

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

Home

Academic Section <

Examination Section <

*LMS <

Student <

Outpass <

*T&P Cell <

Staff <

Math Club <

Techno సాహితీ <

e-Magazine <

e-Notice

Grievance Cell

Hope House

TechFest

Contact Us

Welcome!

Log In

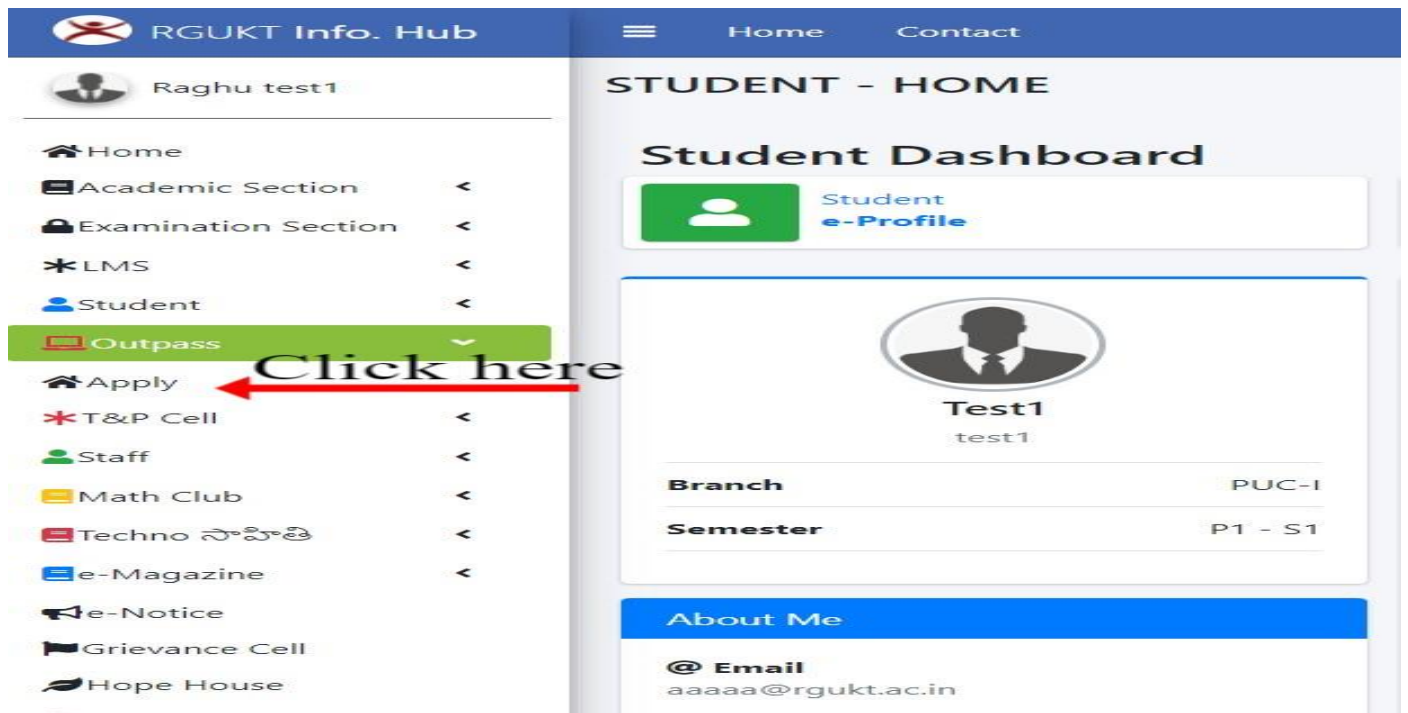
Username

Password

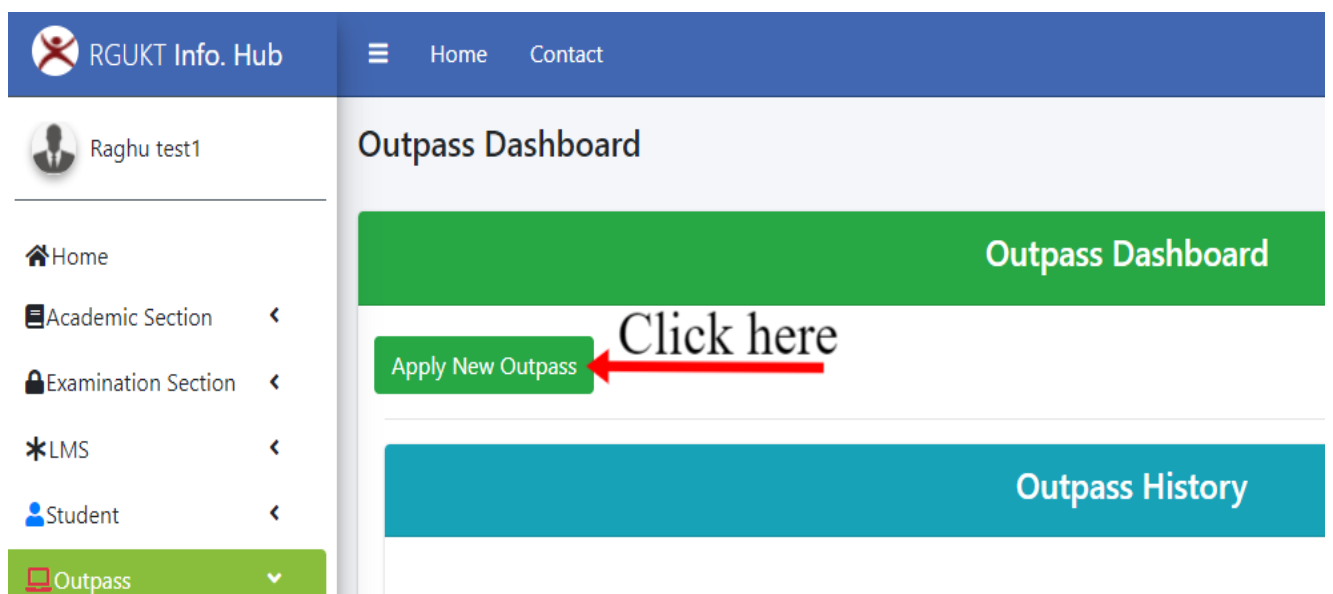
Log In Lost Password

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.

The screenshot shows the 'Request for Outpass' form. The form has a green header with the title 'Request for Outpass' and a 'Home' button. Below the header, there are several sections:

- From:** A text input field.
- To:** A text input field.
- Category:** Two radio buttons: 'Personal Works' (selected) and 'Academic Activities'.
- Request Letter:** A dropdown menu with the text '[Select Reason]'.
- Declaration:** A text area containing the text: '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.' Below this is a checkbox labeled 'Agree to terms and conditions'.

A green 'Apply' button is located at the bottom left of the form.

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

This screenshot shows the same 'Request for Outpass' form, but with the 'Request Letter' dropdown menu open. The dropdown menu lists several reasons, with 'Home Sick' highlighted in blue. The reasons listed are:

- 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.

The 'Apply' button is still visible at the bottom left of the form.

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.

The screenshot shows the 'OUTPASS - PREVIEW' page in the RGUKT Info. Hub. The page has a blue header with the logo and navigation links. A left sidebar contains a menu with 'Outpass' highlighted. The main content area displays the following details:

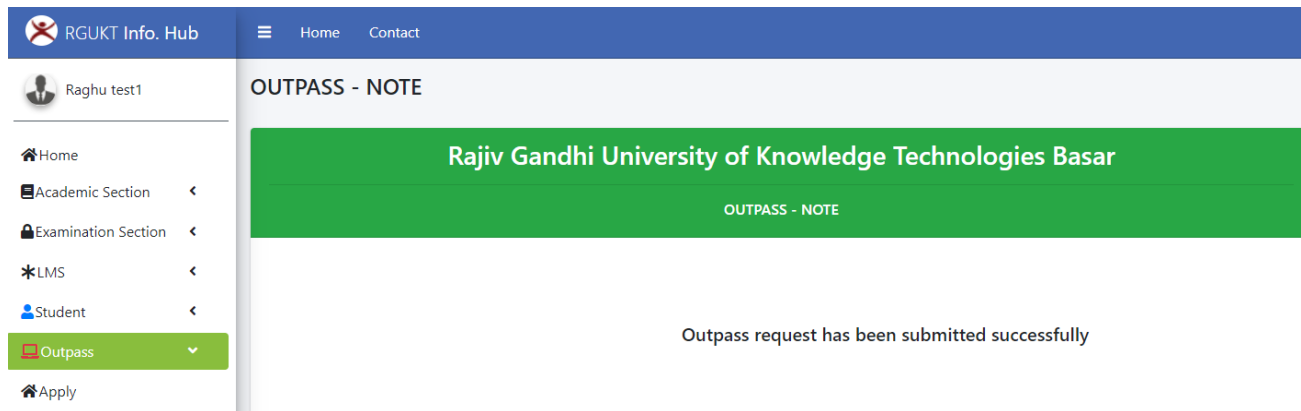
Outpass Category:	Personal
Request Letter:	Aadhar update.
Dates:	From: 2022-04-11 15:21:04 To: 2022-04-13 15:21:06
Duration (Number of Days):	2 days, 0:00:02

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

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

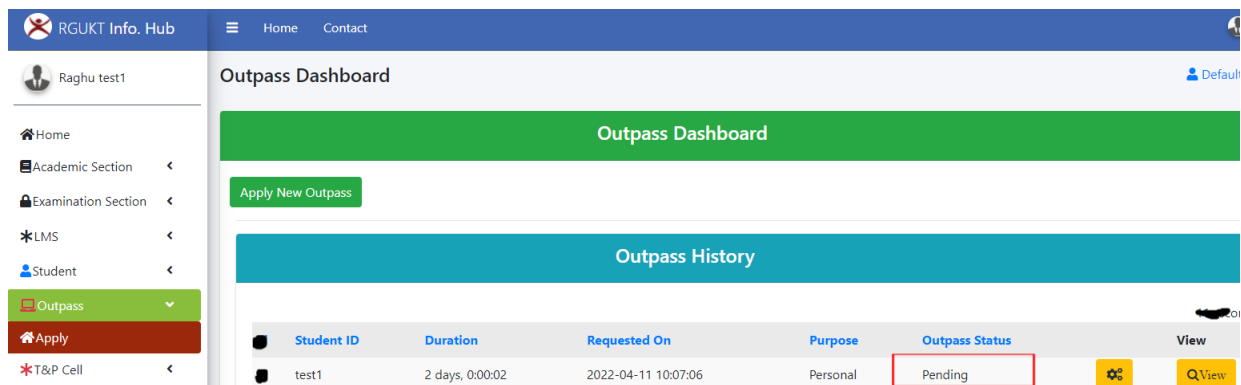
This screenshot is identical to the previous one but includes annotations. A red arrow points from the text 'Click here' to the 'Modify' button. Another red arrow points from the text 'After modification click on Apply' to the 'Apply' button.

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 Chief Warden office.

The screenshot shows the 'Outpass Dashboard' for a user named 'Raghu test1'. The dashboard includes a navigation menu on the left with options like Home, Academic Section, Examination Section, LMS, Student, Outpass, Apply, and T&P Cell. The main content area features a green header 'Outpass Dashboard' and a table titled 'Outpass History'. The table has columns for Student ID, Duration, Requested On, Purpose, Outpass Status, and View. A single record is shown for student 'test1' with a duration of '2 days, 0:00:02', requested on '2022-04-11 10:07:06', and a purpose of 'Personal'. The 'Outpass Status' is 'Accepted', which is highlighted with a red box. There is also a green 'View' button next to the record.

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

Check Out: When the Student left the Campus.

This screenshot is similar to the first one, but the 'Outpass Status' for the student 'test1' is now 'Checkout', highlighted with a red box. The 'View' button next to the record is a blue icon of a person walking.

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

Check In: When the Student enters into the Campus.

This screenshot shows the 'Outpass Status' for the student 'test1' as 'Checkin', highlighted with a red box. The 'View' button next to the record is a blue icon of a person walking.

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

For any technical issues contact at ABII -204.