

Date : February 06, 2023

Advisory**Gate Entry**

All the faculty and staff members are advised for compliance of following :

1. Entry / Exit (IN / OUT) of all the vehicles / employees (except those who are residing in Faculty Quarters) should be from Institute's Main Gate (Gate-1).
2. Record Entry (in prescribed register at Main gate) is to be done as per ongoing system. This is as per following :
 - No IN / OUT Entry in Register – If vehicle / employee is coming-IN / going-OUT during prescribed timings
 - Entry of IN / OUT in Register – If vehicle / employee is coming-IN (late) / going-OUT (prior) – as per institute working timings
 - Entry of OUT / IN in Register : For all intermediate Outings
3. Employees residing in Faculty Quarters / Hostels are also requested to do Gate Entry – whenever they are moving out of the campus (i.e. for all intermediate / during institute working timings OUT / IN and/or going to home / outside night-stay etc.).
4. For Admin. Personnel (Director, Dean, HODs, Chief Proctor, Registrar) – In/Out entry is to be maintained by the Security Personnel.
5. In case, Main Gate is non-operative (owing to heavy traffic / Jam etc.), alternate gate (near to Faculty Quarters, Gate-3) may be used (if it is suggested by Main Gate Security Personnel).


(Dr. Brijesh Singh)

Director

Copy for information and necessary compliance to :

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-Students' Welfare, Dean-First Year
3. All the HODs, IQAC, Chief Proctor, Chief Warden, Hostel Wardens
4. Registrar, ERP, Transport, Account, Library
5. Notice Board