



## **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 Resident Warden (RW) and the RW 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 RW will approve the pass.
3. Normally 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)/Deputy Chief Warden(vccwh@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 CMS. 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. If any student requests an emergency pass, kindly direct the student to send a request mail to the Chief Faculty Warden (CFW) of that hostel stating the reason for availing emergency passes. The student also shall send the same message through Whatsapp to the CFW. If the CFW approves, the RW will forward the email to the respective class advisor, he/she will apply for emergency pass and permit the student after confirming the genuineness with parent/local guardian. This arrangement is made by the hostel administration to ensure that the student need not run here and there between blocks searching for faculty during emergency situations. This is applicable on all days of the week irrespective of working days/holidays.
7. At any point of time, if the CFW is not able to access mail/WhatsApp, the RW can issue the emergency pass. However, he/she shall update this to the Class advisor and the CFW.

**AMRITA VISHWA VIDYAPEETHAM COIMBATORE CAMPUS****CONTACT DETAILS OF CHIEF FACULTY WARDENS(CFWs) 2023-2024**

<b>S.No</b>	<b>Name of the CFW</b>	<b>Department</b>	<b>Email</b>	<b>Hostel</b>	<b>Mobile number</b>
1	Mr.Sajith Variyar	CEN	vv_sajithvariya@cb.amrita.edu	Agasthya Bhavanam	94971-88959
2	Dr.V.Ananthanarayanan	CSE	v_ananthanarayanan@cb.amrita.edu	Yagnavalkya Bhavanam Annexe	94432-51227
3	Ms.G. Radhika	CSE	g_radhika@cb.amrita.edu	Mythreyi Bhavanam	94871-17325
4	Mr. Satheesh Kumar J	ASB	j_satheeshkumar@cb.amrita.edu	Gauthama Bhavanam & Kapila Bhavanam	9443384493
5	Dr.K. S.Sreeranjini	Mathematics	ks_sreeranjini@cb.amrita.edu	Mythreyi Bhavanam	73060-75208
6	Dr.R Karthika	ECE	r_karthika@cb.amrita.edu	Gargi Bhavanam	98941-39879
7	Ms. K. B. Aswathi	Mass Communication	kb_aswathi@cb.amrita.edu	Adithi Bhavanam	94878-04436
8	Dr.K.Bagavinar (Chief Warden)	Hostel Administration	ccwh@cb.amrita.edu	Sri Vyasa Maharshi & Nachiketas Bhavanam	89033-42204
9	Dr.S Adarsh	ECE	s_adarsh@cb.amrita.edu	Vasishta Bhavanam	94861-40284
12	Dr.C.Arunkumar (Deputy Chief Warden)	CSE	vccwh@cb.amrita.edu	Vasishta Bhavanam	93444-28702
10	Mr.Anu G Kumar	EEE	gk_anu@cb.amrita.edu	Agasthya Bhavanam	72003-96883
11	Mr.M.Ananthkumar	Civil	m_ananthkumar@cb.amrita.edu	Yagnavalkya Bhavanam	99523-62204