



NOTICE

Sub: RGUKT- Chief Warden Office - Outpass Issuing Guidelines to E-3 Students for Summer Vacation 2026 -Reg.

In view of the upcoming summer vacation 2026, all E-3 students are hereby requested to carefully read and follow the outpass issuing guidelines mentioned below:

1. All students must vacate the campus by 25.4.2026.
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 at the Outpass Issuing Center (SAC –Yoga hall) for approval of the online outpass request.
4. Students may also approach the Outpass Issuing Counter **one day prior** to leaving the campus to obtain approval and collect an offline outpass.
5. As per hostel office records, if any **unallotted room is found locked**, it will be opened by the authorities. The University is not responsible for any loss of valuable belongings found in such rooms.
6. Students whose IDs are on the Block List must approach the Chief Warden Office on or **before 23rd April,2026**.
7. Students are requested to close windows and switch off all tube lights and fans before locking their allotted hostel rooms.
8. Students are advised not to leave any valuable items in their hostel rooms. The University is not responsible for your belongings left in room
9. The out pass slip must be carried with you and shown at the main gate before exit and re-entry into the Campus.
10. Students should reach the main gate at least 2 hours before their Train/Bus departure time.
11. 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 Administrative Officer
3. The Associate Deans
4. The Student Welfare Officer
5. The Electrical & Civil works department
6. All the Notice Boards and University HUB