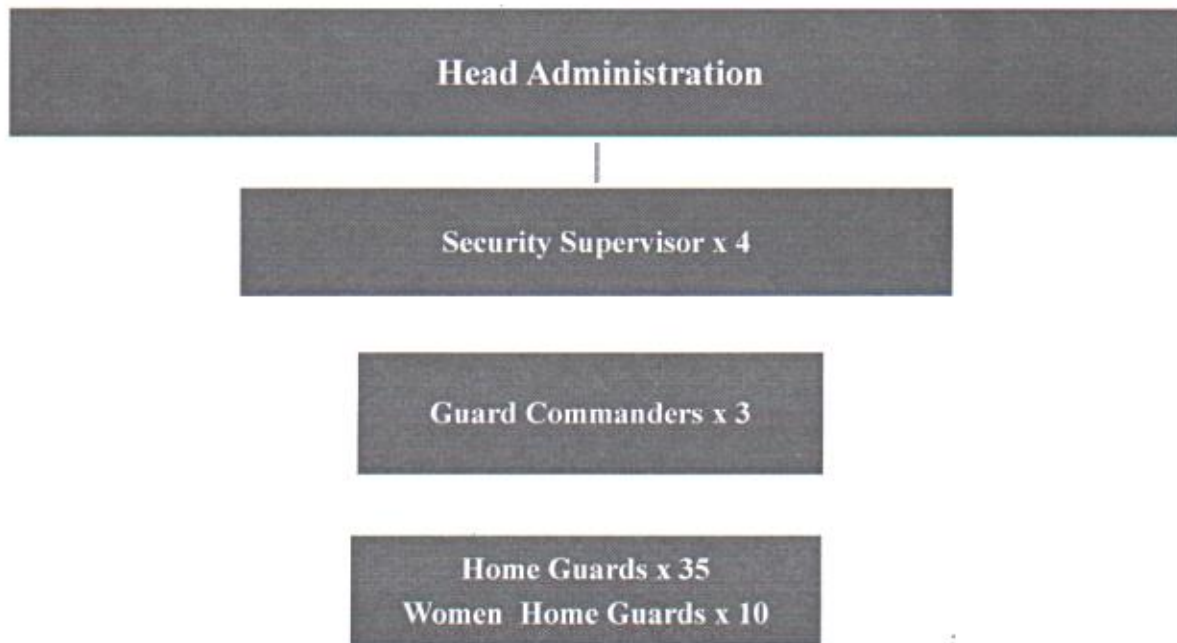


GENERAL INSTRUCTIONS NO 08 DATED 14 JULY 2017

REVISED SECURITY GUIDELINES FOR GUARDING OF MEN & MOVEMENT OF MATERIAL AT SMIT CAMPUS TO BE COMPLIED BY ALL STAFF & STUDENTS

SMIT Main Gate Security Supervisor Intercom No 261 and Mobile No 9733869000

1. **Introduction.** The revised security guidelines have been prepared with an intention for proper implementation of security instructions of the Institute for man-guarding and materials movement through the main gate, SMIT and to create general awareness amongst staff and students about the Security Organization of the Institute, their composition and responsibilities besides the expectation from all staff and students with a view to ensure the functional efficiency and correct perspective of security.
2. **Organization.** The organization shall consist of the following (Org Chart): -



Responsibilities & Duties

- (a) **Head of Administration**
 - (i) He will be over all in charge of Security of SMIT.
 - (ii) Prepare the overall plan of Security and Disaster Management and distribute the manpower for effective control and security.
 - (iii) Advise the Director on security matters.



- (iv) Take immediate action in case of any security breach after informing the Director.
- (v) Liaise with police and civil administration.

(b) **SMIT Security Supervisor.** One retired Junior Commissioned Officer from the Army or equivalent shall be on duty as Security Supervisor in morning, evening and night shifts of 8 hour duration each or as decided by Head of Administration. He will operate from the security office maintained at SMIT main gate and will have independent Intercom Number **261** and Mobile Number **9733869000**. He will be responsible for strict compliance of instructions as given in succeeding paragraphs.

(c) **Main Gate Guard Unit.** The Main Gate Guard of SMIT shall consist of One Guard Commander and 02 Home Guards and 01 Woman Home Guard. The guard unit shall work under direct control of SMIT Security Supervisor on duty.

(d) **Pickets manned by Individual Guard.** Deployment of Security Guards at pickets is attached as Appendix.

3. **Duties of SMIT Main Gate Guard Unit headed by SMIT Security Supervisor.** The duties and responsibilities of Guard Commander Home Guard are given below: -

(a) To familiarize with the names and designation of all the senior personnel of the organization. Should have list of contact numbers of all officials and copy of telephone directory to be available with him.

(b) They will receive all visitors as a first step and inform the visitor to seek the permission from the person to be visited by talking on intercom or mobile and after reconfirmation from person to be visited make entries, issue visitor's slip and direct them to the concerned department/individual. The route to be followed shall also be explained by the security guard.

(c) They will collect the visitor's slip from the visitor at the time of return of the visitor. The visitor slip need to be signed by the person visited with signature, name, time, date and stamp if available.

(d) They will politely check with the returning visitors whether they are carrying any additional items which they had not carried with them while coming into the campus. Any additional items, if carried, shall have to be accompanied by a gate pass.

(e) They will ensure that no unauthorized personnel in individual capacity or groups are allowed into the premises. If in doubt, they will refer the case to Head Administration. Security Supervisor be mature in dealing with such situation and not permit them till proper clearance given by Office of the Head Administration or Director.

(f) They will not enter into any arguments with any of the visitor. In case of any difference of opinion they will politely request the visitor to wait and appraise the contact person for further directions through Head Administration. Detain, if any student is found in possession of



liquor/cigarettes/intoxicants or is found intoxicated and report the matter to Head Administration / Chief Warden.

(g) The Security Supervisor will have the telephone and mobile number of Rangpo Police Station and Fire Station. In case situation in main gate deteriorate from law and order point of view, he will first report the matter to Head Administration/Chief Warden and thereafter ask for immediate support from Sikkim Police through Rangpo Police Station. Every evening Rangpo Police is out on patrol. While controlling late entry or otherwise if any support is needed from police, the SMIT Security Supervisor on duty should call up the police and ask for support.

(h) Any Government Official, Police and Fire Brigade personnel will be allowed entry and particulars of visitor and vehicle will be noted by security guard and entered in register. Security Supervisor will personally attend the occupants of these vehicles and guide them suitably.

(i) Service Providers - Service providers courier service, TATA Sky, Aqua Guard, food providers or any other service provider will be allowed in campus till 9 PM with proper verification and gate pass issued. Entry of black listed service providers will be restricted.

4. **Expectation.** In order to ensure smooth implementation of duties and responsibilities by the personnel on duty, the following aspects are expected from: -

(a) **Staff Members**

(i) All Teaching and Non-Teaching Staff would obtain the Car Sticker of SMIT and place the same on front wind shield, if not already obtained. Vehicle of teaching and non-teaching staff that do not have visible Car Stickers on the front wind shield will be treated at par with any other visitor's vehicle and is subject to security check. Car stickers will be renewed on the yearly basis.

(ii) Two wheelers of staff members who are in possession of SMIT Two Wheeler Sticker shall only be allowed inside the campus. No other two wheeler shall be allowed to enter the campus.

(iii) Riding of two wheeler without helmet and creating noise pollution is not permitted inside the campus. Anyone doing so will lose the privilege of riding two wheeler inside the campus. While driving two wheeler within the campus if a staff member removes sound muffler from silencer then he will lose the privilege of riding two wheeler within the campus.

(iv) Domino's and other food vendors' two wheelers will only be permitted till 9 PM in the campus. Gate pass will be issued to all such two wheelers.

(b) **Students**

(i) All students need to display their Identity Card while entering the campus. During rush hours the students will be requested to display their Identity Card in person for ease of checking and saving time. All students will have to display Identity Card in person while leaving the campus also. No students are allowed to enter the campus



between 9 PM and 6 AM except when they proceed on leave and return from leave. They need to show the leave certificate at the security gate and make necessary entries.

(ii) If any hostel students enter the campus after 9 PM, he/she has to make entry in the late entry register maintained at the main gate and in case he/she is delayed further, he/she needs to ask his/her father/mother to call up Floor Warden and obtain permission for late entry. The process can be done on Whatsapp number by floor warden to seek permission from Parents and Chief Warden can give permission for late entry with the list of students through Head Admin. Floor Warden/ Chief Warden has to confirm that parents had indeed called and allowed student for late entry for specific reason. Record of such entries will be made separately.

(iii) Hostel students will have to make entry in the registers maintained at hostel whenever they go out of the campus and re-enter.

(iv) Day scholars need to make entries in case they enter the campus before 7 AM and after 6 PM. Day scholars entering before 7 AM and after 6 PM have to obtain recommendation in writing from the concerned HOD or Associate Director (SA) and submit it to the Office of the Head Administration before 5 PM.

(iv) No Students are allowed to bring in any vehicle inside the SMIT Campus.

(c) **Contractual Manpower.** All contractual manpower employed by 3rd Party Employer need to be issued with Identity Cards by department of administration and they need to display Identity Cards when they enter SMIT Campus in person. The employees need to enter details in case they enter or exit campus between 5 PM and 6 AM next morning. Office of the Chief Engineer/Head Project to ensure that Identity Cards are issued before commencement of work and workout the modality in consultation with Head Administration.

(d) **Maids & Household Workers.** All house maid and casual household workers who come to work at staff quarters need to get ID made/ passes issued by office of Head Administration. They are required to make entries in the register maintained. They will be allowed to enter the campus after 5 AM and must leave by 9 PM. In case due to some reasons they need to stay back beyond 9 PM, the faculty/staff should intimate to the office of Head Administration in advance. Staff Club, SMIT to work out the modality in consultation with Head Administration to ensure smooth implementation.

5. **Vehicle Management.** To ensure the control over vehicular movements in/outside the SMIT campus, the following practice will be followed: -

(a) **Official/Private Vehicles**

(i) Movement of all vehicles other than having SMIT Car Stickers (duly displayed) will be recorded in the Vehicle Movement Register while entering and leaving the campus.

(ii) Any Government Official, Police and Fire Brigade personnel will be allowed entry and particulars of visitor and vehicle will be noted by security guard and entered in register. Security Supervisor will personally attend the occupants of these vehicles and guide them suitably.



(iii) All vehicles other than staff vehicles with visible car stickers will have to stop for checking at the road barrier near security gate. Security personnel after necessary checks and authentication shall allow entry of vehicle inside the campus by opening the road barrier. After the checked vehicle crosses the barrier, it will be pulled down again.

(iv) Relatives of staff may be allowed to bring in vehicle after verification with the staff. Staff are advised to leave an intimation letter regarding their guests arrival in advance at the main gate duly signed to avoid any delay for their guests. For overnight parking, a note may be left at the main gate by the staff concerned addressed to Head Administration.

(v) Relatives of students in hostels may be allowed to bring in vehicle for limited period (4 hours). If such vehicles need to stay for extended period, permission needs to be obtained from the office of Head Administration.

(b) **Commercial Vehicle.**

(i) All commercial vehicles entering campus for picking up passengers need to be authenticated by the person calling the vehicle over intercom or mobile phone with main gate guard. A gate pass indicating registration number of the vehicle, driver name and time of entry shall be issued. Such vehicles will not be allowed to stay inside campus for more than one hour. The gate pass needs to be returned while exiting the main gate.

(ii) Commercial vehicles carrying goods for SMIT, department need to indicate the time needed to unload the materials in consultation with the concerned department and should vacate after scheduled time. These vehicles need to deposit one original document (either Driving License or RC) at the main gate which will be released at the time of exit from the campus.

(iv) Any material entering the campus should have necessary commercial documents like road challan, road permit etc. Vehicles carrying material from SMIT should have a valid gate pass issued by the concerned department.

6. **Conclusion.** All the above instructions are guidelines to facilitate the orderly procedure and prepared with the intention to create the general awareness amongst staff and students about the security aspects of the Institute. It is the responsibilities of all staff/students to ensure the proper implementation of guidelines enumerated above and followed in letter and spirit.



A handwritten signature in blue ink, appearing to be "Prof (Dr) GL Sharma".

[Prof (Dr) GL Sharma]
Director

Prof (Dr) G.L. Sharma
Director
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East Sikkim (Sikkim)

To,

1. Joint Director
2. All Associate Directors
3. All HODs/HOOs

4. Head Administration
5. Head Project/Chief Engineer
6. Chief Warden - For display in Hostel Notice Boards
7. Deputy Chief Wardens
8. Head, IT Council - For uploading in intranet webpage Suchana of SMIT in Faculty and Students Notice Boards.
9. All Floor Wardens
10. Student's Notice Boards
11. SMIT Main Gate Notice Board
12. Senior Security Supervisor - For translation of above instructions in the language as understood by the guards on duty and prominent display at the main gate.
13. Security Supervisor - For necessary briefing to all guards on duty on daily basis.



Appendix

(Refer to Para 2 (d) of Gen Instr
No 08 dated 14 Jul 2017)

S/No	Post	Time			Total
		0700 hrs to 1400 hrs	1400 hrs to 2100 hrs	2100 hrs to 0700 hrs	
01	Main Gate	04	04	04	12
02	Guest Room/Hostel No 3	01	01	01	03
03	Dispensary	01	01	01	03
04	'A' Block	01	-	-	01
05	'C' Block	01	01	01	03
06	'D' Block	0900 to 1700 hrs			01
07	'E' Block	01	01	01	03
08	'F' Block	01	01	01	03
09	Hostel No 1	01	01	02	04
10	Hostel No 2 Front	01	01	02	04
11	Hostel No 2 (JKL Ground Level)	-	01	-	01
12	Hostel No 3	-	-	01	01
13	Hostel No 4	01	01	01	03
14	Reading Room (6 th Level)	-	01	01 *	02
15	Library Entrance (5 th Level)	01	00	01	02
16	STP	01	01	-	02
	TOTAL	16	16	16	48

* To shift to Ground Floor Library Entrance after closure of Reading Room.




[Prof (Dr) GL Sharma]
Director

23.7.24
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