



## **NOTICE**

**Sub:** RGUKT- Chief Warden Office - Outpass Issuing Guidelines for E-4 Students-  
Reg.

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All E-4 students are hereby requested to read the following outpass issuing guidelines carefully.

1. All students must vacate the campus by 12.4.2026, 02:00 PM.
2. Students should raise an online outpass request at least 48 hours before leaving the campus.
3. Students are required to submit a **printed copy** of the outpass request letter and photocopy of **Laptop submission form** at the Outpass Issuing Office (near the Basketball Ground) for approval of the online outpass request.
4. The following declaration must be included in the printed outpass form:  
*"I hereby declare that I have taken away all my luggage and belongings from the campus hostel room."*
5. The University allows only those parents/guardians whose photographs are affixed on the Parent ID card to enter the campus at main gate for the purpose of collecting luggage.
6. Before leaving the campus, students must:
  - Take all personal belongings and luggage.
  - Ensure that all lights and fans in their allotted hostel rooms are switched off.
  - Leave their allotted hostel rooms **unlocked**.
7. The University is not responsible for your belongings left in room.
8. Students are requested to cooperate with the security personnel at the main gate while leaving the campus.
9. For any issues or queries, students may contact the Chief Warden Office during office hours (10:00 AM to 5:00 PM).

**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 Electrical & Civil works department
7. All the Notice Boards and University HUB