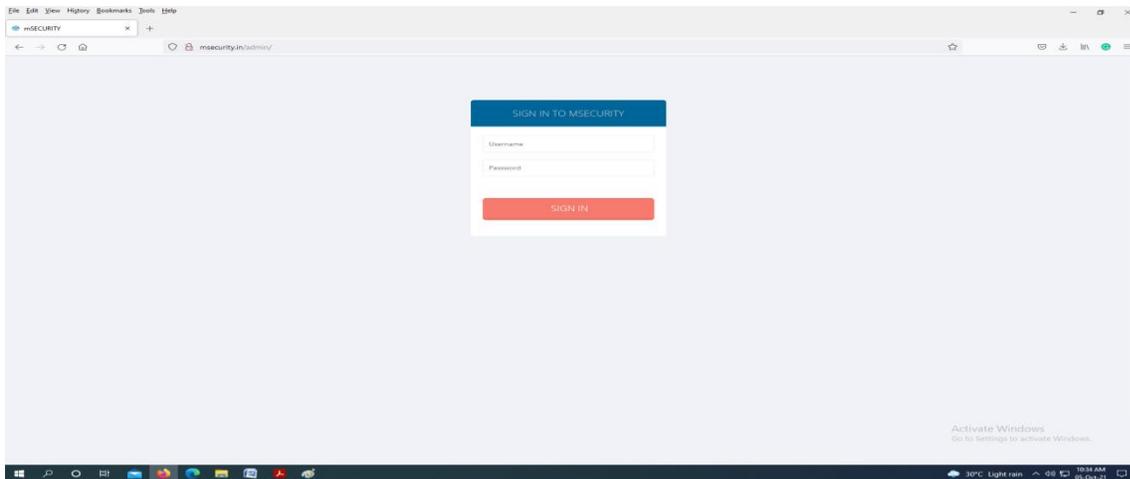


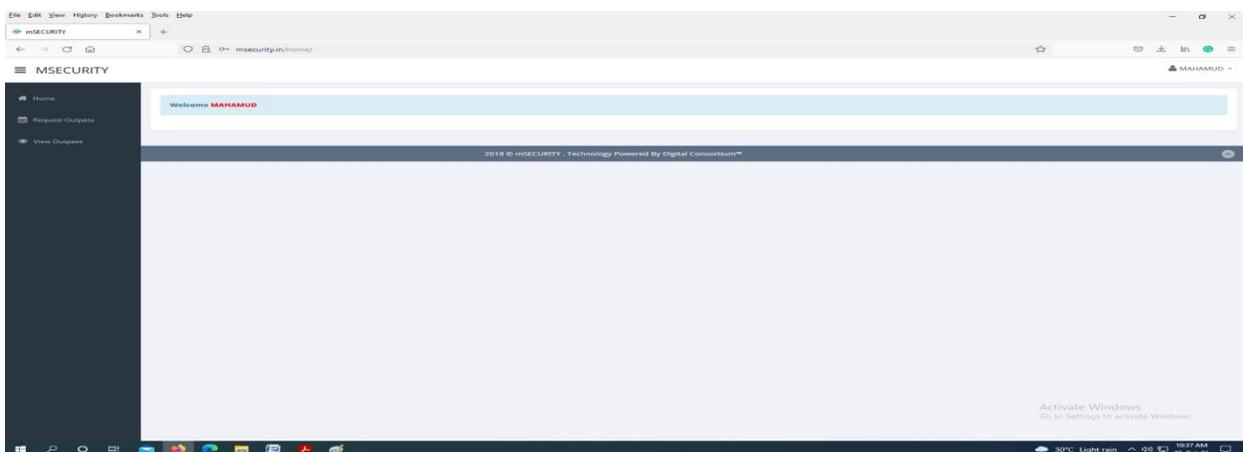


ONLINE OUT PASS REQUEST-USER MANUAL

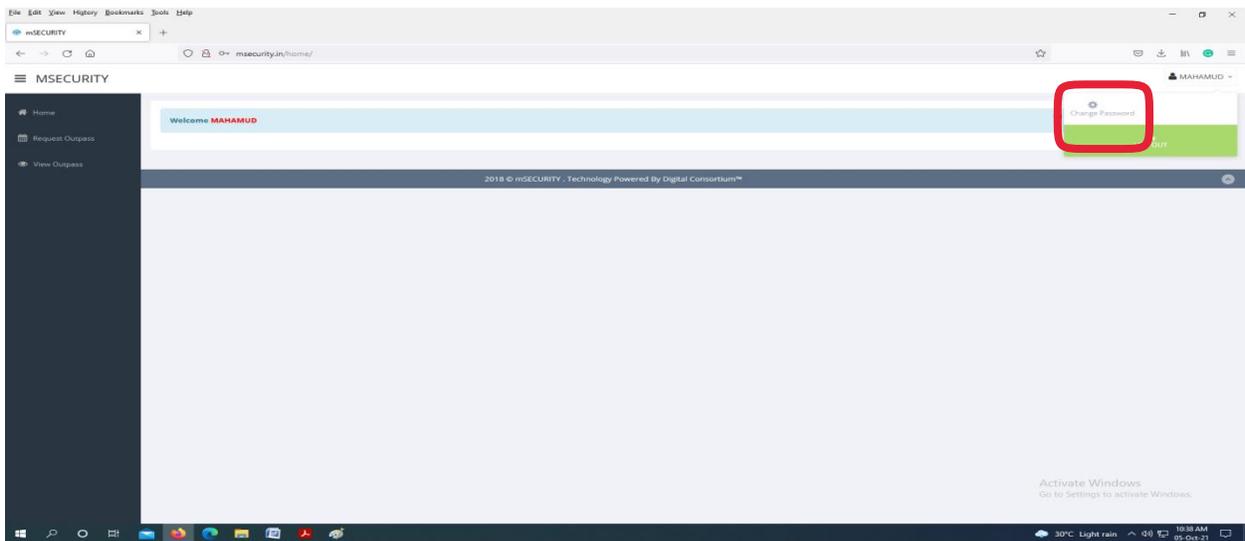
1. Students are required to open the website <http://www.msecurity.in> to raise online out pass request.
2. The following window will appear.



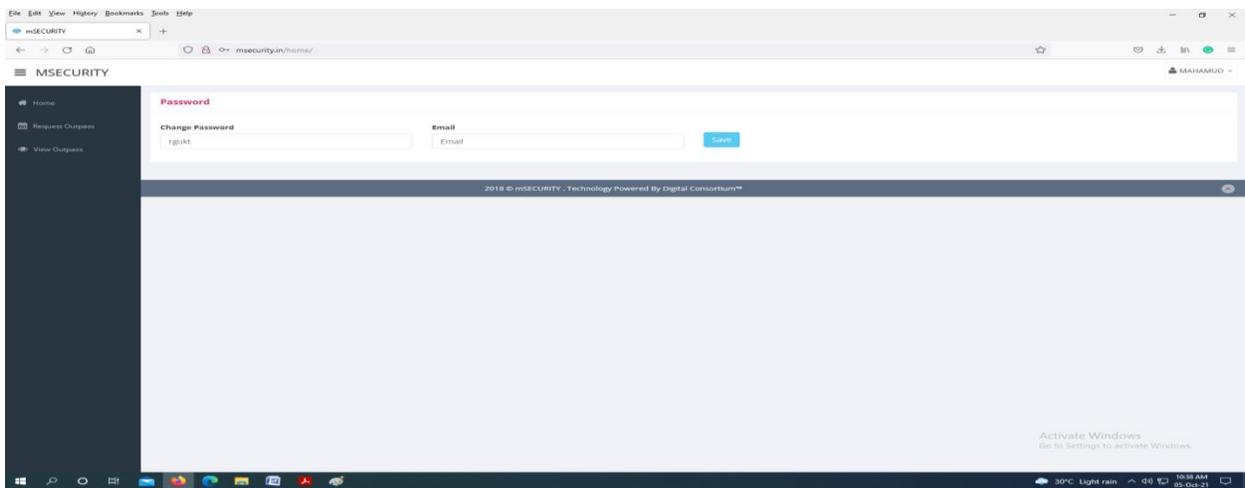
3. Enter your credentials as follows
 - I. Username : B20XXXX
 - II. Password : rgukt
4. The following window will appear



5. You should change your login password immediately. For that click on change password which is on the upper right corner of the window.



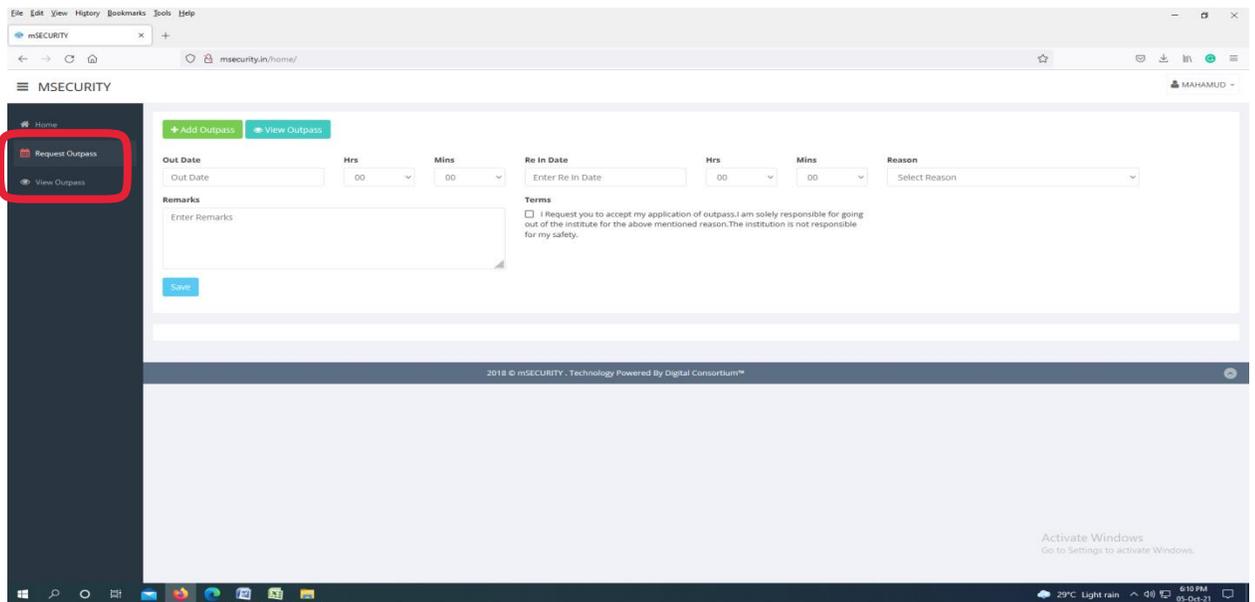
6. The following window will appear



7. Enter new password and University mail id i.e (B20XXXX@rgukt.ac.in)
8. Then click on save button.
9. Do not share your login credentials (password) to anyone.

How to raise online out pass request

10. Click on **Request out pass** which is on the upper left corner of the window.
11. The following window will appear.



12. Fill the columns displayed in the above window as follows.

I. Out date : which date you are leaving the campus.

II. Hrs : 24 Hrs format

Note: 1) For example if you want leave the campus in the morning 7 AM, you should enter as 7:00 AM in the time Field.

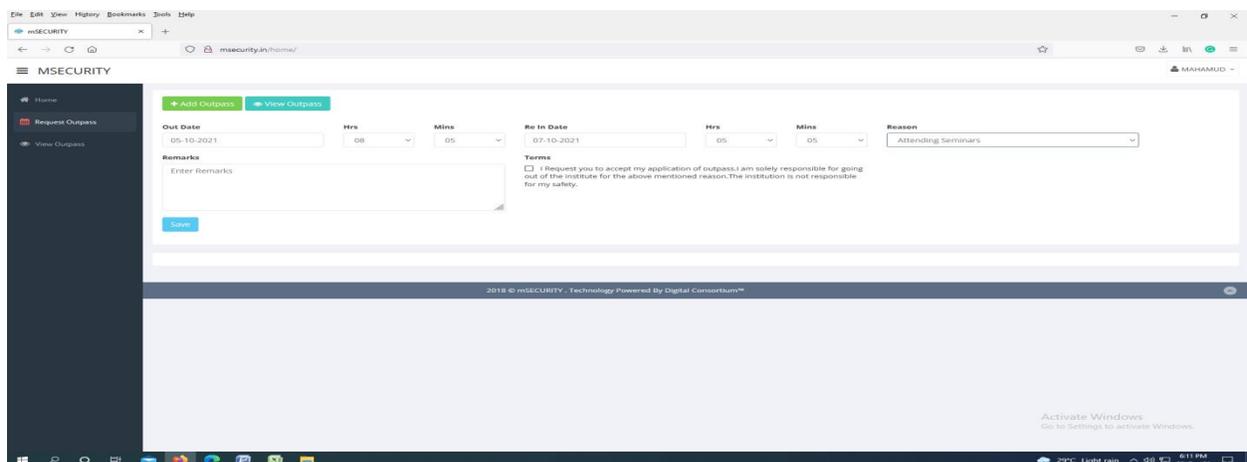
2) Similarly if you want leave the campus in the evening 4 PM you should enter as 16:00 PM in the time field.

III. Re-in date : On which date you are enter into the campus.

IV. Reason : Select reason which purpose you are request leave.

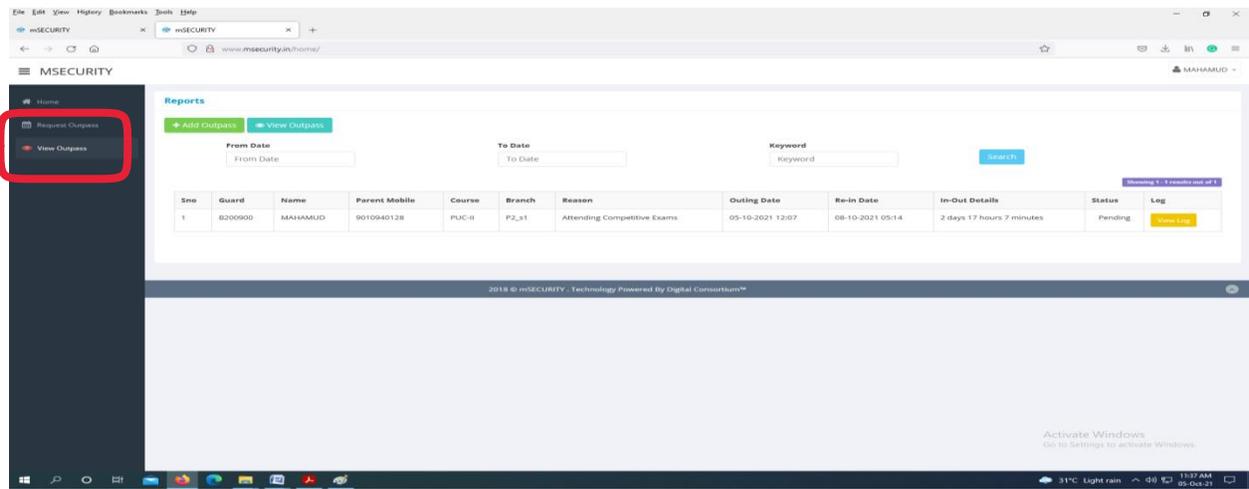
V. Remarks : Enter Remarks if any.

13. Finally click on check box and save it.



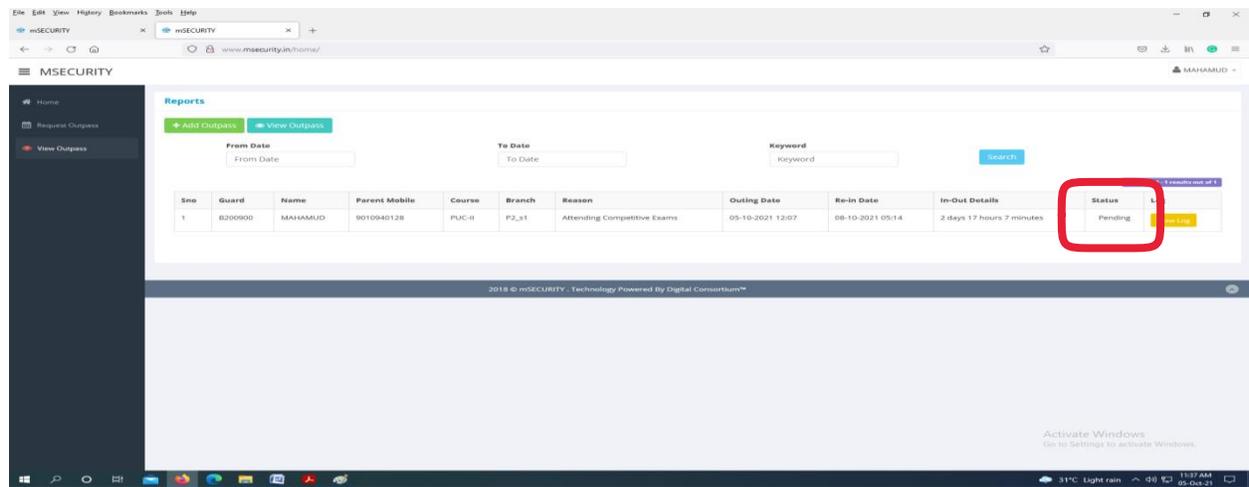
14. If you want to check the status of the online out pass request, click on view out pass which is present of the left side of the window.

15. The following window will appear.

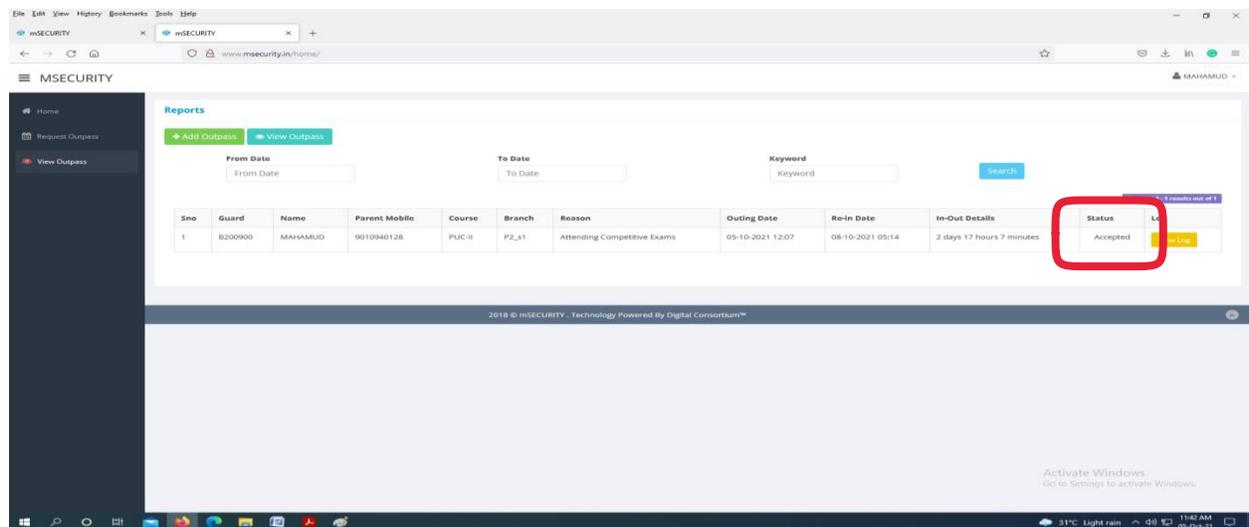


16. In the above window check the status column.

I. In the status column pending is appeared means your out pass request is not accepted.



II. In the status column Accepted is appeared means your out pass request is accepted.



III. In the status column rejected is appeared means your out pass request is rejected and office will also mentions the reason for rejected the out pass in the same column.

The screenshot shows the mSECURITY web application interface. The 'Reports' section contains a table with the following data:

Sno	Guard	Name	Parent Mobile	Course	Branch	Reason	Outing Date	Re-in Date	In-Out Details	Status
1	B200900	MAHAMMUD	9010940128	PUC-II	P2_31	Attending Competitive Exams	05-10-2021 13:04	07-10-2021 04:08	1 day 15 hours 4 minutes	Outing Request Rejected. Reason: Please contact chief warden office
2	B200900	MAHAMMUD	9010940128	PUC-II	P2_31	Attending Competitive Exams	05-10-2021 12:07	08-10-2021 05:14	2 days 17 hours 7 minutes	Accepted

- IV. In the case of PUC students the out pass will be accepted in the presence of their parents/guardian whose photograph is on their parent ID card.
17. After accepting online out pass request, the student has to go to the main gate of campus and enter the details in the exit register book and tell your ID number to the security personnel to get the online exit clearance.
 18. While entering into the campus, the students has to enter the details in the entry register book and tell your ID number to the security personnel to get online entry clearance.

Note: If any student violate the said above point no. 17 & 18 will be subjected to the disciplinary action as per the University rules and regulations.

Important Points to remember:

- students has to fill the fields in the online out pass request carefully because the system give only 3 chances per a day to raise online out pass request.
- Please logout msecurity.in, after raising online out pass request or checking the status of online out pass request .
- If you have any technical issues while raising online out pass request , contact Chief warden office.
- students are requested to raise the online out pass request one day before of your plan of journey date.
- students attending the placement drive(off-Campus) have to process their request for out pass through the office of training and placement cell.
- Students requesting for out pass to attend conferences/ seminars/symposium/workshops/ Domain related trainings/ internships have to approved (signature and stamp) by their respective HOD/

Guide/ Supervisor and the same to be submitted to the Chief warden office after that only your out pass request will be accepted.

- Students are requesting for out pass to consult the doctors at higher center have to submit the recommend letter from Resident medical officer or previous health records to the chief warden office. After that only your online out pass request will be accepted.
- Students are requesting for online out pass to attend the competitive exams/interviews have to submit a Xerox copy of hall ticket /call letter. After that only your online out pass request will be accepted.
- Out pass will not be issued on Sundays and public holidays except on emergency grounds.
- Students are permitted to go their home during specified period : Dussehra , Pongal and Summer vacation.
- If there is any changes in parent or student mobile number please update mobile number at chief warden office as well as in software development cell (ABII-204).