

Important Information regarding issue of gate passes to students.

1. If any student requests a gate pass during holidays (including Saturday's that are holidays for students), they shall apply to the Wardens and the Wardens shall approve the pass.
This does not require any approval/intervention from the department.
2. If any student requests for a home/city pass on a working day, they shall apply to the Class Advisor (CA) before 24 hours from the date of departure for approval. Once the CA approves, the resident warden (RW) will approve the pass.
3. City passes are not issued after 1 PM on working days except under exceptional circumstances that need strong recommendation by email from the CA to the Chief Warden (ccwh@cb.amrita.edu)
4. In case, the students have free hours, say. on Friday AN and he/she wants to leave on a home pass; student will apply to the CA and the CA needs to approve the same. Kindly note that it is very tedious for the RWs to check the timetable of each class and issue gate passes. However, it is recommended that students may be encouraged to leave only after 4:10 PM
5. Kindly note that a gate pass applied to a CA can be approved by the RW only if the CA approves it in portal. Hence timely approval of passes applied to CA may help students and reduce the tension and anxiety among students when they need to search for faculty for signature.
6. Emergency passes are granted only in cases of critical medical emergencies or urgent family situations. Such requests must be supported by direct confirmation from the student's parent or guardian via phone to the warden. The issuance of such emergency passes must also be informed in advance to the respective faculty warden.
7. Faculty wardens have the authority to approve emergency passes based on the genuineness of the request and the situation. Students must obtain a recommendation from their faculty warden, either through email or a signed letter, and submit it to the hostel warden for final approval.

Chief Warden- Dr. V V Sajith Variyar 9943984509 Office of the Chief Warden-ccwh@cb.amrita.edu 0422-2685511,5510			
SL NO	Name of Faculty Warden	Hostel	Contact Details
1	Dr. Sreeranjini K S	Adithi Bhavanam	ks_sreeranjini@cb.amrita.edu 9566560036
2	Ms. G. Radhika	Mythreyi Bhavanam	g_radhika@cb.amrita.edu 94871 17325
3	Mr. Vipin Das	Kashyapa Bhavanam	d_vipin@cb.amrita.edu 98461 58452
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5	Mr. Rajesh C B	Vasishta Bhavanam	cb_rajesh@cb.amrita.edu 96005 21483
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7	Dr. Mageswari V	Gargi Bhavanam	v_mageshwari@cb.amrita.edu 81100 33094
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Contact Information of Hostel Authorities