



Office Order

Subject: Guidelines Regarding Entry of Visitors/Guests into the University Campus

As per the directions of the Competent Authority , all Heads of Departments/Branches and concerned officers/officials are hereby requested to provide prior information to the Security Branch regarding visitors/guests expected to visit the University. The information shall include the name of the visitor, purpose of visit, expected date and time of arrival, and the name and contact details of the concerned officer/official whom the visitor intends to meet.

The Security Branch shall ensure the following:

1. **Prior Information:** The concerned department/official shall inform the Security Branch in advance about the expected visit of any guest/visitor.
2. **Verification and Permission:** Before allowing entry into the University campus, Security Personnel shall verify the visitor's details and obtain confirmation from the concerned officer/official.
3. **Communication and Coordination:** In case prior information has not been received, Security Personnel shall contact the concerned department/official telephonically or through a walkie-talkie to confirm the visit before permitting entry.
4. **Maintenance of Records:** A proper register of all visitors/guests shall be maintained at the main gate, recording their name, contact number, purpose of visit, department/official to be visited, and time of entry and exit.
5. **Responsibility of Departments:** All departments/branches shall ensure timely communication of visitor details and remain available for confirmation, wherever required.
6. **Compliance:** Security Personnel shall strictly follow these instructions and maintain effective coordination with the concerned departments to ensure the safety and security of the University campus.

Contact Point for Visitor Coordination:

- **Nodal Office/Branch:** Security Branch, SVSU
- **Contact Person/Designation:** Mr Rampal Security Consultant/ Mr Rajvir Security Consultant
- **Contact Number:** 8813088299
- **Alternative Contact Number:** 8971061596

All Heads of Departments/Branches/ Chief Wardens, officers/officials, and Security Personnel are directed to comply with the above instructions with immediate effect and circulate among staff under your control and notice board.

This notice is issued as per the directions of the Competent Authority for information and strict compliance.



Dr. Lalit Kumar Sharma
(Deputy Registrar)
Shri Vishwakarma Skill
University Dudhola, Palwal

Deputy Registrar (Security Branch)

A copy of the above is forwarded to the following for information and necessary action: -

1. All Deans/HODs/Chairpersons/COE are requested for staff /student circulation/ notice boards
2. Director transit office
3. The Proctor
4. The Chief Warden/ Hostel Wardens/ Hostel Supervisors are requested for staff /student circulation/ notice boards
5. The Principal Feeder School- are requested for staff and student circulation
6. The Project Head , IRCON ISL
7. PA to Registrar for the information of W/Registrar.
8. Advisor to VC for the information of Hon'ble Vice-Chancellor.
9. The Security Incharge / Security Consultant/ In charge Home Guards