



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

Position	Duty	Shifts		
		I(0600-1400 hrs)	II(1400-2200 hrs)	III(2200-0600 hrs)
Main gate	<ol style="list-style-type: none">1. The gate will be closed all the time.2. During office hrs. staff members are not permitted to leave the institute except for emergency, In case a staff member required to go out of the institute for official, emergency and personal work, then valid gate pass signed by authorised signatory has to be obtained before leaving IASST.3. During lunch hour the gate will remain open from 1300 hrs to 1330 hrs only. One Register shall be maintained for recording exit and entry of employees and research scholars during lunch hour.4. All the Admin & Accounts staff pass will be signed by Registrar and for staff of Scientific, technical and divisional supporting staff will be signed by Head of division/ in charge of section/ centre. The pass for Registrar/ Head of division/ In charge of section/ centre will be signed by Director. The security staff will maintain record of such passes both at the time of leaving & return of the individual.5. Any staff member willing to come to IASST during holidays or night, he she may be allowed to enter after verifying the identity. The signature of the authorised person of IASST will be maintained in the gate for verification.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 visitors gate pass. Then only gate pass to be issued and the security staff will ensure that the pass contain signature of the concerned IASST staff who has been visited. The vehicle details of the visitors must be entered in the vehicle in & out register7. For visiting guests, gate pass is not required. However, security personnel will be informed beforehand by Registrar/P.S to Director about VIP/VVIP visit and the time of the visit.8. All official vehicles may be allowed to go out and enter after recording necessary details of the vehicle. Exit and entry time shall also be recorded at main security gate.9. The vehicles will be categorized and sticker shall be pasted in the vehicles of IASST member.			

कुलसचिव/Registrar
विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन संस्थान
Institute of Advanced Study in
Science & Technology
पश्चिम बरगाँव, गुवाहाटी, असम-भारत
Paschim Boragaon, Guwahati, Assam, India

28.08.2022



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<p>Main gate</p>	<ol style="list-style-type: none">10. Security person shall be allowed to check any vehicles irrespective of whether the vehicle is of IASST employees /research scholars/ family member or outsiders.11. 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.12. For outgoing and incoming of all hostel borders require to take necessary permission or issuing pass from hostel superintendent. One Register shall be maintained at main gate for recording exit and entry of Hostel borders.13. For delivery of small official parcel, letter etc. on all working days a Multi-Tasking Staff will receive it in the main gate and then carry and hand over it to the Reception desk. On holidays security deployed in the gate will receive official letters/parcels and on next working days he will hand over it to the reception desk.14. For delivery of private parcels the delivery agent will not be allowed to come inside the IASST complex. The security person deployed in the main gate will contact the concerned receiver and he/she will collect it from the main gate.15. Ola, Uber and other private vehicles will be restricted in the main gate except under special circumstances like having patients and elderly persons in the vehicle. In that case the vehicles has to leave the institute complex straightway without loitering and concerned individual has to take responsibility for this.16. For entry of contractor's labourer, details shall be entered in the prescribed form and submit it to the engineering cell and engineering cell will provide the details to the security gate. Same procedure shall be applied for labourers engaged for one day only.17. For vehicles used in conference etc. sticker shall be issued for pasting in the vehicles on day basis for easy identification.18. Introduction of Willkie Talkie for easy communication among the security person will be examined and if found feasible shall be introduced.19. All the material brought to IASST campus by contractor/ office staff must be recorded in material in register. The challan of
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পশ্চিম বর্গাগাওঁ গুৱাহাটী-৩৫
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Main gate	<p>materials brought must be signed by concerned security staff. The Estate Officer/Security in-charge will have to be informed of such movement of materials and instruction will be given for placement of such materials.</p> <p>20. Materials sent for repair/ replacement, necessary valid gate pass signed by concerned authority will be obtained and verify the materials physically. Only after verification the material may be allowed to be taken out.</p> <p>21. The gate should be locked at 2100 hrs sharp daily. However, any staff member wanting to enter the campus if he is resident of the colony may be allowed to enter at any time after verifying the identity.</p> <p>22. Estate Officer /Security in-charge will be responsible for verifying and renewing the data on entry and exit of staff/ vehicle on weekly basis in the following classified manner.</p> <p>a. IASST staff going out and coming in with pass during working hrs.</p> <p>b. IASST vehicle outgoing and incoming time during office hrs and outside office hrs.</p> <p>c. Visitor to IASST their incoming and outgoing time record.</p> <p>d. VIP/VVIP visit should only be recorded by security on the basis information from Registrar to the security staff. No pass is required VIP/VVIP but their vehicle no and entry time must be recorded.</p> <p>23. PATROLING DUTY:</p> <p>a. Security duty in the main building: 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 7.30 P.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.</p> <p>b. Patrol duty in campus: 10.00 P.M. to 6 am with blowing of whistle.</p> <p>c. Security duty in Hostel: A security person in student hostel will be available who will maintain record of student movement, visitor's entry/ exit in a register.</p> <p>d. In BCH The security staff will patrol the BCH area from morning 5 A.M. until 9.00 P.M. at 2hrs interval and observation during</p>
Academic building/SSH /CIF/BCH	

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Academic building/SSH /CIF/BCH	patrolling to be recorded in a register. During the patrol duty early morning and evening whistle blowing will be carried out.	
	24. Duty hour and location.	
	<u>Location</u>	<u>Duty hour & Details</u>
	Academic and Admin Building	16 Hour (8 am to 4 pm & 4pm to 12 am)
	Hostel (SSH)	16 Hour (8 am to 4 pm & 4pm to 12 pm)
Main Entrance Gate	24 Hour (6am to 2 pm & 2Pm to 10 pm & 10pm to 6 am)	
CIF Building	24 Hour (6am to 2 pm & 2Pm to 10 pm & 10pm to 6 am)	

20/08/2020

Registrar
IASST
कुलसचिव/Registrar
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