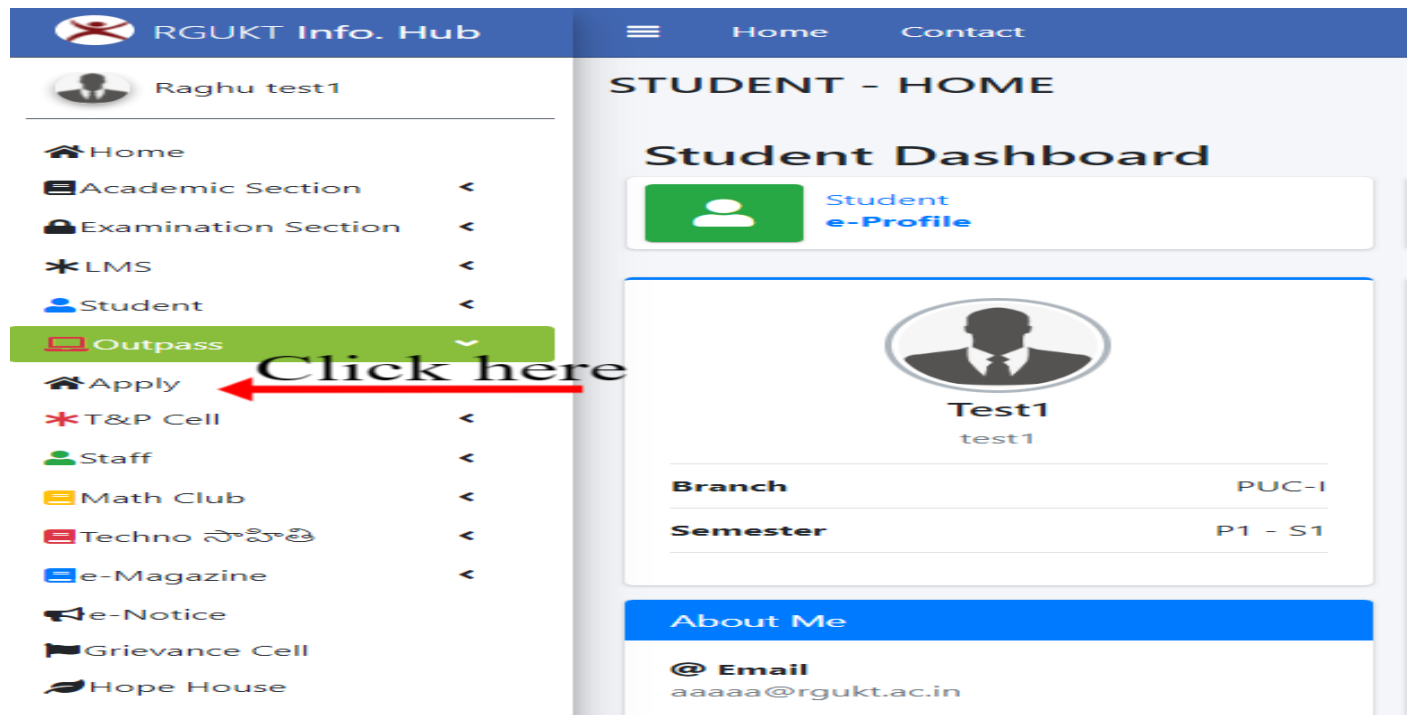
Username

Password

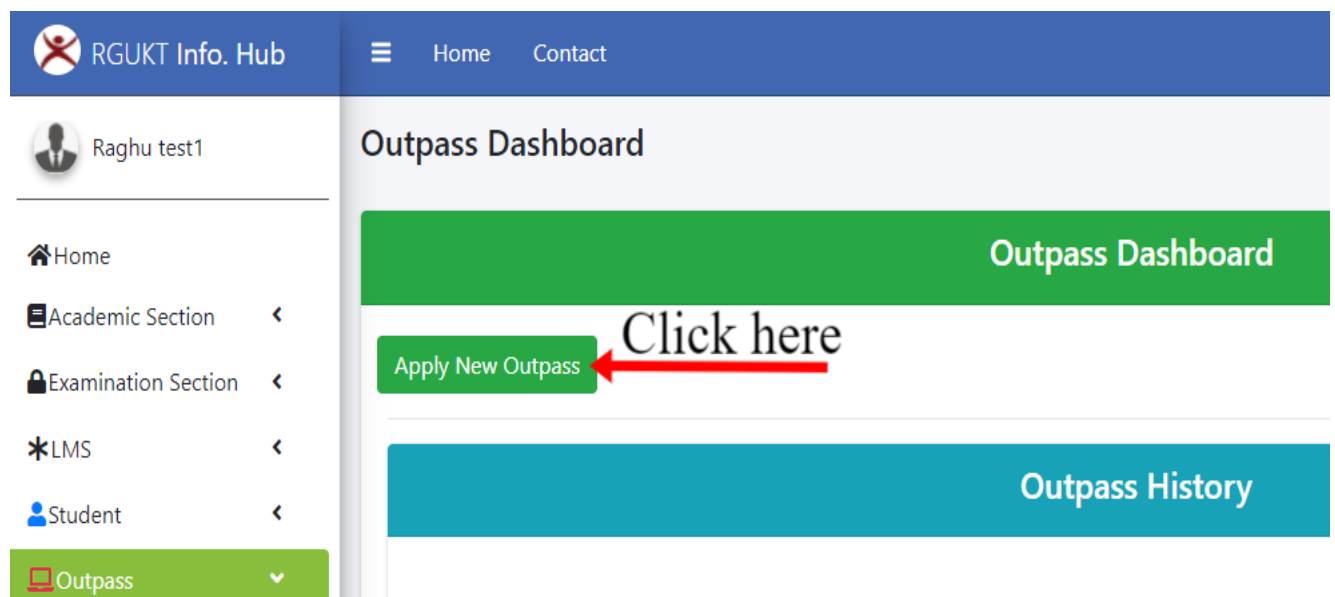
[Log In](#) [Lost Password](#)

Security Tip: Please use STRONG password and change once in a month and don't share password to any one...

Step 2: At the left navigation bar go to Outpass module and click on Apply.



Step 3: After clicking on Apply, the following page will be displayed, then click on “Apply New Outpass”.



Step 4: After clicking on “Apply New Outpass”, the following page will be displayed.

Request for Outpass

From:

To:

Category: ☒ Personal Works ☐ Academic Activities

Request Letter: [Select Reason]

Declaration: I request you to accept my application of outpass. I am solely responsible for going out of the institution for the above-mentioned reason. The institution is not responsible for my safety.

☐ Agree to terms and conditions

Apply

Step 5: Fill all the details. Duration by using (from-to) options, select reasons under Personal/Academic Activities from drop-down menu.

Request for Outpass

From:

To:

Category: ☐ Personal Works ☐ Academic Activities

Request Letter:

- Passport Verification.
- Summer Vacation.
- Suspended from University.
- Tech fest work.
- Trinayana cultural fest work.
- Personal**
- Aadhar update.
- Attending Funerals of relatives.
- Consulting Doctor at higher center.
- Covid positive.
- Death of Relatives.
- Family function.
- General outing for Necessities.
- Home sick.**
- Laptop Repair/Mobile repair.
- PAN card.
- Passport Verification.
- Severe health issues of family members.
- Severe health problem of self.
- To Register FIR in Police station for certificate lost.
- Urgent visit to home.

Declaration: ☐

Apply

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Version 4.8

Step 6: After filling the details, check-in to the Agree to terms and conditions box and then click on “Apply”. The following page will be displayed.

RGUKT Info. Hub

Home Contact

OUTPASS - PREVIEW

OUTPASS - PREVIEW

Outpass Category: Personal

Request Letter: Aadhar update.

Dates: From: 2022-04-11 15:21:04 To: 2022-04-13 15:21:06

Duration (Number of Days): 2 days, 0:00:02

Modify Apply

Step 7: If a student wants to modify the details, he/she can click on “modify” and then click on “apply”.

RGUKT Info. Hub

Home Contact

OUTPASS - PREVIEW

OUTPASS - PREVIEW

Outpass Category: Personal

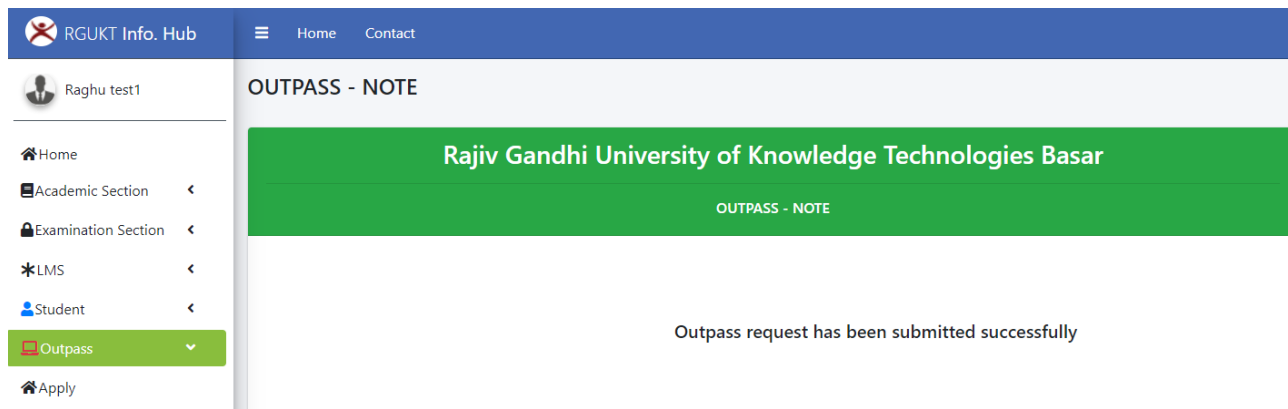
Request Letter: Aadhar update.

Dates: From: 2022-04-11 15:21:04 To: 2022-04-13 15:21:06

Duration (Number of Days): 2 days, 0:00:02

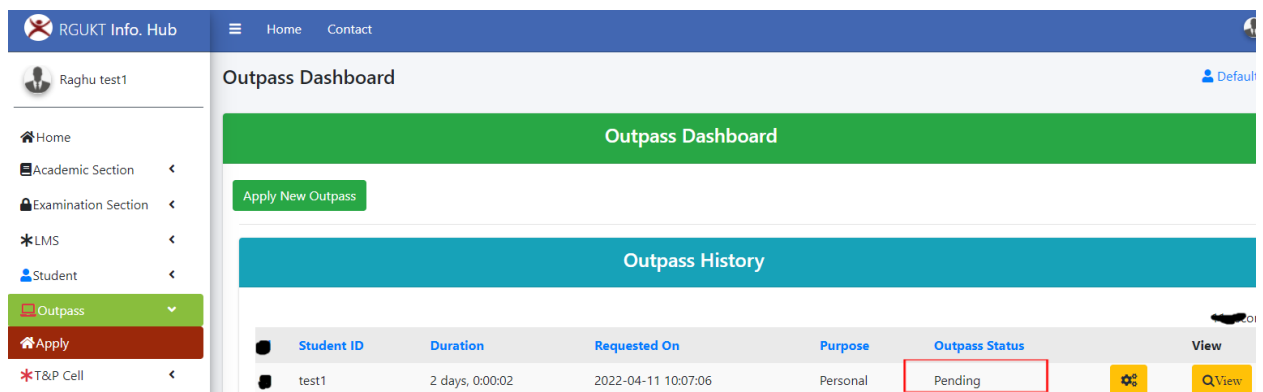
Click here → Modify → After modification click on Apply → Apply

Step 8: After applying for an outpass the following confirmation page will be displayed to the student.




Step 9: The student can check his outpass status in different stages i.e. pending/Accepted/Check-Out/Check-In. The screenshots as follows.

Pending: Outpass is in pending status.




Accepted: Outpass accepted from student welfare office.

The screenshot shows the 'RGUKT Info. Hub' interface. The left sidebar contains navigation links: Home, Academic Section, Examination Section, LMS, Student, Outpass (selected), Apply, and T&P Cell. The main content area is titled 'Outpass Dashboard' and includes a green 'Apply New Outpass' button. Below this is the 'Outpass History' section, which displays a table of outpass records. The table has columns for Student ID, Duration, Requested On, Purpose, Outpass Status, and View. The first record shows a student with ID 'test1', a duration of '2 days, 0:00:02', requested on '2022-04-11 10:07:06', for a 'Personal' purpose, with a status of 'Accepted' (highlighted in a red box), and a 'View' button.

Student ID	Duration	Requested On	Purpose	Outpass Status	View
test1	2 days, 0:00:02	2022-04-11 10:07:06	Personal	Accepted	 View


Check Out: The Student is going outside from the Campus.

The screenshot shows the 'RGUKT Info. Hub' interface. The left sidebar contains navigation links: Home, Academic Section, Examination Section, LMS, Student, Outpass (selected), Apply, and T&P Cell. The main content area is titled 'Outpass Dashboard' and includes a green 'Apply New Outpass' button. Below this is the 'Outpass History' section, which displays a table of outpass records. The table has columns for Student ID, Duration, Requested On, Purpose, Outpass Status, and View. The first record shows a student with ID 'test1', a duration of '2 days, 0:00:02', requested on '2022-04-11 10:07:06', for a 'Personal' purpose, with a status of 'Checkout' (highlighted in a red box), and a 'View' button.

Student ID	Duration	Requested On	Purpose	Outpass Status	View
test1	2 days, 0:00:02	2022-04-11 10:07:06	Personal	Checkout	 View

Check In: The Student is coming into the Campus.

The screenshot shows the 'RGUKT Info. Hub' interface. The left sidebar contains navigation links: Home, Academic Section, Examination Section, LMS, Student, Outpass (selected), Apply, and T&P Cell. The main content area is titled 'Outpass Dashboard' and includes a green 'Apply New Outpass' button. Below this is the 'Outpass History' section, which displays a table of outpass records. The table has columns for Student ID, Duration, Requested On, Purpose, Outpass Status, and View. The first record shows a student with ID 'test1', a duration of '2 days, 0:00:02', requested on '2022-04-11 10:07:06', for a 'Personal' purpose, with a status of 'Checkin' (highlighted in a red box), and a 'View' button.

Student ID	Duration	Requested On	Purpose	Outpass Status	View
test1	2 days, 0:00:02	2022-04-11 10:07:06	Personal	Checkin	 View

For any technical issues contact at ABII -204.