

Residence Outpass Approval Policy and Procedure

Permissions for Day-outs (Between 6:00 am and 10:00 pm): No approval or permission is required to leave the campus for *Day-Outs* for all students. However, adhering to the below laid out procedure is **mandatory** for all students and they will not be permitted to leave campus if these are not followed.

Standard Operating Procedure for Check-in and Check-Out of Campus:

- Students are expected to check-in and check-out of campus using the biometric system installed at the University main gate operated by the Security Team
- The student is expected to enter the student details manually in a register maintained by the main gate security
- Students must return back to the campus on or before 10:00 pm. Late arrivals to campus will invite strict disciplinary proceedings from the University. In case of situation(s) wherein the student is checking-in late to campus due to certain unavoidable reasons, they should intimate the same at least two-three hours in advance to the University Residence Manager, Safety Security Team and/or the Office of Student Life via email

Protocol for Overnight Stay (For Students Above 18 Years of Age):

- The student must fill out the 'Overnight Travel Request' google form circulated by the Office of Residence Life, at least 48 hours before they leave campus so that the Safety & Security team is aware of the same and can account for their absence and arrival. Filling the form is the responsibility of the student and the Office of Residence Life will not be responsible in case the student does not fill the Overnight Stay form. This form is meant for information purposes only.

Protocol for Overnight Stay (For Students below 18 Years of Age):

- **Students intending to leave campus overnight must send an email at least 48 hours in advance** to the Office of Residence Life (residence.life@krea.edu.in), Safety & Security Office(safety.security@krea.edu.in). The email must clearly mention the **date and time of**

departure, and must **CC the registered email address of the parent/legal guardian**. Parents or legal guardians must **respond to the email thread confirming the travel details** and approving the student's request. Additionally, students are required to complete the **'Overnight Travel Request' Google Form** circulated by the Office of Residence Life.

Extension of Absence from Campus:

- In case, a student is going to be late or has to extend their stay outside campus, it is mandated that they **immediately notify in writing** to all the concerned departments as listed above. However such a notification will not exonerate them from Academic absence or any regulations pertaining to the same laid out by the university

Absence in Relation to Academic Engagements/Classes:

- Writing to the Office of Student Life/Office of Residence Life, to leave campus does not imply affirmation of academic absence. The Program office/Academic office and your concerned faculty need to be informed of your academic absence. All students need to apply for academic leave as per the process laid out by the Academic Office. It is the responsibility of the student to make themselves aware of these procedures and go through all the policy documents shared by the Academic Office.

Important Disclaimer:

- **Krea University places the utmost importance on the safety and well-being of its students.** While the University strives to educate and encourage students to adhere to all necessary safety protocols when off campus, it is important to note that the University cannot be held liable for the safety and security of students once they have exited the University premises.

**RESIDENCE OUTPASS LEAVE UNDERTAKING FORM
(PARENT/LEGAL GUARDIAN)**

I/We, the parent(s)/legal guardian(s) of _____, studying at Krea University, have read and understood the University's policy and procedure on day-out(s) and overnight stay(s).

By signing the document, I/We are aware that Krea University will not be held responsible for my son/daughter/ward leaving the University premises. Krea University is not liable for the safety and security of my son/daughter/ward outside the Krea University Campus.

Signature of the Parent/Legal Guardian:

Full Name of: Parent/Legal Guardian:

Date: