



**ESTATE DIVISION**

F No AUD 11-5(AR)/2014-15/Security/Cir 10

Dated: 31 October 2014

**CIRCULAR**

A discussion on the procedural aspects of students' requests for working late or overnight or on non-working days on the University campus was held in the office of the Registrar on 09 May 2014. The following were present:-

- |                           |   |
|---------------------------|---|
| a) Prof Chandan Mukharjee | - Officiating VC/ PVC/ Dean Academic Services |
| b) Prof Vijaya S Varma    | - Director, Campus Development                |
| c) Prof Jatin Bhatt       | - Registrar/ Dean, School of Design           |
| d) Prof K Mamkoottam      | - Dean, Student Services                      |
| e) Mr Akha K Mao          | - Assistant Professor (SES)                   |

The above issue was discussed at length. It was agreed that faculty members may permit students to work on the campus till 8 pm with no permission being required to be obtained for this purpose. It was decided that the following guidelines will be kept in mind while permitting students to work on campus beyond 8 pm / overnight/ on holidays :

- (a) A written request in the attached form, duly countersigned by the Dean of the School, should be submitted to the Estate Division before 1200 hours on the day in question, if it is a working day, or 1200 hours on the previous working day, if it is a holiday.
- (b) Students must be in possession of their identity cards. They will show their identity cards when asked to do so by any representative of the AUD/ security staff.
- (c) Permission should be granted to work in certain classrooms/ workshops or other such work areas and students be advised to restrict themselves to the designated space.
- (d) For safety reasons, a single student will not be permitted to work alone unless assisted by technical/ support staff. In general, only two or more students will be permitted.
- (e) A student staying back on the University campus should be above 18 years of age.
- (f) Students will not bolt doors of the rooms from inside. They may be advised to allow security staff to perform their duty.

- (g) The security in-charge and guard on duty at the work place to be used should be informed in advance by the Estate Division. Students should also inform the security staff to lock the premises before leaving.

The above guidelines may be communicated to students, faculty members and administrative support staff

**(Prof. Jatin Bhatt)**  
**(Registrar)**

Copy for information to:-

- 1 Office of the Vice Chancellor
- 2 Office of the Pro-Vice Chancellor
- 3 All Deans/Directors and Head of Divisions
- 4 Dean Student Services –with request to disseminate the information to the students.
- ✓ 5 Dean Academic Services- with request to disseminate the information to the faculty members.
- 6 Director, Campus Development/Planning
- 7 Caretakers
- 8 Assistant Registrar (Estate Division)
- 9 Security Supervisor
- 10 All Notice Boards
- 11 Circular File
- 12 Webmaster for updating the intranet

*Shur*

May be distributed ~~to~~ to all faculty -

*Shur*