



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

(Established under Act 18 of 2008)

Nirmal, Telangana State - 504107

RGUKT/CWO /Out Pass Issue Notice/2026/Jan/01

Date:03 .01.2026

NOTICE

Sub: Pongal Vacation 2026 - Out pass Issue Guidelines - P1 to E 4 Students- Reg.

This is to inform all the students that the University has declared Pongal Vacation from 12.01.2026 to 17.01.2026. In this connection, the out passes will be issued as per the following schedule.

S.no	Year	Out pass Issue Mode	Approved/Issued By	Time & Venue
1	PUC-1, PUC-2 & E-1	Offline	Hostel Supervisors/Caretakers	9 AM to 6 PM @ SAC
				7 PM to 7 AM @ Chief Warden Office
2	E2, E3 & E-4	Online	Hostel Supervisors/Caretakers	Approved through online after raising the out pass request.

General Instructions:

1. Out passes for PUC-1, PUC-2 students will be issued only in the presence of their parents. **No Guardian out passes will be issued.**
2. For E-1 students Out passes will be issued in the presence of Parents/Guardians. The Guardian must belonging to the same mandal of the student.
3. No out pass will be issued to any students (P1, P2 & E-1) accompanied by a senior student.
4. E-2, E-3 & E-4 students must raise the online out pass request at least **48 hours before** the date of leaving the campus. Students are requested to log out the HUB after submitting the request.
5. PUC-1 students allotted to Saraswathi Girls Hostel (SGH) are requested to lock their trunk boxes/luggage bags for the safety of belongings.
6. Out passes will be issued at the Chief Warden Office to the students whose parents come after 6 PM.
7. New Parent ID Cards will **not** be issued at the time of leaving the campus, and no stamps will be applied on the photos of existing Parent ID Cards.

8. Students whose IDs are on the Block List must approach the Chief Warden Office on or before 7th January, 2026.
9. Do **not** leave any valuable items in your hostel room. The University will not be responsible for the loss of any personal belongings.
10. The out pass slip must be carried with you and shown at the main gate before exit and re-entry into the Campus.
11. Students should reach the main gate at least 2 hours before their Train/Bus departure time.
12. Students are requested to close windows and switch off all tube lights and fans before locking their allotted hostel rooms.
13. For any Grievances, request/issues related to out pass, kindly contact to the Chief Warden Office at least one day before the scheduled journey.

Sd/-

Chief Warden

Sd/-

Associate Dean,
Student Welfare

Copy to:

1. The PS to Vice-Chancellor
2. The PS to Director
3. The O/o OSD
4. The Associate Deans
5. The Student Welfare Officer
6. The Chief Security Officer
7. The PRO
8. Electrical & Civil works department
9. All the Notice Boards and University HUB.