



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

(Established under Act 18 of 2008)

BASAR, Nirmal, Telangana State 504107

RGUKT/ CWO/Notices/January/2024

Date: 22nd January, 2024

NOTICE

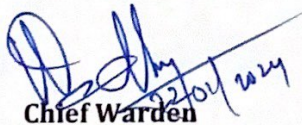


SUB: Implementation of Online Out Pass Management System – Reg.,

Ref: 1. Note approval of the Hon'ble Vice Chancellor, dated: 28/11/2023.
2. Rules and Regulations for Hostel Residents, HUB notice, Dt. 7/04/2023

All the students of RGUKT Basar informed that the implementation of Online Out Pass Management System and transfer of the out pass issuing section from Chief Warden office to Security Out Post from Dt. 25/01/2024.

1. In a semester only 5 general out passes will be issued for every student.
2. Academic related outpass: You can collect or approve of your outpass at 4:00 PM to 6:00 PM before 48 hours, after the initial approval of HoD/Project Guide/ Placement Officer.
3. Health related outpass can be issued by the recommendation of Doctor as and when needed.
4. Emergency outpass can obtain 24/7 on the recommendation of Chief Security Officer.
5. For the general outpass, the student has to apply online at least 48 hours before prior to leave.
6. Once an online outpass raised by the student, a two level screening process would be done before issuing outpass.
 - (i) **Level I:** Verified by the respective Caretaker (Girls)/ Hostel Supervisor(Boys). After verification, the out pass application will be forwarded to level - II for the approval, or rejected with remarks.
 - (ii) **Level II:** Approved by the respective Warden(Girls) and Addl.Chief Warden (Boys)
7. The PUC and E1 minor students are also have to apply online for outpass before 48 hours and the student ensure that their parent must be present with institute issued ID proof while leaving.
8. Out pass will not be issued on Sundays and public holidays except on emergency grounds.
9. After rising the online outpass request students should logout the **hub.rgukt.ac.in** web page.


Chief Warden


22/01/2024
DIRECTOR
DIRECTOR
RGUKT, BASAR
Nirmal, Telangana State

Copy to:

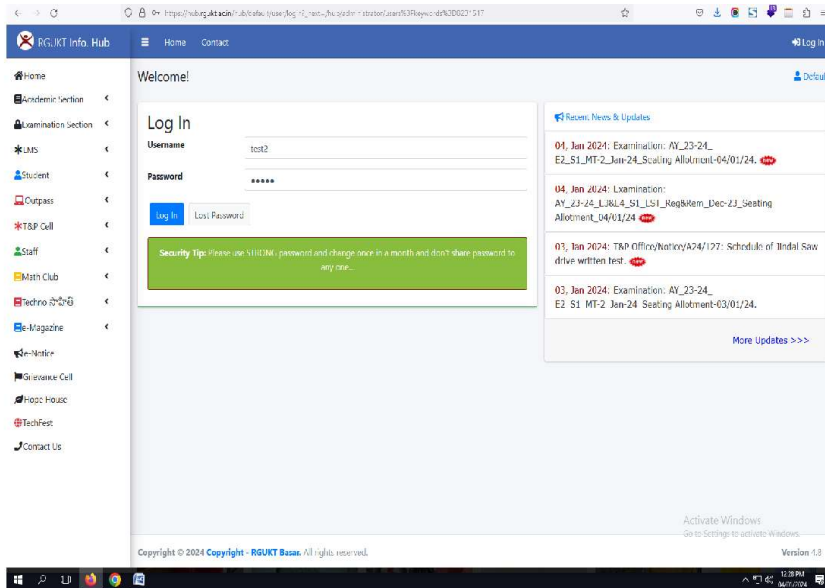
1. The Secy to Vice – Chancellor
2. The PS to Director
3. The all Associate DEANs & HODs
4. The Chief Security Officer
5. The PRO
6. All the notice boards and University HUB

RGUKT-Basar

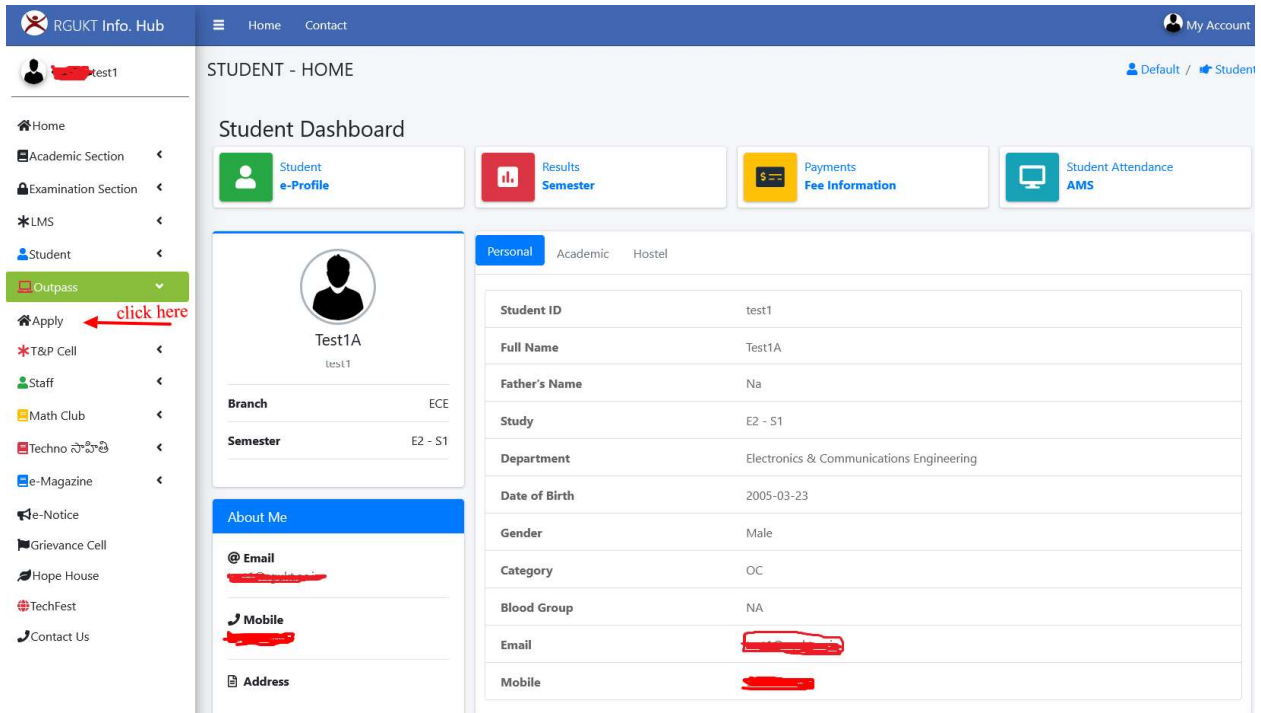
Outpass Management System (OMS)

User Manual

Step 1: Login to HUB (hub.rgukt.ac.in) by using Username & Password.



Step 2: Click on “Outpass” tab and click on “Apply”



Step 3: Click on “ Click Here to Apply “

The screenshot shows the 'Outpass Dashboard' interface. At the top, there is a navigation bar with 'Home' and 'Contact' links, and a 'My Account' profile icon. Below the navigation bar, the page title 'Outpass Dashboard' is displayed, along with user roles: 'Default / Student / Outpass'. The main content area features a green header 'Outpass Dashboard'. On the left, there is a yellow box with the text 'Outpass New Outpass' and a 'Click Here to Apply' button with a right-pointing arrow. A red arrow points to this button. To the right of the yellow box is a table with the following data:

Total Allowed	5
Availed Outpasses	0
Outpass Balance	5

Below the table, the text 'Availed / Total Outpasses: 0/5' is displayed.

Step 4: Select from, to dates with appropriate reason.

The screenshot shows the 'Request for Outpass' form. The page title is 'Request for Outpass', and the user roles are 'Default / Student / Outpass'. The form contains the following fields:

- From:** 2024-01-06 14:41:23
- To:** 2024-01-08 14:41:23
- Category:** Personal Works, Academic Activities
- Request Letter:** NPTEL Exam.
- 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

At the bottom of the form, there is a green 'Apply' button with a red arrow pointing to it and the text 'Click here' next to it.

Step 5: Student can modify the request and click on apply for final submission.

The screenshot shows the 'OUTPASS - PREVIEW' page. The header includes 'RGUKT Info. Hub' and navigation links for 'Home' and 'Contact'. The user is logged in as 'Raghu test1'. The page title is 'OUTPASS - PREVIEW' with a 'Home' button. The main content area displays the following details:

- Outpass Category:** Academic
- Request Letter:** NPTEL Exam.
- Dates:** From: 2024-01-06 14:41:23 To: 2024-01-08 14:41:23
- Duration (Number of Days):** 2 days, 0 hours

At the bottom of the preview area, there are two buttons: a red 'Modify' button and a green 'Apply' button.

Step 6: After clicking on Apply, Outpass will be submitted.

The screenshot shows the 'OUTPASS - NOTE' page. The header is the same as in Step 5. The user is logged in as 'Raghu test1'. The page title is 'OUTPASS - NOTE' with a 'Home' button. The main content area displays a confirmation message:

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OUTPASS - NOTE

Outpass request has been submitted successfully

Step 7: After Approval, Outpass status will be changed.

The screenshot displays the 'Outpass Dashboard' on the RGUKT Info. Hub. The dashboard includes a sidebar with navigation options, a main header with 'Home' and 'Contact', and a user profile 'My Account'. The main content area is titled 'Outpass Dashboard' and features a yellow 'Outpass' card with a 'New Outpass' button and a 'Click Here to Apply' link. To the right, a table shows 'Total Allowed' (5), 'Availed Outpasses' (1), and 'Outpass Balance' (4). A progress bar indicates 'Availed / Total Outpasses: 1/5' at 20%. Below this is the 'Outpass History' section, which contains a table with one record found.

Id	Student ID	Duration	Requested On	Verification Status	Outpass Status	View
3	test2	2 days, 0 hours	2024-01-04 14:47:47	Accepted	Accepted	View