

Rules/Guidelines for hosteller (BOYS) students' ENTRY / EXIT to and from the Institute

A. Short Duration Exit (Day Leave)

- Students must carry their Institute RFID card.
- The security guards shall verify the RFID card at the main gate and record the time of Entry/Exit in the available register or RFID machine.
- Students are NOT allowed to exit the Institute campus before 6 AM and after 8 PM.
- Students must return to the hostel by 9:00 PM on the same day of leave.
- **Late return consequences:**
 - Fine: ₹500
 - Parent/Guardian notification.
 - Repeated violations (max. 3 times) will lead to the Expulsion from the hostel.

B. Long Duration Exit (Night-stay Leave)

B.1 Exit on Holidays/Weekends:

- Students must fill out the leave form, *Annexure-I*, and submit it at least one day before leaving to the concerned Hall Assistant.
- The Hall Assistant will verify and obtain consent from the student's parent/guardian via phone call, as per the records.
- After verification, the Hall Assistant will record the exit in the hostel register and issue a gate pass. The Hall Assistant shall keep the leave form in the respective hostel's Warden Office for record-keeping.
- The gate pass must be submitted to the main gate security guards, who verify the RFID card.
- On the day of return/arrival, the student should report to the concerned Hall Assistant.

B.2 Exit on Academic days:

- Students must obtain approval for leave from their department semester Coordinator / Head by filling out the leave form, *Annexure-II*.
- After the department sanctions leave, the Hall Assistant will record the exit in the hostel register and issue a gate pass. The Hall Assistant shall keep the leave form in the respective hostel's Warden Office for record-keeping.
- The gate pass must be submitted to the main gate security guards, who verify the RFID card.
- On the day of return/arrival, the student should report to the concerned Hall Assistant.

Violation of the above concerning **point B** will lead to the following consequences:

- Fine: ₹2,000/- per day.
- Parent/Guardian notification.
- Repeated violations (max. 3 times) will lead to the Expulsion from the hostel.

NOTE: If a student intends to extend the leave concerning **point B** for some valid reasons, he shall inform the Hall Assistant via phone and email to the respective hostel email ID from his institutional email ID.



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Annexure-I

UNDERTAKING TO LEAVE HOSTEL

I am submitting this undertaking to leave the hostel on ____/____/____ Time ____AM/PM and shall return on ____/____/____ (date). I am leaving the institute campus at my own risk and responsibility for (Reasons) _____. I am also aware that I am responsible for my safety and security during my outings. The institute or hostel management is not responsible for any wrong happenings outside.

I also confirm the below-mentioned name, address & contact of my parent/guardian, who has spoken telephonically with the concerned hall assistant to permit me to leave the hostel at my own risk and responsibility.

Name & Address of the Parent/Guardian: _____

Contact Number of Parent/Guardian: _____ (Hall assistant to verify the records)

I hereby acknowledge that violating the hostel Entry/Exit rules shall lead to the laid down consequences. Name and

Signature of the Student: _____

Enrolment No. _____ Hostel _____ Room No. _____

Contact Details: _____

----- (To be filled by the office) -----

Verification by the concerned Hall Assistant _____
(Name and Signature with date)

Recommended / Not recommended citing the reason (if any) _____

Application No.: NITS/DSW/Hostel/ YYYY/ _____ **Dated:** _____

To be filled by the student on Return:	
Date & Time of Return: ____/____/____	Time ____AM/PM
Signature of the student: _____	

-----x-----x-----x-----

GATE PASS (Annexure-I)

The student _____, Enrolment No. _____ residing in Hostel _____, Room No. _____ is allowed to leave the institute campus at his own risk and responsibility as per the submitted undertaking bearing Application No.: NITS/DSW/Hostel/ YYYY/ _____ Dated: _____

He shall leave the Institute campus on ____/____/____ Time ____AM/PM and shall return on ____/____/____ (date).

Verified by the Hall Assistant _____
(Seal and Signature with date)



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Annexure-II

LEAVE APPLICATION FORM

Department: _____ **Date:** ____/____/____

Name of the student: _____

Enrollment No: _____ Semester/Section: _____

Leave from: ____/____/____ **To:** ____/____/____ **No. of Days:** _____

Reason: _____

Details of Document/Proof: (if attached) _____

Name & Address of the Parent/Guardian: _____

Contact Number of Parent/Guardian: _____ (Hall assistant to verify the records)

I hereby acknowledge that violating the hostel Entry/Exit rules shall lead to the laid down consequences. Signature of the Student: _____

Hostel _____ Room No. _____ Contact Details: _____

----- (To be filled by the department office) -----

Approved / Not Approved citing the reason (if any) _____

Semester Coordinator / Head of the department _____

(Name and Signature with date)

----- (To be filled by the hall assistant) -----

Verification by the concerned Hall Assistant _____

(Name and Signature with date)

If approved, Application No.: NITS/DSW/Hostel/ YYYY/ _____ **Dated:** _____

To be filled by the student on Return:

Date & Time of Return: ____/____/____ Time ____AM/PM

Signature of the student: _____

-----x-----x-----x-----

GATE PASS (Annexure-II)

The student _____, Enrollment No. _____ residing in Hostel _____, Room No. _____ is allowed to leave the institute campus at his own risk and responsibility as per the submitted undertaking bearing Application No.: NITS/DSW/Hostel/ YYYY/ _____ Dated: _____

He shall leave the Institute campus on ____/____/____ Time ____AM/PM and shall return on ____/____/____ (date).

Verified by the Hall Assistant _____

(Seal and Signature with date)