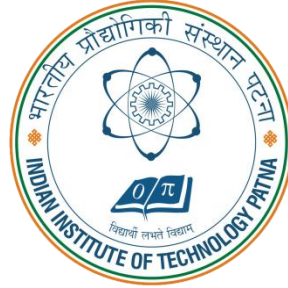


INDIAN INSTITUTE OF TECHNOLOGY, PATNA



IIT Patna Campus Entry

Policies and Procedures

Institute Security Committee – IIT PATNA
11/9/2017

Institute administration reserves the right of entry to IIT Patna Campus and its Hired Buildings (Guest House and Married Scholars' Hostels) outside the Campus

To ensure the safety and security of residents of IIT Patna and their assets and the assets, both movable and immovable, policies for entry and exit into the campus and its hired buildings are hereby formulated.

POLICIES

1. A visitor wanting to enter the campus or its' hired buildings should do so only through the nominated gates. Any other path of entry will be treated as trespassing, and will be dealt with accordingly.

2. The right of entry to IIT Patna campus is restricted. Hence, the visitor will be asked by the security personnel the reason for his/her visit and the valid reason can be ascertained.

3. The category of visitors and the procedure to be followed to gain entry into the campus of IIT Patna is as follows:

(i) To meet an employee of the institute for personal and/or official reasons. Visitors pass is required and is to be obtained from **Security Control Room (SCR)** at main gate 1 and 2.

(ii) To supply the requisitioned item to any department, office, or lab as an authorized supplier or as a first timer. In such cases, a visitor/s pass has to be obtained from Security Control Room at main gate 1 and 2. Security Personnel might dial up the concerned department/lab/office/person to confirm this. Those with Vendor Pass issued by Security Unit might be asked to show it by the duty Security Guard/Supervisor. Requisitioned items should be supplied only on working days between 9:30 AM to 5:30 PM.

(iii) Students studying in Foundation school situated in the campus and their parents/guardians are allowed entry only on showing a valid pass issued by Foundation school administration.

(iv) For visiting to Banks or Post Office, a valid pass book or a valid reason is required to obtain a visitor pass, and can be obtained from the SCR at main gate 1 and 2.

(v) Entry may be permitted to the casual labours in presence of their supervisors / contractors, subject to production of written permission from IWD or authorized labour tokens.

(vi) Entry of all the shop owners, vendors, workers, labours and all others working in various departments, labs will be permitted only against a valid Identity Card or against a pass issued from the Security Unit.

(vii) All other visitors not included in above list may be allowed entry into the campus after valid reason(s) is ascertained. However, they are required to obtain visitor pass from the SCR at main gate 1 and 2.

PROCEDURE

- (i) All visitors should have the valid reason for entry to the campus and it is mandatory for them to get visitor pass from the SCR at main gate 1 and 2.
- (ii) Visitors should approach for pass at SCR and follow the instructions of the Security personnel/computer operator.
- (iii) Visitors should produce Valid Govt. Issued Photo Identity proof for making his/her pass.
- (iv) Visitors should declare their address and contact number to the Security personnel/computer operator.
- (v) Visitors are likely to be photographed for the pass.
- (vi) Vehicle should be parked properly at the main gate parking for making the pass.
- (vii) Driver of the vehicle should adhere to the speed limit of the campus (30 km/h).
- (viii) On completion of the visit/meeting visitor has to obtain signature from the host and the pass should to be returned back to SCR at gate 1/2 at the time of exit.

Note:-

- ❖ Firearms/explosives are not allowed inside the campus. Visitor should make their own arrangement for safe keeping of firearms/explosives outside the campus gate.
- ❖ All visitors are liable to be frisked by the Security Personnel.
- ❖ Entry may be restricted to those who don't have a valid reason to visit the campus.
- ❖ Entry may be restricted for suspicious person(s).
- ❖ All those having past record of their involvement in antisocial activities like theft, robbery, misconduct, etc. may be restricted from entering into the campus.
- ❖ Entry will be denied to all those who have been officially debarred from entering the campus by institute authority.
- ❖ All visitors should strictly adhere to the traffic rules while inside the campus.