

DIRECTOR'S SECRETARIAT

NOTICE : 35/2017

ISSUE OF OUT PASS/NIGHT OUT/LEAVE

1. The procedure for issue of out pass/night out/leave for students, wef 15 Jun 2017 is given in succeeding Paras.

2. Out pass. Out pass for students is required only on working days, during college hours. Any student, who needs to go on out pass will get the endorsement/recommendation from his /her Counselor/Class Teacher/HoD. The out pass will be approved/signed by the concerned Warden/Rector. In case, the concerned Warden/Rector is not available, then the out pass will be signed by the Joint Director. Out pass for day scholar students will be signed by Joint Director.

3. Night Out Pass. Students who wish to stay out for one day on weekends or holidays with Local Guardian will be granted a maximum of one night out in a calendar month. The parent of the student is required to send the request to the Warden/Rector, through registered email/registered mobile (SMS) or FAX. The night out pass will be signed by the concerned Warden/Rector. No verbal/telephonic request will be entertained unless followed up by SMS/ email/FAX.

4. Leave. Students who wish to proceed on leave will get the endorsement/recommendation from his /her Counselor/Class Teacher/HoD and the Warden/Rector. The leave will be approved by the Joint Director. In case, the concerned Warden/Rector is not available, then the out pass will be signed by the Joint Director.

5. Students should process the out pass/Night out/leave, at least one day prior to the date of requirement. As a rule, students are not permitted to visit the residences of Warden/Rector/Jt Director. In emergencies, the student can call up the concerned authority. Mobile Nos of Wardens/Rector(s)/Jt Director are displayed in every hostel.

In case, the concerned Warden/Rector is not available, then the out pass will be signed by the Joint Director.

6. Revised format for approval of Out Pass/Night Out/Leave is enclosed

File No : AIT/0075/Notice/Adm


Date : 12 Jun 2017

Distribution: -

Director } - for info please
Principal }

HOD Mech
HOD Comp
HOD IT
HOD E & TC
HOD ASGE

Rector
Warden, OBH
Warden NBH-I & II
Warden GH
Website I/C
All Notice Boards


(KE Vijayan)
Col (Retd)
Joint Director
For Director

APPLICATION FOR LEAVE

I _____ (Name) _____ (Branch) _____ (Year)
_____ (Regn No) _____ (Hostel) _____ (Flank), hereby request for leave
from _____ to _____ due to _____ reason. My address while on leave will
be as follows:-

(Complete postal address)

(Mobile No of Father/Local Guardian)

My attendance is _____ %

I have scored _____ % in last Semester.

I have informed /not informed my parents.

(Signature of Student)

Mobile No: _____

Whether email/SMS/FAX received from
parents : Yes/No

Warden/Rector

Permitted/Not permitted

HOD

Serial No. Leave Register
