

INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY  
AN AUTONOMOUS INSTITUTE UNDER DEPARTMENT OF SCIENCE AND  
TECHNOLOGY (GOVT. OF INDIA)  
Paschim Boragaon, Garchuk, Guwahati-35

**Instruction for Security Service**

**1. Instructions for Main Gate**

1.1 Duty Shifts for Security Guards

- 1.1. (06:00-14:00 hrs)
- 1.2. (14:00-22:00 hrs)
- 1.3. (22:00-06:00 hrs)

1.2 The gates will be closed all the time except the Entry gate from 9AM to 9.30AM and the Exit gate from 5.30PM to 6PM on all working days. Moreover, during lunch break on all working days, the Entry/Exit gate will remain open from 13:00 hrs to 13:30 hrs only.

1.3 If the boom barrier is made functional, the entrance gate may be kept open during the office hours, while keeping the boom barrier in closed state; and for passage of permitted vehicles, the security staff on duty at the main gate shall open the boom barrier. If the boom barrier is not made functional, the entrance gate will remain closed and the security personnel will open the gate only when a vehicle approaches.

1.4 During office hrs., staff members are not permitted to leave the Institute without prior permission in written form (email/WhatsApp etc.) from the reporting authority of the staff. Prior permission for all the Admin & Accounts staff should be obtained from Registrar/Reporting Officer and the same for the scientific, technical and divisional supporting staff should be obtained from Head of division/In-charge of the Section/Centre etc. For Registrar/Head of Division/In-charge of section/centre, the same should be obtained from the Director.

1.5 Any staff member willing to come to IASST during holidays or night, may be allowed to enter after verification of his/her identity and the entry/exit record should be kept by the security on duty.

1.6 All visitors shall be issued visitor gate pass by the Security for entering to the Institute complex. Visitor's details must be entered in the visitor's entry register. The details of the visitor's vehicle must be recorded in the vehicle in & out register. However, this is not applicable for VIP/VVIP visits. Such visits must be informed in advance to the security by the Office of the Registrar/Director/Academic Cell.

1.7 Exit and entry time of all official vehicles shall be recorded at main security gate.



- 1.8 Vehicles bearing IASST stickers shall be allowed to enter without entry in the register by the commuter. However, a record shall be kept by the security person on duty.
- 1.9 Security person shall be allowed to check any vehicle irrespective of whether the vehicle belongs to IASST employee/research scholar/ family member/ outsider.
- 1.10 Family members of residents of IASST campus shall be issued identity card for their easy identification. One Register shall be maintained for recording exit and entry of family members of residents of IASST campus.
- 1.11 All hostel boarders must obtain prior permission from the Hostel Superintendent for both incoming and outgoing movements beyond office hours as specified in the DH Student Hostel Rule.
- 1.12 On holidays, security deployed in the main gate will receive official letters/parcels and will hand it over to the reception desk on next working day.
- 1.13 For delivery of **any** private parcels/items, delivery agents will not be allowed to enter the IASST complex. The delivery person/security personnel posted at the main gate will contact the concerned recipient, who must collect the parcel/item from the main gate. If the recipient is not available at that moment, the parcel may be left at the security room at the main gate; however, IASST will not be responsible for any loss or misplacement of such items.
- 1.14 Following delivery/services will be exempted from the restriction as mentioned in point 1.13. However, all relevant details must be recorded in the register maintained at the main gate.
- 1.14.1 Delivery of items by instant grocery delivery services (delivery within approximately 30 minutes), such as Blinkit, Flipkart Minutes, BigBasket, etc., only between **7:00 AM to 9:00 AM** subject to permission from the recipient.
- 1.14.2 Delivery of milk, gas cylinder, medicines, newspaper and drinking water with permission from the recipient
- 1.14.3 Delivery of heavy items such as television, refrigerator, furniture, construction materials, and other bulky goods with permission from the recipient.
- 1.14.4 All items required for operating the canteens and hostel mess will be allowed to enter the campus. However, the delivery vehicles will be permitted a maximum of 15 minutes to unload the items and must exit the premises immediately thereafter.
- 1.14.5 Garbage collection services
- 1.15 Cab operators such as Uber, Ola, and other commercial vehicles, as well as private vehicles, will be allowed to enter the campus for picking-up/dropping off faculty, staff, or students of IASST. However, such vehicles must exit the institute



premises within 15 minutes of entry and are not permitted to loiter inside the campus. All relevant details must be recorded in the register maintained at the main gate.

- 1.16 For entry of third party/temporary labourers, details shall be entered in the prescribed form and submitted to the Engineering cell. Engineering cell will provide the details to the security gate.
- 1.17 For vehicles used in conference etc. sticker shall be issued for pasting in the vehicles on day basis for easy identification.
- 1.18 All the construction/bulk office materials brought to IASST campus by contractor/supplier/office staff must be recorded in register at the security gate. The Challan of such materials brought must be signed by concerned security staff. The Estate Officer will have to be informed of such movement of materials and he/she shall give instruction for the placement of such materials.
- 1.19 For materials sent for repair/ replacement, necessary valid gate pass signed by concerned authority will be obtained. The materials may be allowed to be taken out only after physical verification.
- 1.20 The exit gate should be locked at 7:30PM sharp daily. Only the entry gate shall be operational after 7.30PM till 6.00AM for both entry and exit.
- 1.21 Security In-charge will be responsible for verifying and reviewing the data on entry and exit of staff/vehicle on fortnight basis in the following classified manner.
  - 1.21.1 IASST staff vehicle going out and coming in during working hrs.
  - 1.21.2 IASST office vehicle outgoing and incoming time during office hrs and outside office hrs.
  - 1.21.3 Incoming and outgoing time record of visitor to IASST.
  - 1.21.4 VIP/VVIP visit recorded by security on the basis of information from the Office of the Director/Registrar.

## **2. Security Instructions for Academic and Administrative building/SAIC/Campus/ Hostel SH/ Director's residence**

### **2.1. Security duty in the Academic and Administrative building/SAIC:**

- 2.1.1. At least one security guard will be available inside the building complex. The security person will be placed in one spot near the lobby. At night after 6P.M., any student entering the building for Lab work will enter their name, lab no., entry time and exit time with signature in a register which will be maintained by security staff in the lobby.
- 2.1.2. All exit gates except the main gate of the Academic and Administrative Building should be closed at 6PM and these gates should not be opened before 9am.



## 2.2. Security duty in SSH/Hostel:

2.2.1. A security person will be available 24x7 who will maintain record of visitor's entry/exit and student movement (during 10PM till 6AM) in a register.

2.2.2. The side gate in the hostel shall be kept always locked and the key should be kept with the hostel caretaker.

## 3. Patrolling Duty:

3.1. Patrolling duty within the campus shall be conducted from 10:00 P.M. to 6:00 A.M., accompanied by whistle blowing. The patrol should be carried out at random time intervals to ensure effective surveillance.

3.2. The security staff will patrol the BCH area from morning 5 A.M. until 9.00 P.M. at 2 hrs interval and observation during patrolling to be record in a register. During the patrol duty early morning and evening whistle blowing will be carried out.

## 4. Duty Hours and Location

| Location                                                                | Duty hours            | Shift |
|-------------------------------------------------------------------------|-----------------------|-------|
| Main gate at Admin and Academic Building                                | 24 hrs                | 3     |
| Secondary gates of Admin and Academic building<br>(near Plasma and LSD) | 8 hrs (day time only) | 1     |
| Entry gate of Director's Residence                                      | 24 hrs                | 3     |
| Main gate at SAIC                                                       | 24 hrs                | 3     |
| Hostel/SSH                                                              | 24 hrs                | 3     |
| Campus Main Gate                                                        | 24 hrs                | 3     |
| Patrolling Duty                                                         | 24 hrs                | 3     |

## 5. CCTV Camera Monitoring

5.1. CCTV cameras (except for the laboratories) shall be monitored centrally at the Security Office. For viewing recorded footage, a requisition should be submitted to the Registrar, IASST. On approval, the Security Officer shall show/deliver the recordings to the indenter.

5.2. CCTV monitoring/viewing for the laboratory is to be conducted only when necessary and under the supervision of one female faculty member and female security personnel.