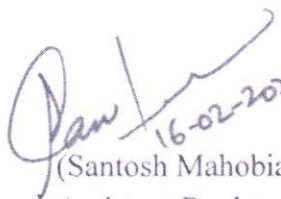


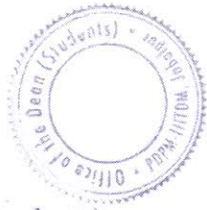
NOTIFICATION

Sub: Guidelines for Entry/Exit at main gate

As per the instruction of the PIC students guidelines for Entry/Exit at main gate of the institute have been finalized and same is attached as **Annexure 1** along with Entry/Exit form.

This is being issued as per approval of the Competent Authority and for necessary compliance.


16-02-2023
(Santosh Mahobia)



Assistant Registrar (Students)

Copy to:

1. Director kind information, please
2. All PICs/All Heads/All Wardens
3. Joint Registrar (Academic)
4. All Deputy Registrar/Assistant Registrar
5. Shri J B Singh (Security In-Charge)
6. Website-in-Charge
7. Office order file (For uploading the notification in the Institute's website)

Guideline for Entry/Exit at main gate for hostel students

1. All students must carry their **valid ID cards (Physical/Softcopy)** while entering and exiting the main gate.
 2. Student should mark his/her daily attendance in the **Hostel Register** without a fail. During leave, caretaker will mark leave against their name. Defaulters for the same will be imposed with the fine of Rs. 50, though warden holds the supreme authority to waive off the fines upon checking with genuine reasons.
 3. Student can leave Institute during **05:00 am to 09:30 pm** after making entry at the main gate register (For Jabalpur City visit only). Only applicable, if they have plan to **return back to Institute by 10:30 PM (same day)**.
 4. Outside of these hours (05:00 am to 10:30 pm), students are not allowed to enter or exit the main gate. If in any unavoidable circumstances student miss the bus or for any other genuine reason a 30 minute grace period is allowed to return the campus. If student comes beyond 11 pm they are required to drop a mail to the respective warden well in advance and show the same at the main gate.
 5. If any student has to leave the hostel after 10:30 pm or have a scheduled visit off campus he/she should fill the entry exit form available at every hostel caretaker's office. The form has to be filled in two copies, one to be retained by hostel office and other with hostel warden/caretaker signature and stamp to be submitted at the main gate for hassle free exit. Students should retain the softcopy of the form and present it to the security in-charge at main gate upon arrival.
 6. Students must not engage in any illegal or unethical activities while entering or exiting the main gate. If found doing so, strict action will be taken against them.
 7. **If the declaration/information/reason given by the student is found false at any stage, strict action will be taken against them.**
 8. Any food delivery/Zomato will not be allowed to deliver in the institute past 10:30 pm nor will student be allowed to collect the parcel from the main gate after the given time (till 10:30 pm hostel gate deliveries are allowed)
- All students are advised to avoid going to the tea stalls near main gate due to fast moving traffic situations.



(Student copy for main gate purpose)

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DESIGN & MANUFACTURING, JABALPUR

Name of Hostel : _____

Entry/Exit at Main Gate

Name: _____ Roll No.: _____

Room No. _____ Gender: Male/ Female

Program: (B. Tech./M. Tech./ B.Des/M.Des / PhD) Branch: _____

Reason of
leave _____

Leave
Duration _____

Residential Address:

Contact No. _____ Contact No. of Parents _____

DECLARATION

- I have taken the consent of my parents for this leave and I will be responsible for maintaining more than 75% attendance during current semester.

(Signature of the Student)

Signature of Warden/Caretaker
Stamp

Students should keep soft copy of the same.

(Hostel copy)

PDPM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN & MANUFACTURING, JABALPUR

Name of Hostel : _____

Entry/Exit at Main Gate

Name: _____ Roll No.: _____

Room No. _____ Gender: Male/ Female

Program: (B. Tech./M. Tech./ B.Des/M.Des / PhD) Branch: _____

Reason of
leave _____

Leave
Duration _____

Residential Address:

Contact No. _____ Contact No. of Parents _____

DECLARATION

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(Signature of the Student)

Signature of Warden/Caretaker
Stamp