



Ref No.: IQMC/11/Principal Office/2025/37

Date: 03/11/2025

CIRCULAR

Implementation of '*Campus Leaving Register* for Hostellers'

All hostel students are hereby instructed to record their details in the Out-Campus Register maintained in their respective hostels each time they leave or return to the campus premises.

This register is intended solely for recording out of campus details on day-to-day basis and not applicable for long leave or overnight absence, which shall continue to follow the existing leave approval procedure.

This directive is effective immediately and shall be strictly implemented from tomorrow 04.11.2025 onwards.

Neerja 03/11/25

Dr Neerja Shastri
Principal

Principal
IQ City Medical College & Hospital
IQ City Road, Sovapur, Jemua
Durgapur-713206, India

Copy to:

Vice Principal
Medical Superintendent
Dean-Academics
Dean-Student Affairs
All Medical and Non-Medical HODs/In-charge
Academic Dept.
HR Dept.
All Wardens Girls & Boys
General Admin-Medical College