

GANGA GIRLS HOSTEL
Veer Madho Singh Bhandari Uttarakhand Technical University (VMSBUTU), Dehradun
NOTICE

Ref No- 2026/GB/007

Date- 20 August 2026

IMPORTANT NOTICE – HOSTEL LEAVE AND CAMPUS EXIT PROCEDURE

All residents of **Ganga Girls Hostel** are hereby informed that whenever a student wishes to avail leave or leave the University premises under any circumstances, the following procedure must be strictly followed:

A. Leave Procedure from Hostel

1. The **parent/guardian must send a leave request email directly to the Hostel Warden/ Residential Warden** from their registered email ID.
2. **Email ID:** vmsbutugangagirlshostel@gmail.com
3. The email must clearly mention:
 - Student's Name
 - Roll Number
 - Room Number
 - Leave From Date & Time
 - Leave Till Date & Time
 - Reason for Leave
 - Destination
 - Parent/Guardian Name and Mobile Number
4. The leave request must be submitted **at least 3 days prior to the proposed date of departure.**
5. Leave will be permitted **only after verification and approval by the Hostel Warden/Residential Warden.**
6. In case of an emergency, the parent/guardian may contact the Hostel Warden directly.

B. Procedure for Leaving the University Premises

Students must follow the **following sequence** before leaving the University campus:

Step 1 – Hostel Gate:

- Obtain the **Gate Pass from the Hostel Security Guard.**
- Fill in the required details in the Gate Pass.
- Get the Gate Pass **approved and signed by the Hostel Warden or Residential Warden.**
- Make the required **IN/OUT entry at the Hostel Gate.**

Step 2 – University Main Gate:

- Present the duly approved **Gate Pass** to the security personnel at the University Main Gate.
- Make the required **IN/OUT entry in the University Main Gate Register.**
- Leave the University premises only after the Main Gate procedure has been completed.

IMPORTANT

No resident will be permitted to leave the University premises without completing the prescribed procedure at both the Hostel Gate and the University Main Gate.

Failure to follow these instructions will be treated as a **violation of hostel rules** and may invite strict disciplinary action.

All residents are therefore **strictly instructed to follow the above procedure without exception.**

Hostel Warden
Ganga Girls Hostel
Women Institute of Technology, Dehradun