

POLICY FOR ISSUE OF HOSTEL STUDENTS GATE PASS

Boys / girls wardens must ensure that online leave application has been filled by students before issuing the gate pass. To issue the gate pass following policy must be followed.

Hostel Boys / Girls	Issuing Gate pass authority
For Boys	<ol style="list-style-type: none">1. Male warden will be responsible for issuing the gate pass.2. In absence of Male warden Female warden may issue the gate pass for Boys.3. In absence of male and female warden Deputy Director will be responsible for issuing the gate pass.
For Girls	<ol style="list-style-type: none">1. Female warden is responsible for issuing the gate pass.2. In absence of Female warden Male warden may issue the gate pass for Girls.3. In absence of male and female warden Deputy Director will be responsible for issuing the gate pass.

Principal / Deputy Project Manager may issue the gate pass to hostel students in absence of Male/Female warden & Deputy Director.

Once the gate pass is issued, no other authority will stop / call back students from the gate for any reason.


C.C. Ashoka
(Director)

Date :- 11.02.2016

Copy to :-

1. Deputy Director
2. Principal
3. Deputy Project Manager
4. Warden For Boys
5. Warden For Girls
6. Guard Room