



### **Leave and absence**

- For any leave, Students OUT PASS should be obtained from the Principal through the Warden.
- Leave application should be submitted to the warden one day before proceeding for leave.
- Students should not take leave during the session under normal circumstances.
- Those who wish to go to their native place / home during holidays should get the permission from the hostel warden as well as from the parents.
- Student can go out of the campus only after obtaining OUT PASS from the warden at least one day before going and should return back before the time allowed. The students who have gone out from the Hostel must report before 9.00 P.M. with signature of the OUT PASS copy from parents / LG.
- Going outside for parties is not allowed unless the parents or the local guardians accompany them.
- Students who take out pass quoting reason should strictly adhere to it failing which the university not responsible for any untoward incident.