## Policy and procedure

## PARENT'S HOSTEL VISITING TIME

To ensure the safety, security, and smooth functioning of ladies and men's hostel

- (1) The visiting time for parents to the hostel is from 2 pm to 6pm. The parents are permitted to visit the hostel only after getting the permission from the warden.
- (2) Any other outsiders will not be permitted to the college campus after 4pm without permission from the office.
- (3) Those outsiders who need permission to visit the Campus / Hostel etc should take prior permission from the office to enter in to the college campus. The security officer in the main gate should inform about the visitor and their purpose of visit to the office to get the permission.
- (4) The construction laborsworking in the college campus must have their identity card. Without the identity cards no workmen are permitted to enter the campus.
- (5) The UG students are not permitted to enter PG/Intern's quarters and vice versa. The Day scholars are not permitted to enter the Hostel without permission from the office.

Principal