

Movement of Faculty & Staff during University hours

In the Campus there is no monitoring & check on movement of entire Human population (Faculty/ Staff/ Students/ Visitors/ Service providers) of the IEC University campus during the Working hours. Further, the outside elements are free to enter and visit the campus with out anybody's notice at present.

Our campus does not have adequate number and nature of security checks at present. As such, the safety and security of assets and property of the college and individuals is at risk. This also encourages thefts of small items which can easily be carried out of the campus in the vehicles and bags.

In view of the above it is proposed to adopt strict security and monitoring measures at the University Gate as per the directions of the Chancellor. Some of them are indicated below :

- The main gate of the Campus shall be kept normally locked from 10:00 AM to 4:00 PM.
- The security will permit outside movement of faculty/ staff/ students during the University hours **only with the written permission** from the competent authority: say PVC, HODs and Officer-in-charge of various sections, Deans, Registrar etc.
- A movement register will be kept at the gate in which such movement outside the Campus shall be recorded.
- A mechanism for properly checking the vehicles on random basis will be designed and adopted.
- Adequate in-house canteen facility shall be provided for faculty/ staff/ students during the working hours.
- Visitors will be permitted inside the campus after getting the confirmation from the person whom they are visiting. Visitors will be provided visiting passes. A waiting hall for visitors shall be provided at suitable location.
- All the staff/ students/ faculty will be provided Identity cards which they have to wear/ carry with them.
- All the vehicles belonging to Institute employees/ students will carry University sticker.

You are requested to circulate this information among faculty/ staff/ students of your department/ section for favour of information.

Registrar