Standard Operating Procedure for students requesting for no due from office before outpass.

OUT-PASS FORMAT

Name of the student	
Hostel Name	
Dormitory Number	
Parent/Guardian Visiting to seek permission	
Reason for Out-pass:	
Document submitted to substantiate the reason for out-pass	
Date of Out-pass:	Time:
Date of Return:	Time:
NOC from Accounts Current Fee Due: Current Store Fee Due:	Signature of the Accountant
Any exemptions from NOC? *(if Yes describe)*	
Name of the Exempting Authority	Signature of the Exempting Authority
Signature of the Block Warden	
Signature of the Chief Warden	

1. Fill the above form
2. Obtain the fee due details from the office in the field specified in the form.
3. If no due, proceed to the block warden else proceed to Principal/Dean for exemption.
4. If exemption is not given, block warden shall not issue the out-pass, else (if no due) block warden shall sign manually and make recommendation on ERP to the Chief Warden also inform the parent/guardian. Chief Warden

shall approve the out-pass manually and on ERP. Block warden notifies outpass to security and mess manager on ERP.

5. Security gate receives notification about the outpass on ERP.
6. Student shall submit the copy of the out-pass to the security.
7. The security shall update outward register manually and on ERP, return the out-pass to the office at the end of each day.

SOP for final exit

1. Fill the above form
2. Obtain the fee due details from the office in the field specified in the form.
3. If no due, proceed to the block warden. For the final exit, no due is compulsory.
4. Block warden issues outpass and updates the same on ERP, notifies security, mess manager on ERP.
5. Security gate receives notification about the outpass on ERP.
6. Student shall submit the copy of the out-pass to the security.
7. The security shall update outward register manually and on ERP.
8. The security verifies the identity of the person who has come to receive the child.
9. Security allows the child to leave if the parent/guardian is verified.