

## **Residence Outpass Approval Policy and Procedure**

### **Permissions for Day-outs (Between 5:30 am and 10:00 pm) and Overnight Stays:**

No approval or permission is required to leave the campus for Day-Outs or Overnight Stays for students both above and below the age of 18. 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 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 Student 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

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

- The student must send an email mentioning their date and time of departure, at least 48 hours prior to their leaving, to the Office of Student Life, the Safety & Security Office, and the Operations Office with their **parent/legal guardian cc'd in the email**. In addition, the student must fill out the 'Overnight Travel Request' google form circulated by the Office of Student 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, to leave campus does not imply affirmation of academic absence. the Program office/Academic office and your specified 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

**Important Disclaimer:**

- Krea University is deeply committed to ensuring the safety and well-being of all its students. While the University's aim is to always work towards safeguarding the interests of its students and to make them aware of the importance of following all the necessary safety guidelines when stepping out of campus, Krea University is not liable for the safety and security of the student once they step outside of the University's 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: