



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
(Act 18 of 2008)
Basar Campus
Nirmal District - 504107

RGUKT/Admn/2018

Date: 30.8.2018

ISSUE OF OUTPASS INSTRUCTIONS

It has since been decided to regulate issue of outpass to the students and henceforth the following procedure would be followed

- (a) The outpass shall be issued only during morning and evening time ie after conclusion of academic classes ie 4.30 -6.30 PM and morning 7.00 AM to 8.00 AM only. Students should apply for out passes one day in advance.
- (b) Normally, no outpass shall be issued for religious functions or other reasons which might effect the academic progress of the student.
- (c) Outpass shall be issued only in the case of exigencies ie in cases of death, health reasons or any other medical issues. The outpass shall be issued only on the recommendation of HOD concerned or the faculty member nominated by him. Outpass on medical ground shall be issued only on the specific recommendation of the Resident Doctor.
- (d) No outpass shall be issued in holidays falling during working days or academic days.
- (e) No faculty member shall recommend for issue of outpass except in the case of emergency etc.,
- (f) The academic calander should be strictly followed and when students approach for the outpass they may be counseled accordingly.
- (g) In case where the student overstays after obtaining the outpass, a fine may be levied for each days of the absence.


30.8.18
ADMINISTRATIVE OFFICER