

General Guidelines for Reporting on 21-08-2026

1. Document Verification – 10:00 AM to 11:30 AM

- a. All students are required to report for document verification during the allotted time at admission cell, KSKGRL, Prayagraj.
- b. Keep all original documents along with the required photocopies and other supporting documents ready in advance.
- c. Ensure that the documents are arranged properly to avoid delays during the verification process.
- d. Carry extra passport size photos (if needed).
- e. Keep following documents ready.
 - (i) Application form (with required self-attested enclosures)
 - (ii) Anti-Ragging undertaking by students (on stamp paper)
 - (iii) Anti-Ragging undertaking by parents (on stamp paper)
 - (iv) Medical fitness certificate,
 - (v) Signed copy of Hostel Rules & Regulations
 - (vi) Social Media Undertaking (on stamp paper)

2. Biometric Registration, ERP & Library Form Submission – 11:30 AM to 12:30 PM

- a. After completion of document verification, students will proceed for biometric registration.
- b. The ERP and library forms need to be completed and submitted during this session.

3. Hostel Allotment 12.30 PM to 1.30 PM

4. Other Important Information

Mess Timings	Breakfast & Tea: 8.00 AM -9.15 AM Lunch: 1.30-2.00 PM Evening Tea: 3.30-4.00 PM Dinner: 8.00-9.00 PM • The mess will remain closed on Sundays. • Students who wish to skip a meal should inform the Mess In-charge in advance. • Local delivery services such as Blinkit and Swiggy are available in the area and may be used by students for essential items.
Hostel Leave & Out-Pass Guidelines	• Students must not leave the hostel without informing the concerned authority/warden. • Students must follow the prescribed hostel procedure for obtaining leave/out-pass permission and clearly mention the reason and duration of their absence. • Leaving the hostel or campus before 7:00 AM or after 9:30 PM without prior permission is strictly prohibited. • Students must ensure that all necessary permissions are obtained before leaving the hostel. • Students may use the ERP system to submit leave applications.

Campus/Lab Safety	• Students must follow all laboratory safety instructions and should not enter restricted laboratory/office/outdoor instrument areas without permission. • Use of laboratory equipment/instruments should be only under the guidance of the concerned faculty/scientist. • Any damage to hostel/institute property should be reported immediately to the concerned authority.
Other	• Students are advised to save all emergency contact numbers provided in the contact list for easy access when required. • Students should not approach, feed, disturb, or otherwise interact with any animals or birds found on the campus. If any important activity, document, form, registration, or instruction is not covered above, students should clarify it with the concerned authority and ensure that it is completed within the prescribed time.