



**NOTICE**

**Sub:** RGUKT- Chief Warden Office - Outpass Issuing Instructions for PUC-2 Students-  
Reg.

In view of the PUC-2 Annual Examinations being completed on 23.03.2026, all PUC-2 students are requested to read the following instructions carefully:

1. Students should raise an online outpass request at least 48 hours before leaving the Campus.
2. The online outpass will be approved only in the presence of their parents.
3. Guardian/ Group out Passes will not be entertained.
4. Students must submit a **printed copy** of the outpass form at the Outpass Issuing Counter (SAC Building). Please ensure all fields are filled properly.
5. Students are required to take all their luggage while leaving the campus and should not lock their allotted hostel room.
6. Please include the following declaration in the printed outpass letter:  
"I hereby declare that I have taken away all my luggage and belongings from the campus hostel room".
7. The University is not responsible for your belongings left in room.
8. For any issues or queries, please approach the Outpass Issuing Office.

**Note:** While raising the online outpass request, please mention the following fields as:

**Reason :** Summer Vacation.

**Dates: From:** 23<sup>rd</sup> or 24<sup>th</sup> March,2026      **To:** 15<sup>th</sup> July,2026.

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