



## **SECURITY SOP IN HOSTELS**

### **VISITORS/GUESTS TO HALL OF RESIDENCE (BOYS HOSTEL)**

- Entry to Halls for guests/visitors, including parents, shall be permitted only if accompanied by the concerned inmate (student/ research staff).
- All guests/ visitors, including parents, should fill particulars in the register kept at the entrance of the hall.
- **Night stay** may be permitted for guests/ visitors only if prior approval of the **Chief warden** is obtained and the concerned Hostel office will forward the approval of stay of any Guest/Visitors in writing to **Security Officer Office**. If any information is not received to Department of Security, then Security will not allow any outsiders/visitors/guests within the Hostel.
- All guests/ visitors, including parents, should vacate the rooms of students by 0001 hrs if approval to stay overnight is not granted.
- All guests/ visitors will have to declare that they are not in possession of any firearm/ inflammable material at the entrance of the hall.
- Night stay may be permitted for guests/ visitors concerned with **Residential wardens** only if prior approval of the **Chief warden** is obtained and the concerned Hostel office will forward the approval of stay of any Guest/Visitors in writing to **Security Officer Office**. If any information is not received to Department of Security, then Security will not allow any outsiders/visitors/guests within the Hostel.
- The vehicles and cycles of hall staff/ workers to be parked outside near entrance of the hall.

### **VISITORS/ GUESTS IN GIRLS HOSTEL**

- Entry to Halls for guests/visitors, including parents, shall be permitted only if accompanied by the concerned inmate (student/ research staff).
- All guests/ visitors, including parents, should fill particulars in the register kept at the entrance of the hall.
- Brother(s) or any other male relative of the Girls student are not allowed to enter into the main gate of Girls Hostel. The permission of Male guardian may be obtained from chief warden only to take entry into girls hostel main gate.
- Even after the permission, the Male Guardian are allowed only to the entrance gate of the respective Girls Hostel.

### **MOTORIZED VEHICLES**

- Students are not allowed to use motor vehicles inside the campus.

## PETS

- The student shall not bring and/ or keep any pet (such as fish, cats, dogs, rabbits, etc.)
- Student should desist from feeding stray dogs, petting them etc.

## FIRE ARMS/ ANY SHARP WEAPONS

- Storage or possession of firearms, ammunitions, explosives and inflammable goods by the students on the premises of the hostel is strictly prohibited.

## OTHERS

- Do not leave any valuables like laptops, mobile phones, watches etc. unattended, especially at the fields during physical activity.
- Do not leave your room unlocked/unattended even for short periods of time. Try to lock your room while sleeping and if not ensure that your valuables are stored in a safe space.
- Carry the Institute Identity Card with you on campus at all times and cooperate with the security personnel when asked to produce it. This would help the Security Personnel ensure that you belong to the campus and identify those who don't.
- Do not disclose the password of your e-mail ID, Debit Card, Credit Card etc. or other bank account details to anyone. Avoid drawing money from the ATM in the presence of others.
- Use a "Chain with Pad Lock" for your cycles as body locks and wire locks are quite easily opened by cycle thieves.
- Ensure that your cycle is properly locked while parking it.
- Write your name on the frame of your bicycle in bold letters to avoid exchange of cycles as well as to help identify them in the above case.
- Driving Motorized vehicles is strictly prohibited for students in the campus.
- 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.
- Hostilities are own responsible for their two-wheelers kept outside the campus and for their bicycles kept inside the NITAP Campus. So, keep lock their bicycles to avoid damage and theft.
- Hostilities are own responsible for the theft of their costly belongings and money kept inside the rooms. As Security will not entertain to enter into students' room without any unprevented circumstances. So kindly lock your rooms and keep all belonging and money to their safe place.
- You (**Students/Residential Wardens**) will need to take permission from the Chief Warden in writing to allow any guest/visitor to stay with you at night. Security will not permit unauthorized guests to stay overnight in the halls without any approval letter **as signed by Chief warden and forwarded to Security Officer.**
- Parking of four/two wheelers by students in the campus is not permitted.
- The students must fill gate pass and signed by concerned Hall warden/Caretaker for taking any outing from NIT Andhra Gates. Without any gate-pass no students will be allowed to visit outside. The permission cannot

be entertained **verbally or telephonically** from Hall warden/Caretaker to Security Control Room.

- Avoid going out at night as there have been many fatal accidents on the highway.
- Any suspicious items will be thoroughly check by the security personnel if found suspicious
- **It is solely responsibility of the student to register their details at security check points situated at the front and back gate while going outing and coming from outing.**