



File No. GGSIPU/E&S/2016/924

Date...1.07.16...

LOCK & KEY POLICY

A.) Academic Area (Academic Block – A, B, C, D & E)

- i. **Labs & Faculty Rooms** : Safe custody of all items fittings/fixtures in Labs will be the responsibility of Lab Incharge to be nominated by the Dean & Individual faculty member (s) for faculty rooms. Any loss/damage to the University property occurring in Labs/faculty rooms due to negligence will be recoverable from the Lab Incharge/faculty concerned. The keys of Labs/faculty rooms will be maintained as under :
 - a) First key will be kept with the Lab Incharge/Individual faculty member (s).
 - b) Second key will be kept by Dean's office.
 - c) Third key will be available with the Security staff of the concerned building which will be operated by Security staff incase of emergency only.
- ii. **Classrooms**: The Classrooms will be in the charge of Director, Academic Affairs. These Classrooms will be distributed proportionately by Director, Academic Affairs to University schools in the concerned building for the purpose of accounting & safety of fitting/fixtures. The respective Dean will nominate responsibilities to the staff posted to them for opening of Classroom & locking after use. The keys of Classrooms will be maintained as under:
 - a) First key will be kept with the Staff nominated by the concerned Dean.
 - b) Second key will be kept by Dean's office.
 - c) Third key will be available with the Security staff of the concerned building which will be operated by Security staff incase of emergency only.
- iii. Under normal circumstances the premises will be opened by the individual staff holding the first key who is assigned the responsibility for safe custody as above.
- iv. Whereas, the second key held in the Dean's office will be used only when individual staff is not available & there is urgent need to open the room/lab. Dean will nominate atleast 02 persons (01 from faculty & 01 from staff) for opening of room and will maintain the record for this purpose.
- v. Third key or the key held by the Security staff will be used incase of emergency like fire or electric short circuit etc. only when none of the keys (Individual Staff/Dean Office) are available or such an emergent situations arises after office hours, and a proper record will be maintained for such usage of key by security staff.
- vi. No lock should be replaced without the permission of Dean. Incase such eventuality occurs, the complete set of keys i.e. first key, second key and third key should be duly replaced by the office of Dean concerned.

B.) Administrative Buildings and offices: The keys for the Administrative Buildings (including facilities like Sports Complex, Health Centre, Swimming Pool, Community centre etc.) and Offices will be maintained as under :

- a) First key will be kept by the Office of respective Head of Department/his or her nominee.
- b) Second key will be available with Security staff. The Security staff will be allowed to open the room for cleaning purpose etc. under consultation with respective Head of Department.

P.T.O.

- i. Under normal circumstances the premises will be opened by the individual staff holding the first key who is assigned the responsibility for safe custody as above.
- ii. No lock should be replaced without the permission of HoD. In case such eventuality occurs, the complete set of keys i.e. first key and second key should be duly replaced by the office of HoD concerned.

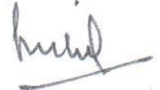
C.) Library: The keys for the Library will be maintained as under :

- a) First key will be kept by the Office of Librarian.
 - b) Second key will be available with Security staff. The Security staff will be allowed to open the Library for cleaning purpose etc. under consultation with the Office of Librarian.
- i. Under normal circumstances the premises will be opened by the individual staff holding the first key who is assigned the responsibility for safe custody as above.
 - ii. No lock should be replaced without the permission of Librarian. In case such eventuality occurs, the complete set of keys i.e. first key and second key should be duly replaced by the office of Librarian.

D.) University Main Gates and Opening on Saturdays/Sundays/Closed Holidays :

- i. All main Gates of University will be under charge of Estate & Security Branch. The keys will be maintained by the Security office and it shall be responsible for opening & closing of these gates on direction from Estate & Security Branch.
- ii. If Dean/HoD wishes to open their office during holidays i.e. Saturdays/Sundays/Closed holidays respective Dean's /HoD's will have to make the arrangements with regard to opening, closing and security of the premises, in coordination with the respective security staff posted in the area with information to Security Officer.

This issues with the approval of Competent Authority.



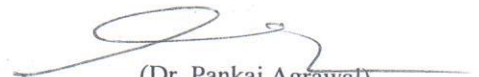
(S.K. Tanwar)
Registrar

Copy for information & necessary action to:-

1. All Dean/ Director/ Branch Head/Lab Incharge/Chief Warden/Proctor/ DSW
2. JR (E&S) with a request to take necessary action to the implementation of this Lock & Key Policy with immediate effect.
3. Incharge UITS with request to make this document on all official mail ID & intranet of University for internal circulation.

Copy for information to:-

1. AR to Hon'ble Vice Chancellor
2. SO to Pro- Vice Chancellor
3. AR to Registrar
4. PS to COF
5. Office Copy



(Dr. Pankaj Agrawal)
Deputy Registrar (GA)