



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
(An Institute of National Importance, under MHRD, Govt. of India)
Bijni Complex, Laitumkhrach, Shillong-793003
Phone: 0364-2501294, Fax: 0364-2501113, Website: www.nitm.ac.in

Ref No.: NITMGH/SC/01/NOTICE/2019-20/01

Date: 21/11/2019

Notification

In view of security arrangements, free entry to NIT Meghalaya campus is restricted. The following security check guidelines at the main gate are to be followed to maintain the security inside the NIT Meghalaya campus. All the vehicles entering to campus are required to obtain Vehicle Pass and guidelines to issue Vehicle Pass for employees/students is attached herewith for your information.

In these regards, your cooperation is solicited.

This is issued with approval of the Director.

Piyush
21/11/19

PIC, Security Committee

E-copy to:

1. Director's office for kind information
2. Registrar for kind information
3. All faculty members and trainee teachers ^{and staff} for kind information
4. Head (CC) with a request to upload at Student E-notice for information
5. Head, SIS Security agency for kind information

Attachments: As stated above.

Security Check Guidelines:

Without a valid reason no one will be allowed to enter to the campus. Rules & regulations will be as follows:

1. To meet an employee of the institute, Visitor's Pass will be issued by the security staffs deployed at the main gate. Security Personnel may call the concerned office/person to confirm this. Entry may be denied in case no confirmation is received from concerned office/person.
2. To supply any item to Office/ Department, Security Personnel may get it confirmed by the concerned person for further process.
3. To get Visitor's Pass, all the visitors have to fill the required details in the available Visitor Slip for the record. Visitor Slip will be provided and managed by the Security Personnel.
4. Entry of expert/dignitaries for any office/section/department are allowed subject to well and prior information to security section from the concerned office/section/department.
5. All other visitors not included in the above list may be allowed entry to the campus with valid reason(s). However, they are required to obtain Visitor's Pass from the main gate.
6. Visitor has to submit the Visitor Pass at the main gate before leaving the campus.
7. Entry may be permitted to the casual labours in presence of their supervisors/contractors subject to production of written permission.
8. Students should carry the Institute Identity Card with them on campus at all times and cooperate with the security personnel when asked to produce it.
9. Those in possession of motorized vehicles (Faculty, Staff, Research Scholars) should not allow any student to use it on campus. It will be seized by the Security Personnel and released only after permission from the Dean SW.
10. NEHU vehicles may be allowed inside the campus subject to authorised permission of the concerned official/authority.
11. Entry of the visitors to the inhabitants accommodated by NEHU inside the Bijni Complex will be subjected to the verification by security personnel.
12. Belongings may be checked for suspicious students/persons and positively entry may be restricted for suspicious person(s).
13. Storage or possession of firearms, ammunitions, explosives and inflammable goods on the premises of the Institute/hostel is strictly prohibited.



14. All the four wheelers vehicles and NEHU vehicles are allowed to park only in the basketball area. Two wheelers will not be allowed in Basket Ball Court Area.

15. Two wheelers will be parked at (i) Left to main gate, beside Admin Block, (ii) Left to the stairs way to Basement of Lab Block, near DG set, (iii) In front of Dean's Block.

Guidelines to Issue Vehicle Pass for Employees/Students

Procedure: All vehicles entering the campus must obtain Entry Slip for one-time entry/permanent Vehicle Pass.

1. For obtaining permanent Vehicle Pass, duly filled-in application form recommended by Head of the Department/Section/ Unit should be submitted to the Security Unit.
2. Above application should be supported by self-attested copy of (i) Vehicle Registration Certificate, (ii) Driving License of the owner and (iii) Institute ID. The original copies of the above-mentioned documents should be produced in the Security Unit at the time of submission.
3. In case an employee has more than one motorized vehicle on his/her name or on the name of family members residing with him/her (as declared in the form submitted to the institute) separate Vehicle Pass will be given for respective vehicles.
4. At the time of issuing the Vehicle Pass the applicant should be present physically along with vehicle. The same information should be noted/recorded in the issue register.
5. The issued Vehicle Pass shall be returned to the Security Section if the vehicle is sold out to any other person, or when the vehicle shall no longer be used on the campus.

Note: Vehicle Pass/Sticker are properties of the institute and are liable to be withdrawn/cancelled.

Pijush