



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore

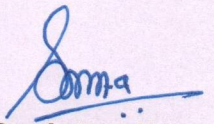
- Notification of Board Resolution -

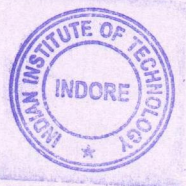
This is to notify that the Board of Governors of IIT Indore resolved the following in its 43rd meeting held on 8th November 2021 in the Board Room, Abhinandan Bhavan.

The Board accorded its approval to the Security Policy of IIT Indore vide agenda item no. 43.9.

The new approved policy shall come into force with immediate effect and will be in force till further orders.

This resolution is notified as per the Clause No. 4 of the Statutes- Notification.


Registrar i/c
Secretary, BoG





“Safety is first and must for all”

IIT INDORE SECURITY POLICY

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Preamble: The IIT Indore Security Section has several responsibilities in providing protection for Institute property, students, faculty members and other employees of the Institute, residents of the campus and visitors to the campus. The aim of the security policy is to define the role of the Security Section in the performance of its duties. The policy has been made keeping in mind that inconvenience to all should be minimized while maintaining effective control on access to the campus. Given their important public role, all members of Security Section will strictly maintain courtesy and a professional attitude in their dealings with the IIT Indore community.

History

The Campus Security Policy Document has emerged as a bi-product of the Physical Security Operational and Technical Assessment. It is felt that institute security efficacious policies and actions when dealing with security related issues. These efforts have resulted in a proactive action plan that will allow the IIT community to quickly adapt to security and safety challenges posed. Also during this time the Campus Safety and Security department to develop and facilitate the action plan as well as immediately address the existing devices in compliance with security standards under the guidance of the security and safety committee of the institute.

Purpose

The Campus Security policy document takes a twin approach i.e. **Prevention and detection** in physical security. Many offences can be prevented by the community's partnership with the Department of security and their awareness, understanding, acceptance and practice of effective prevention policies and procedures. The Campus Security policy document educates on security advisories and prohibited activities, and describes the intervention of security department for security violations.

The Campus Security Guidelines Document also clearly establishes standards for community members, identifies and describes detection technology, and creates a process for the implementation of detection technology. Detection technology includes panic buttons, alarms, access control devices and close circuit television cameras.

Endorsements and Procedure for amendments

The Campus Security Guidelines policy document was prepared by Chief Security Officer and has been reviewed, amended and endorsed by the Campus safety and Security Committee. These rules are subjected to change on periodic reviews and as and when the safety and security committee or higher authorities of the institute upon any feedback regarding the protocols from time to time.

Definition* of Terms for the purpose of the document

(All terms shall extend with similar definition to all areas inside the campus including Mess, Cafeteria and other allied services and facilities outsourced by IIT Indore inside SIMROL campus)

1 Facility at IITI Campus:

- a) Residences
- b) Director office and deans' offices
- c) Academic zones
- d) Common areas and allied facilities
- e) Gates and periphery

a) Residences of IITI Campus include any of the following:

I. Hostel accommodation: any accommodation under the purview of Hostel Coordination Unit, except married students' hostel.

II. Non-Hostel accommodation: any accommodation under the purview of Estate Office, IITI and married students' hostel.

b) Director office and deans' office includes the office of the Director IITI and Deans office complex.

c) Academic and Administrative Zones of IITI Campus include any of the following:

I. Academics PODs containing faculty offices and laboratories

II. Lecture Hall Complex containing classrooms, seminar halls and Auditorium

III. Administrative offices at Abhinandan Bhawan and Library at Learning Resource Center

d) Common areas and allied facilities include:

I. Corridors, Pathways and Roads,

II. Bank, cafeteria, canteen, mess and other allied facilities whether managed by the institute or outsourced to any third party.

e) Gates and Periphery

I. Main gates and sub gates on the approach roads leading to the institute.

II. Roads leading to facilities inside the campus premises and boundary wall of the institute

1.1 Member/Resident (of IITI Campus*):

A member/resident of the IITI Campus is any one of the following

- (i) Category-A member/resident
- (ii) Category-B member/resident
- (iii) Category-C member/resident

1.2 A *Category-A Member/Resident* of the Campus is a bona-fide student/research scholar / project staff / permanent, temporary or re-employed staff employee, permanent, contractual, emeritus or re-employed faculty member/visiting specialist employee of the Institute.

1.3 A *Category-B Member/Resident* of the campus is any person who qualifies as a “dependent” (as defined by service rules) of a *Category-A* member/resident who is *eligible* for non-hostel accommodation in residences of IITI (irrespective of whether they are physically resident in the campus or not).

1.4 A *Category-C Member/Resident* of the campus is any person (such as close relative) who does not qualify as a *Category-B* member/ resident, but has been issued a temporary I-Card by the Registrar, IITI for a requested period of time on application for the same by a *Category-A* member/ resident eligible for non-hostel accommodation in the IITI campus.

2.0 **Guests:** Guests are classified as:

2.1 **An Institute Guest:** A person who has official invitation from an authorized employee of the Institute (including any accompanying persons). An Institute Guest may be designated as a VIP Institute Guest by the Director/ Deputy Director/ Dean of Administration. A person who has retired from Institute service shall be deemed to be an Institute Guest for his/her lifetime.

2.2 **A Professional Guest:** A student/researcher/employee of an organization who has an official invitation from an authorized (Group A Officer) employee of the Institute for carrying out his/her own professional work or professional work of the Institute.

2.3 **Guests of Category-A Residents:** A person invited to the IITI Campus by any *Category-A* resident eligible for non-hostel accommodation (or, on his behalf, by a *Category-B* resident) for stay at his/her residence for a period exceeding one week and has been issued I-card for Intended period of stay not exceeding three months at a time from the CSO on behalf of Registrar IITI on the request of a resident of non-hostel accommodation within the physical campus limits of the IITI Campus.

2.4 **Guest of Students:** Any person invited to the IITI Campus by a bona-fide student/research scholar of the institute and permitted by institute authority to stay in a Guest House of a Hostel or the Vidhyanchal Guest Houses.

3.0 Visitors:

Visitors to the IITI Campus are categorized as :

- I. Official Visitor: A person or a group of persons who visits the Institute for his/their work or for Institute work on any day, but is not an Institute Guest.
- II. Non-Official Visitor: A person who visits any Category-A or Category-B resident of the campus.
- III. Alumnus: A person who has been a student of any regular educational degree program of the Institute, who visits the Institute on any day, but is not an Institute or Professional Guest.

4.0 Others:

4.1 Household Employee- A person declared by a Category-A resident provided non-hostel accommodation within the premises of IITI Campus as an employee in his household. Temporary I-Cards for duration not exceeding one year can be obtained from CSO on behalf of the Registrar, IITI for such persons.

4.2 Petty Vendor- A person who visits the IITI Campus for sale of petty goods to residents of the Campus. Upon collective request of seven or more Category-A residents allotted non-hostel accommodation; such a vendor can be registered by the CSO on behalf of the Registrar IITI and may be provided a registration card valid for a period of one year at a time.

4.3 Service Provider: A person who visits IITI Campus for rendering service to the institute or to the residents of the Campus. Upon request by a Category-A resident allotted non- hostel accommodation, such a service provider can be registered by the CSO on behalf of the Registrar, IITI and may be provided a registration card valid for a specified period of time not exceeding one year at a time.

4.4 Employee of Contractors engaged by IITI or any other entity inside the IITI campus providing any allied services and for whom Temporary I-Cards have been issued by the CSO, on the direction of the Executive Engineer/ Superintending Engineer/ Dean (Planning)/ Dean (Admin) for specified period of time not exceeding three months at a time.

4.5 Transporters:

- i. Transporters engaged for Institute work by the Institute or by Contractors or suppliers engaged by the Institute for movement of goods or persons.
- ii. Transporters engaged by Category-A Residents of the institute for movement of goods or persons.

SECTION TWO

(I) PROHIBITED ACTIVITIES

Some activities bypass, diminish or otherwise weaken the campus security of the Institute community and are therefore prohibited. Prohibited activities include, but are not limited to:

- Propping open of any of the following doors:
 - doors equipped with biometrics/card access controls,
 - automatically locking doors,
 - doors kept normally locked and
 - any building exterior/perimeter door.
- Disabling automatic door closers, locking door hardware or exit devices.
- Disabling any security device, such as CCTV cameras or local sounder exit alarms.
- Obstructing stairways, building exits, hallways and doorways.
- Locking emergency exit doors in the path of free egress travel.
- Unauthorized installation of security equipment, fire-fighting equipment and accessories and systems, security devices, CCTV cameras.
- Unauthorized accumulation or duplication of keys.
- Sharing of IIT Indore smart Cards or keys. Using other's smartcard or key or allowing others to use your smartcard or key.
- False activation of fire alarm manual pull stations or emergency telephones.
- Leaving exterior windows open when room is unattended..
- Use of sports grounds and tennis courts beyond scheduled authorized times.
- Unauthorized entry to any lab, power distribution or IT room.
- Unauthorized vehicle traffic on Campus.
- Unauthorized vehicle parking of vehicle on Campus
- Unauthorized scaling of Institute boundary wall for gaining access/egress in/out of the campus.

(II) CAMPUS SECURITY ADVISORIES

The following Campus Security Advisories are general suggestions and recommendations for personal safety and situational awareness while on campus.

- Don't leave personal items unattended It just takes a moment for locking your personal belongings and takes much less time to be stolen.
- Tailgating not to be practiced in personal entry or vehicular entry to campus/room/laboratory or office on campus (tailgating is when someone follows a person/drive a vehicle following some other vehicle through an access controlled door/barrier after that person opens the gate by biometrics (finger prints) or using his Card). Holding doors open for people behind you might be the polite idea, but allowing someone to follow you through an access controlled door

may give scope to the unauthorized access to the facility/building.

- Report suspicious persons to the security helpdesk.
- More information including safety tips may be found at the Security Department at website at <http://safety.iiti.ac.in/>

(III) Probable security situations, analysis preventive and remedial actions:

1.0 Hostile attack by armed group

In case of any hostile attack by any armed group security control room will inform police at dial 100 and ambulance at dial 108. Emergency Siren will be sounded to inform all community members about the event so that they remain indoors and shut their doors from inside and lay down at their respective positions. C.S.O. and convener Safety security committee will be informed by the control room and incident report would be filed for above cases by the security agency format and C.S.O. would forward same which his endorsement to Director Office, Registrar office and all members of safety and security committee for information.

2.0 Attempt to make forced entry to campus

In case of attempt to make forced entry to campus, the alarm will be raised at gate and barricades will be placed on the road and entry will be prevented. In case the number of persons is such that available security strength would not be able prevent intrusion, Police will be called at dial 100 and the person(s) intending to make forced entry will be handed over to the police along with complaint for taking necessary action against the person(s). C.S.O. and convener Safety security committee will be informed by the control room. Incident report would be filed for above cases by the security agency and C.S.O. would forward same which his endorsement to Director Office, Dean of Administration office, Registrar office and all members of safety and security committee for information.

3.0 Unauthorized entry into the campus

In case any unauthorized person found inside the campus the person will immediately be taken over by the security staff and taken to the security control room where he would be questioned about his motive to enter the campus, if his answers are satisfactory he would be let out with warning for not entering unauthorized into the campus; in case the person does not give any satisfactory answer he will be handed over to the police along with a written report. C.S.O. and convener Safety security committee will be informed by the control room and incident report would be filed for above cases by the security agency on prescribed format and C.S.O. would forward same which his endorsement to Director Office, Registrar office and all members of safety and security committee for information.

4.0 Accident on the institute roads

In case of any accident on the road inside institute, the wounded would be rushed to the health center to provide the first aid to the affected persons and for further medical referrals to higher cares if required.

The action of security staff would depend upon the type of vehicle involved in the accident:

- Both vehicles are outsiders – Security team would reach at the spot and analyze the situation and inform the local police station to take necessary action in case substantial damage to any of the vehicles and when it is difficult to establish the fault. Photo of the accidental vehicle would be taken provided to the police along with their owners.
- One vehicle is belonging to institute - Security team would reach at the spot and analyze the situation and inform the local police station to take necessary action in case substantial damage to the institute vehicle and when the second party is not ready to accept their fault and make up the loss/damage cost to the institute vehicle. Photo of the accidental vehicle would be taken and case would be handed over to the police.
- One vehicle is belonging to institute faculty/staff - Security team would reach at the spot and analyze the situation and inform the local police station to take necessary action in case substantial damage to the vehicle owned by the faculty/staff and when the other party is not ready to accept their fault and make up the loss/damage cost to the institute vehicle. Photo of the accidental vehicle would be taken and case would be handed over to the police.
- Both vehicle are belonging to institute - Security team would reach at the spot and analyze the situation and inform CSO, Convener Safety and security committee and convener transport committee and action would be taken as per the decision taken by the institute committees. Photo of the accidental vehicle would be taken.
- Both vehicle is belonging to institute faculty/staff - Security team would reach at the spot and analyze the situation and inform CSO, Convener Safety and security committee action would be taken as per the decision taken by the CSO & Convener Safety & Security Committee after taking into the consideration of concerns of both faculty/staff members. Photo of the accidental vehicle would be taken.

Incident report would be filed for above cases by the security agency on prescribed format and C.S.O. would forward same which his endorsement to Director Office, Dean of Administration office, Registrar office and all members of safety and security committee for information.

5.0 Incidents of labour dispute

IIT Indore is not directly hiring any labour for construction activities etc. In case of any incidents of labour dispute, security team would reach the spot immediately and assess the situation, dispute may be of different type:

- Between two labourers - In case there is dispute between two labourers their contractor would be called on the spot and would be told to take out both the labourers out of the campus, the temporary entry permits of such labourers will be seized by the security department and would be given only if their dispute is resolved. Such labourers will be given entry to campus only after the written promissory note by their contractor.
- Between contractor and labourer - Situation may arise wherein there is dispute between contractor and labourer, the matter will be referred to Project In-charge for immediate intervention and information to next higher authorities and resolution of the dispute.
- Between labour and faculty/staff of the institute - Such situation is very less likely to occur, however in such a situation the security team will reach the place immediately and remove the labourers and advise the faculty/staff member to go to a safe location and provide escort to the faculty/staff member if required. The issue would be sorted out amicably, and if required the police would be informed to take cognizance of the case.

6.0 Injury to labour

Since the labourers are not directly employed by the institute, it would be the responsibility of the contractor concerned to take care of such situation. In case of injury to labour noticed by the security staff he will immediately inform the control room, who would press the services of institute ambulance and inform the concerned contractor so that he takes over and provide necessary medical help to his employee.

7.0 Fire incidents

In case of fire at various facilities/areas following actions would be taken by the security team:

Fire inside any lab – the nearest security guard will inform the security control room, sound the manual panic button in case alarms system fails to give the distress signal, he will rush to the site of fire and gain access to the point and fight the fire at the incipient stage itself with the fire extinguisher available outside the lab. The security team would inform the health center and reach the incident sight at the earliest. Any injured will be taken over by the medical team. After the fire is extinguished, faculty in-charge and departmental safety committee would ascertain the causes leading to the fire and give a report to the institute safety and security committee. Interim incident report would be filed for above cases by the security agency and C.S.O. would forward same which his endorsement to Director Office, Registrar office and all members of safety and security committee for information.

Fire in classroom - the nearest security guard will inform the security control room, sound the manual panic button in case alarms system fails to give the distress signal, he will rush to the site of fire and gain access to the point and fight the fire at the incipient stage itself with the fire extinguisher available outside the lab. The security team would inform the health center and reach the incident sight at the earliest. Any injured will be taken over by the medical team. After the fire is extinguished, Dean of Academics Affairs and DR(Academics) will be informed about the incident and probable causes leading to the fire. Incident report would be filed for above cases by the security agency and C.S.O. would forward same which his endorsement to Director Office, Registrar office, Academic office and all members of safety and security committee for information.

Fire in general/forest area - the nearest security guard will inform the security control room, team from the security control room and designated security personnel from all around nearby posts will rush to the site of fire and gain access to the point and fight the fire at the incipient stage itself with the fire beater/fire extinguisher/water from the nearest hydrant or any other advanced system of fire-fighting. After the fire is extinguished personnel of security team would be discharged from the incident and will report to their respective duty posts. Incident report would be filed for above cases by the security agency and C.S.O. would forward same which his endorsement to Director Office, Registrar office, Academic office and all members of safety and security committee for information.

8.0 Injury to student

Though it is endeavor of the security department to make campus safe and free from incidents, there is always a scope that any of the students' may get injured due to unsafe action by him, overlook of traffic and unsafe action by some other person. Security department will activate the health center and ambulance in such cases for immediate assistance. In case such student is in a position to travel in the patrolling vehicle, he may be taken in the patrolling vehicle also. Incident report would be filed for above cases by the security agency and C.S.O. would forward same with his endorsement to Director Office, Dean of Students Affairs office, Dean of Administration office, Registrar office and all members of safety and security committee for information.

9.0 Alcohol consumption by student

In case of report received by the security department about alcohol consumption by the security team, the security supervisor will reach with QRT and handover the student to the health center for ascertaining about the alcohol consumption. The student will be identified on the basis of identity card/biometrics id and would be sent to the hostels/higher medical care if needed as per the assessment of medical team. The

information of such incident will be given to Hostel office, who will inform relevant committee and Dean of Students Affairs for taking suitable disciplinary action against the student.

10.0 Snake, scorpion or any other poisonous insect bite

In case of snake, scorpion or any other poisonous insect bite notification by the security helpdesk, security team will activate the health center and ambulance in such cases for immediate assistance. Such person will be taken to the health center by fastest means, on the way the person will be required to be reassured by the medical/security personnel. Incident report would be filed for above cases by the security agency and C.S.O. would forward same with his endorsement to Director Office, Registrar office and all members of safety and security committee for information.

11.0 Trauma/Medical emergency to any non IIT Community person

In case there is trauma/medical emergency to any person who is not a community member of IIT, Emergency Medical Services of the state government will be called to take over the person to the Government Hospital. The EMS is required to be called at dial 108 by the first person noticing it, however it not called till time of notice by the security staff, the on duty security supervisor will place a call to no. 108.

SECTION THREE

SECURITY DESIGN CONCEPTS

Objective

The objective of installing security devices and systems is to increase the safety and security of the IIT Indore community through the use of security controls designed to delay, detect and deter inappropriate and unauthorized conduct.

Security devices and systems are the technological element of the campus security design which work with the operational elements. It is the cumulative effect of the use of security measures as part of the campus security as well as assessment and response to inappropriate and unauthorized conduct that produces the desired effect of increasing the personal safety of the individuals that make up the IIT Indore community.

Security Controls

The campus security design intent is to implement measures which operate as parts of an integrated system of security controls. Campus security controls act as countermeasures for vulnerabilities:

- Preventative controls reduce the likelihood of a deliberate aggressor attempt, protect

vulnerabilities, and make an aggressor attempt unsuccessful or reduce its impact.
e.g. door locks, window latches and biometrics/card readers.

- Detective controls discover aggressor attempts and activate preventative or corrective measures. Examples of detective controls are fire alarm panels, CCTV cameras, and panic buttons.

Protection Zones

Campus security controls are deployed to create zones of security level required. The campus security is divided into following zones:

- High Security Zone - contains facilities such as Abhinandan Bhawan having the Administrative offices, Sophisticated Instrumentation Lab, Director's Bungalow.
- Residential Zone - contains residential facilities such as Hostels, residential complexes of Faculty, staff and married scholars.
- Academics Zone - contains Academics offices, labs, classrooms and Library facility.
- Gates, general area and boundary wall Zone

Matrix for protection of various types of zones:

Sl NO	Name of Zone	Security Guard Physical posting	Biometric s Access Control System	CCTV Cameras	Other Devices
01	High Security Zone	Yes	Yes	Yes	Gate Control,
02	Residential Zone	No	No	Yes (Only entry gates and common areas)	Segregation of building with single access point
03	Academics Zone	Yes (only at few points)	Yes	Yes (only in corridors)	
04	Gates, general area and boundary wall Zone	Yes the gates, perimeter to be covered by Patrolling	Yes	Yes	Boom Barriers, Barricades, RF Id Tags for Vehicles entry/exit,

II General Security Rules

1.0 Members/ Residents of IITI Campus and Guests of Category-A Residents, are required to carry Identity Cards issued to them by the Registrar IITI and are requested to show them to Security Staff as and when required by the security staff.

2.0 Faculty members/authorized officers inviting Institute Guests and Professional Guests may inform CSO by email about their visit to the campus with expected time of arrival and date in order to facilitate their entry to the campus. Alternatively, Institute Guests and Professional Guests shall be pre-issued duly filled (or partly filled) entry passes in a standardized format by the person issuing the invitation. (Registration of invitation at an appropriate site of any institute function may be set up to generate the standardized format with automatic communication to the CSO and the security network).

2.1 The Institute Guest may identify himself/herself by handing over one copy of the entry pass issued to them along with due entries of passport number/other identification number, and names of accompanying members.

2.2 The copy of the pre-issued visitor pass will be returned to the guest with a security stamp and shall serve as Temp I-Card, if needed. (If such forms are not available with the Institute Guest, he may identify himself, with the invitation letter/mail or by contacting the Officer who has invited him; such guests would be issued a pass by the security department at the time of entry to the campus).

2.3 Upon confirmation by security personnel posted at the gate, entry of the Institute Guest shall be permitted forthwith by the security personnel at the gate). Institute Guests invited for confidential work of the Institute shall be sent entry passes on appropriately designed format.

3.0 The rules in 2.0 above are not applicable to VIP Institute Guests. The PRO/administration shall inform the CSO about the program of VIP guests and CSO shall make necessary arrangements for their security in the IITI Campus.

4.0 Retired employees of the Institute and their spouses shall be issued appropriate Identity Card by the Registrar, IITI to help them to identify themselves, if requested.

5.0 Upon request, Guests of Students permitted to stay in the Campus may also obtain temporary entry passes for the duration of their stay as approved by Chief Warden, Dean of Students affairs, Deputy Director, Director or Registrar of the institute.

6.0 Visitors would be requested to enter his/her particulars in the Visitor's form which would be entered by the security staff in the Visitors register/Software. A gate-pass for the period of visit can be issued, on prior intimation/confirmation from any IITI

community member.

7.0 For any material carried inward by a visitor which is intended to be brought back (returnable) will be declared at the security gate, such list will be checked by the security staff and stamped.

8.0 Visitors to the students who have not taken permission for overnight stay are expected to leave the campus before 11:00 PM at their own arrangements.

9.0 Household Employees, Commercial Vendors and Employees of Contractors engaged by IITI will identify themselves with the Temporary Cards issued to them by CSO. Petty Vendors and Service Providers registered with security section shall obtain entry passes from the security office for a period not exceeding one year at a time. The registration of such vendors would be done on the issue of formal Purchase/Service order from Material Management Section/Estate Maintenance department. Requests for persons providing domestic help can be made by the faculty members/staff to CSO. In other cases passes will be issued against request which have been approved by Registrar, Dean of Students Affairs, Dean of Administration, Deputy Director, Director of the institute.

10.0 Transporters engaged by contractors to IITI will require prior approval of works Administering Officials such as Executive Engineer/ Superintending Engineer/OSD/Dean (Planning)/ Dean (Administration)) or Deputy Registrar (MM) to carry materials outward from IITI premises. The gate pass should be counter-signed by the faculty/officials of the institute who are in-charge of the site or the project. The location at which the commercial vehicle would be parked for loading/unloading material and the duration of time for which the vehicle would be required to be stationed would be specified by the approving authority.

11.0 Transporters engaged by Category-A residents of the Institute should identify themselves with appropriate documents for inward or outward transport of goods certified by the Category-A resident (with address and telephone numbers). The location at which the commercial vehicle would be parked for loading/unloading and the duration of time for which the vehicle would be required to be stationed would be specified by the Category-A resident.

12.0 Security Staff are authorized to check the nature and source of any material proposed to be carried out of IITI Campus. For Institute property carried out of the IITI premises, duly filled in gate-pass issued by the Department Head/Section Head with endorsement at Central Stores is required. For property belonging to any resident, permission letter issued by them may be submitted to the security personnel at IITI gates.

13.0 Private banners/flags of political parties, religious committees shall not be permitted within IITI Campus

14.0 Banners/flags/posters related to officially approved programs and sponsors for the same may be permitted with prior permission of Dean (Students Affairs)/ Dean (Admin)/ Deputy Director/Director.

15.0 Stickers identifying private vehicles owned by residents (max of 3 per head of Category-A resident) can be obtained, upon request from security help desk (including vehicles with temporary registrations). Only vehicles with IITI Stickers or appropriate vehicle passes can be stationed in the Campus.

16.0 The owners of the vehicle for which stickers have been issued would be responsible for not allowing their vehicle driven by any unauthorized person, such person may even be his/her wards.

17.0 The owners of the vehicle stickers issued vehicle would be responsible for obtaining necessary visitor pass in respect of the person whom he/she is bringing with him in his vehicle.

18.0 The vehicle having stickers on their vehicles would be exempted to show up their identity cards at the main security gate.

19.0 Stickers of vehicles issued to Category-A residents of the IITI Campus are to be torn off and returned by them upon sale of the vehicle/in the event of change in employment status.

20.0 Commercial vehicles are not allowed to be parked within the campus except for the duration of time specified by the approving authority. Overnight Parking of any commercial vehicle shall not be permitted in any of the academic/residential areas unless the permission for the same has been granted by a competent authority.

21.0 The vehicles coming to the institute campus will be parked in the designated parking places only. In case the nearest parking is full, the owner/driver of the vehicle would park their vehicle in alternate parking.

22.0 Overnight parking of vehicle is not allowed in the parking meant for day parking of vehicles, in case of any requirement the owner is required to intimate and take permission from CSO. Any vehicle found unauthorizedly parked in the day parking for more than 3 days will attract parking charge of Rs. 100 per day from the first day of such parking.

23.0 Speed limit of any powered vehicle within the campus is 30 Kilometer per hour.

24.0 Blowing pressure horn & blowing horns unnecessarily inside the campus is not permitted.

25.0 No entry will be given to any person in possession of any type of Arms, except on duty police personnel and Personal Security Officer (PSO) duty of any VVIP when they are officially required to accompany the protected person.

26.0 Driving two wheelers with more than two persons is not permitted. Helmet is necessary for the pillion rider also.

27.0 Consumption of alcohol inside the campus at common areas is not allowed. No entry will be given to any person under the influence of liquor/drugs.

28.0 Temporary passes/I-cards/registration cards that have been approved by Registrar/ Dean (Admin)/ Deputy Director/ Director can be renewed by the CSO. Such renewals may be refused on any complaint from community member or upon some kind of misconduct inside the campus, such temporary passes may also be cancelled by CSO and information to this effect may be sent to the appropriate authority with reasons of revocation of the pass/I-card/registration card.

29.0 Feeding of pets in areas other than designated feeding stations is not allowed. Anybody found will be fined by Rs. 500/- for the first instance which will be doubled every subsequent occasion.

30.0 Security Guards deployed at Hostels will take instructions from Hostel Office and will help in implementation of rules formulated by the Hostel Authorities. Any event which comes to the notice of security guard deployed at hostels will be brought to the notice of hostel staff for immediate intervention and to the security supervisor on duty for information to CSO and higher formations.

III Penalties

Institute authorities and officials viz. Director, Dy. Director, Dean (Administration), Convener institute safety and security committee, Registrar, CSO/SO/ASO of the institute may levy following fines to the person(s) held for the below offences with amounts as shown against each, the amount will be deposited into the institute account.

(a) Traffic offences:

S.No.	Nature of Traffic Offence	Penalty in Rupees
1.	Riding without Helmet on two wheeler	1000/-
2.	Triple-riding (on two wheelers)	500/-
3.	Over-speeding	500/- for the first instance which will be doubled in the subsequent occasions
4.	Using Mobile Phone while driving	1000/-
4.	Cycling in the Academic area/corridors	500/-

(b) Parking Offences :

S.No.	Type of vehicle	Penalty in Rupees
1.	Commercial transport vehicles at sites other than construction sites	2,000/-
2.	Cars parked in other than parking areas	1000/-
3.	Scooters / Motorcycles parked in other than parking areas	500/-
4.	Bicycles parked in other than parking areas	50/-
5.	Cars parked in day parking for more than 3 nights without any permission of CSO	100/- per day from day of parking

(c) Invalid Identity Cards:

S. No.	Nature of offence	Penalty in Rupees
1.	Non-renewal of identity card beyond one week grace period after expiry	200/-
2.	Persons without valid entry/ stay pass /Misuse of entry pass	Expulsion from the campus

(d) Miscellaneous:

S.No	Nature of offence	Penalty in Rupees
1.	Urination/defecation in the open area inside	1000/-
2.	Littering	500/-

(e) Charges for Lost Identity-cards:

S.No	Details	Penalty in
1.	Re-issue of lost Temporary Id-card/ Registration card	200/-

Appeal for waiver of fine

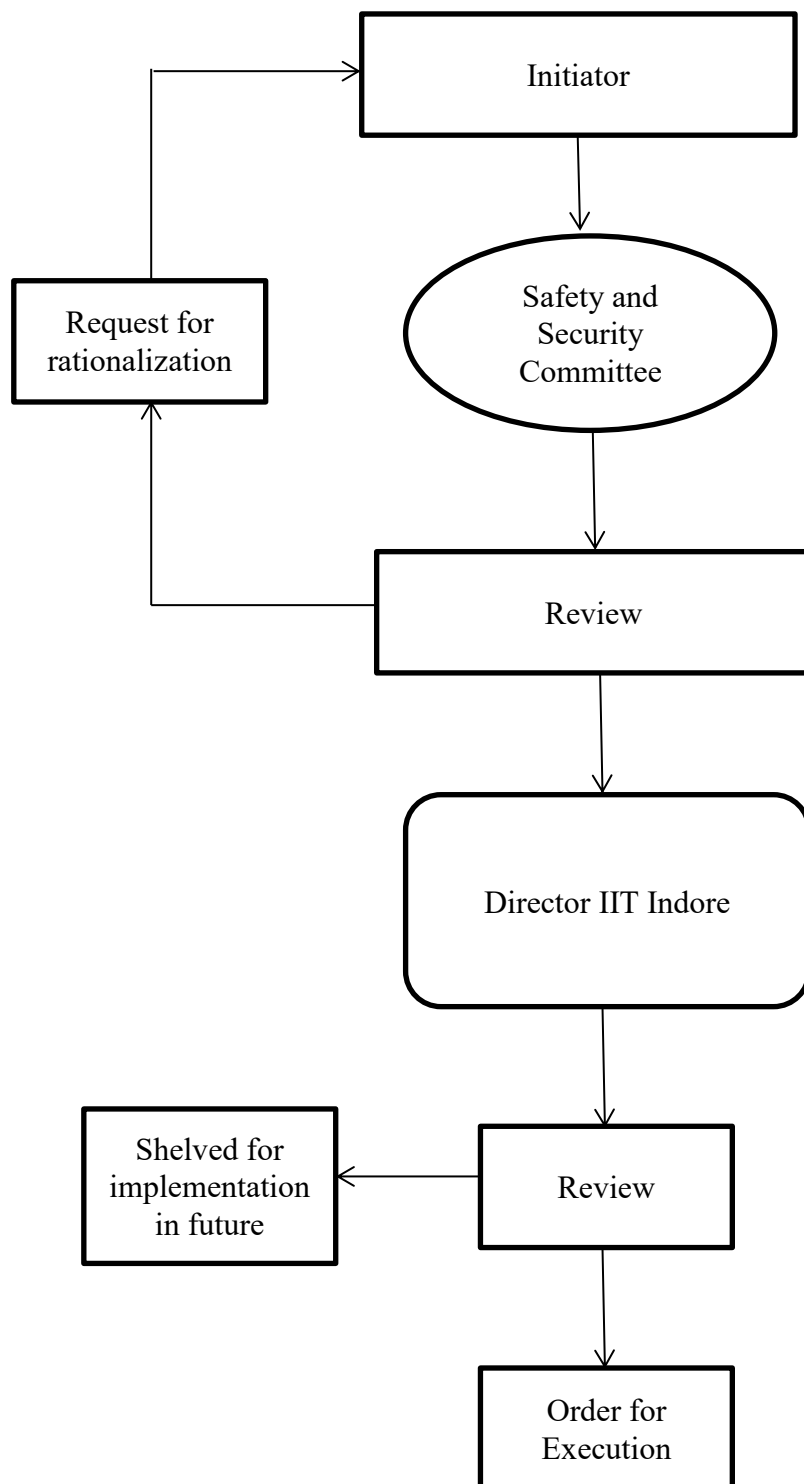
Any individual levied with such fines may prefer an appeal to the Registrar/Convener Institute safety and security committee who may at his/her discretion order to refund the full/partial amount of fine. The individuals not satisfied with the decision of the appellate authority can request for revision of the orders with Dean of Administration who will consider and pass necessary order in this regard.

However in case of fine for repeating same type of offence second time, there would be no appeal.

All the existing and upcoming buildings at IIT Indore campus buildings are included in the security policy, the list of existing buildings is as follows:

Sl No.	Name of the building
1.	Gate No. 1 & 2
2.	Abhinandan Bhawan (Administrative Building)
3.	Learning Resource Center (Library)
4.	Sports Complex
5.	Central Stores
6.	Academic POD
7.	Hostel: APJ Abdul Kalam, H.J Bhabha, CV Raman, and Devi Ahilya Hall of Residence
8.	Central Dining Facility
9.	JC Bose Studio Apartments
10.	Lecture Hall Complex (Classrooms, Seminar Halls and Auditorium)
11.	Health Center
12.	Vindhyachal Guest House
13.	Kshipra Residential Complex
14.	Narmada Residential Complex
15.	Director Bungalow
16.	Kendriya Vidyalaya
17.	Sophisticated Instrumentation Centre
18.	Central Workshop
19.	Water Treatment Plant & Under Ground water tanks
20.	Main Receiving Substation
21.	Electric Sub-Stations (ESS-01, 02, 05, 07)

Flowchart of Request for security technology implementation



Flowchart of Incident reporting

