SECURITY MEASURES: OFFICES

1. It has been observed that a large number of visitors, without having valid identity, are coming to visit the various offices of the Administrative Block. Needless to say that unscrupulous element in the garb of visitors gain entry in the Administrative Block to pick up nuggets of information which is used against the interest of AMU.

2. The Vice-Chancellor has expressed his concern over the entry of large number of visitors loitering in office areas, particularly during office time, causing hindrance to official work.

3. In order to ensure smooth and effective functioning of the Offices of the Administrative Block, the following steps will be taken by the following in order to regulate the entry of visitors to the Administrative Block.

(a) Responsibility of the Proctorial Staff

(i) The visitors will only be allowed during the notified visiting hours as noted below by the security staff:-

<table>
<thead>
<tr>
<th>All working days</th>
<th>- 03:00 pm to 05:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Except Friday)</td>
<td></td>
</tr>
<tr>
<td>Fridays</td>
<td>- 11:00 am to 12:30 pm</td>
</tr>
</tbody>
</table>

(ii) The security staff posted at the main gate of the Administrative Block, including Admissions Section will check visitors pass, identity card before allowing entry in the Administrative Block. However, during the days of Selection Committee, the candidate may be asked to produce their intimation letter and valid ID proof for gaining entry.

(iii) Entry will only be through visitor pass issued from the Reception Counter which will be issued after obtaining telephonic approval from the concerned officer or his staff.

(iv) Only the vehicles with valid vehicle pass issued from the office of the Registrar will be allowed entry inside the Administrative Block by the Security Staff.

(b) Responsibility of the Admin-NT Section

(i) Staff posted at Reception Counter may be directed to issue visitor pass to visitors on their request after confirming from the section/office/Officer as to whether he/she is to be allowed to meet the official concerned during scheduled visiting hours.

(ii) All the outside counters may receive the Dak on behalf of all of the respective Central Offices. In case of emergency the Dak may be delivered directly to the section after getting confirmation through reception counter from the respective office.

4. All employees/students of AMU are required to wear valid identity card which will be displayed on the chest.

All heads of the Sections will pass strict instructions to MTS posted in their sections to wear proper uniform provided to them by the University.

(Dr. Asfar Ali Khan)
Registrar

Distribution:

01. All Deans of the Faculties/DSW,
02. All Chairmen of the Departments of Studies
03. All Principals of Polytechnics/Colleges/Schools
04. All Head of the Offices/Sections/Centres/Units
05. Proctor, AMU
06. Joint Registrar (Admin-NT)
07. Assistant Registrar, VC’s/PVC’s Secretariat