

AMITY UNIVERSITY

RAJASTHAN

The institutional initiatives for greening the campus

Various policy documents / decisions circulated for implementation

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STANDARD OPERATING PROCEDURES: SECURITY
AMITY UNIVERSITY RAJASTHAN

Introduction

1. Security is an important aspect of any organization which includes safety of men, material and information. Amity University being one of the Top Global Universities with many unique achievements to its credit and education with other curricular activities beyond the normal standards prevailing in other Universities warrants the best security practices for keeping 24X7 vigil in AUR, Campus to thwart any threat of any nature.

Aim

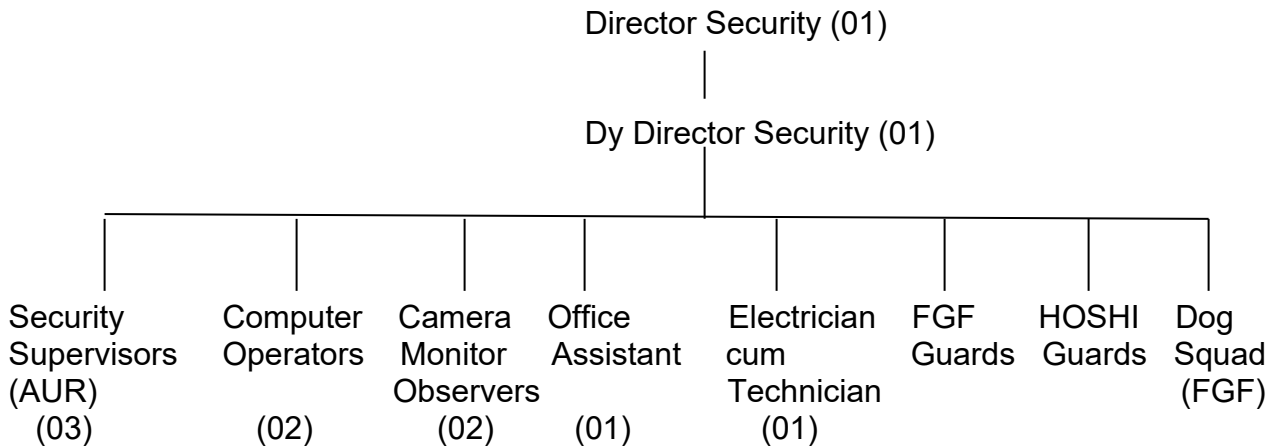
2. The aim of these Standard Operating Procedures is to highlight, define and streamline the procedures for deployment of Security Guards and other Faculty and Staff in an emergent security scenario in AUR, Campus.

Responsibility

3. (a) The Director Security has the primary responsibility of ensuring that these SOPs are implemented and remain adequate for their intended purpose and also keep them up to date.
- (b) Security Guards are responsible for the safety and well being of staff, students, contractors and visitors on University premises.
- (c) Security Guards duties include: -
- (i) The prevention and investigation of crimes against the person e.g. assaults, offensive behavior, indecent exposure, trespass.
 - (ii) The prevention and investigation of property crimes e.g. willful damage, theft, burglary.
 - (iii) The maintenance of public order ensuring staff, students and visitors comply with relevant government and University statutes, regulations, policies and guidelines whilst on University premises.
- (d) Standard operating procedures will be incorporated into instructions and training materials which will be made available to security personnel. All security personnel are to be fully conversant with these procedures prior to commencing duties at the University.

Organization of Security Department

4. The organization chart of Security Department is as under: -



5. FGF (First Grade Force) and HOSHI are the two main security agencies providing manpower to AUR Campus and look after the Security aspect of the entire Campus.

Deployment / Requirement of Security Guards

6. (a) In Main Campus

<u>S.No</u>	<u>Name of Post</u>	<u>Day Guard</u>	<u>Night Guard</u>	<u>Remarks</u>
(i)	Main Gate	12*	08**	*Excluding Supervisors-02 (Day) **Excluding Supervisor-02 (Night) *** As mentioned below (e)
(ii)	ABS Block I	01	01	
(iii)	ABS Circle	01	-	
(iv)	Neem Forest	01	-	
(v)	Faculty Flats	01	01	
(vi)	ASET Building	01	01	
(vii)	SRC Building	01	01	
(viii)	Hostel H-1 & H-2	02	02	
(ix)	Hostel H-3	02	02	
(x)	Hostel H-4	02	02	

(xi)	Hostel H-5	02	02	
(xii)	Staff Quarters	01	02	
(xiii)	Academic Block-V	01	01	
(xiv)	Main Parking	01	-	
(xv)	JP Post	01	01	
(xvi)	Patrolling	02	02	
(xvii)	RIICO Gate	03	03	
(xviii)	ASET Circle	01	-	
(xix)	DG-2	01	01	
(xx)	Solar Plant	01	02	
(xxi)	Bamboo Forest	01	-	
(xxii)	Ahuja	01	-	
(xxiii)	QRT	06	-	
	Total	46	32	(Including Supervisors)
(b)	<u>In MTC Area</u>			
	(i) MTC Area	06	08	
	Total	52	40	
(c)	<u>Dog Handlers</u>			
	(i) Dog Handlers	07	-	Same individuals in night also
(d)	<u>City Office</u>			
	(i) City Office	02	-	Same individuals in night also
	Total	61	+	40 = 101

(e) **Details of Duties at Main Gate *******In Gate / Out Gate (Each)**

- (i) 01 - To open Main Gate
- (ii) 01 - To open Boom Barrier
- (iii) 01 - At turnstile to check validity of cards
- (iv) 01 - To make entries for out pass / in pass / vehicle data / visitors
- (v) 01 - To open side gate

(f) **University Employed Security Supervisor** They will assist the Director Security to ensure that all security instructions, SOPs etc. issued from time to time are followed by all in letter and spirit and report nonadherence of same to Director Security. Their charter of duties is also given to them.

Duties of Security Guards

7. (a) The Security Department is mandated to protect the University property as well as ensure that there is law and order. The general security guidelines put forward are enacted by the staff of the Department round the clock. The duties and activities of the Department are carried out in accordance with the rules and regulations governing the University. Dealings by the Security Guards should be polite but firm. The core activities of the Security Department include: -

- (i) Control of movement of men and material out of the University gate.
- (ii) Handling students' discipline.
- (iii) Conducting of security patrols.
- (iv) Handling of visitors.
- (v) Disaster preparedness.

(b) **Process for Handling Students**

- (i) Entry and exit of students to main campus shall be only using Smart Card or Car Sticker as may be the case through Turnstile or Boom Barrier installed at the Main Gate.
- (ii) Entry and exit of hostellers to Hostels shall be through the Hostel Gates only.
- (iii) Students 'I' Card and Out Pass shall be checked at Main Gate.

(iv) Ensure no student is in possession of any intoxicant / banned items like cigarettes, drugs, liquor, firearm, marijuana etc.

(v) Frisking of suspects shall be done at Main Gate.

(vi) Pooled car / Auto rickshaws will be permitted with instruction to return after dropping the occupants.

(vii) Ensure out pass timings are adhered to by the students. Report late comers to Director Hostels.

(viii) Hosteller will not be permitted to bring vehicle without prior approval of competent authority.

(c) Process of Handling Parents & Relatives

(i) With Appointment

(aa) Details of Parents / Relatives will be recorded.

(ab) HOD / Director of the student will be informed about the visit and if permitted.

(ac) Parents to park their car at designated parking area. Parents issued with visitor slip and visitor card and sent inside in their own vehicle / foot.

(ad) Visitor returns and informs guards.

(ii) Without Appointment

(aa) Details of parents recorded.

(ab) Concerned student to come and identify parents / relatives.

(ac) Parents / Relatives issued with visitor card & visitor slip.

(ad) Parents may be permitted to proceed in their vehicles on foot as desired.

(ae) Students entry by smart card.

(af) Parents returns and inform guards.

(d) **Process of Handling Hostel Visitors**(i) **Working Days**

- (aa) Student to give particular of his / her parents at Main Gate.
- (ab) On arrival of parents the students to identify parents.
- (ac) Parents issued with visitors pass & slip.
- (ad) Leave their card in the parking area. Parents sent in their own vehicle / foot and return by the same.
- (ae) Parents not allowed entering Hostel Room.
- (af) Parents to return by 7:00 PM.
- (ag) Defaulter's name forwarded to the respective Director for disciplinary action.

(ii) **ON Saturdays, Sundays & Holidays.** Same as above.(e) **Process of Handling Faculty and Staff**

Entry and exit of Faculty and Staff to main campus shall be only by the use of Smart Card or Car Sticker as may be the case through the Turnstile or Boom Barrier installed at the Main Gate.

(f) **Process for Handling of Visitors**

- (i) Security staff members at main gates register all visitors coming into the University.
- (ii) The visitors give their details including that of vehicle, if any, as well as the form of identification.
- (iii) Security staff members give the visitors a gate pass which is displayed whenever they are within the University premises.
- (iv) Security staff or any other officer available to do so direct visitors to the office of interest from the main gate.
- (v) The visitor surrenders identification documents and signs out at the main gate.
- (vi) The host to visitor signs the visitor's pass as proof of his having visited him.
- (vii) VIPs will be escorted to the main office by one of the security guards.

(g) Process for Traffic Control and Parking Vehicles

- (i) Entry and exit of goods carrying vehicle shall be through the Main gate only.
- (ii) Speed limit of the vehicles is 30 kmph within the university premises. Anyone found over speeding, his Driving License will be confiscated by the Security Deptt. and Disciplinary action initiated.
- (iii) Entry of unwanted private vehicles inside the university area is restricted.
- (iv) Visitors / Employees vehicles are to be parked only at the designated areas (Academic Block 'A' and Academic Block 'B', 'C' & 'D').
- (v) Day Scholars should park their vehicles at the designated parking area near RIICO Gate (Rear Gate).
- (vi) Employees four wheelers will be allowed to enter the university premises on proper vehicle gate pass. Security Pass will only be issued if the vehicle is registered in the employee's name.
- (vii) No driver of private vehicles without valid license will be allowed inside. Vehicle should be in possession of all the documents i.e. RC, Insurance, PUC, etc.
- (viii) Security staff will locate improperly parked vehicles and inform the owner before its presence causes obstruction to other vehicular movement.
- (ix) All staff & students are advised to follow proper traffic rules while driving 2 / 4 wheelers within the AUR, Jaipur campus.
- (x) Use of Helmets is compulsory for two-wheeler driver and pillion rider both.
- (xi) Hosteller will not be permitted to bring vehicle without prior approval of Competent Authority.

(h) Process for Movement of Material out of the University Gate

- (i) Each person signs a gate pass for items being moved outside of any University gate and same should be duly countersigned by the Director Administration / HOD. Format for Material Gate Pass is attached at **Appendix 'A'**.

(ii) HODs authorize the gate pass to prove where the items are originating.

(iii) Security staff checks & countersigns the gate pass at the gate to confirm that items going out correspond to the ones appearing on the gate pass.

(iv) The mover retains a copy and hands over the other for filing at the exit point / gate.

(j) **Process for Conducting Security Patrols and Searches**

(i) Security staff members subject all vehicles and visitors coming into and out of the University to safety search. A guard of same gender conducts body search, while vehicle search is conducted by a guard of either gender using metal detectors.

(ii) Security staff members instruct both internal and external customers to declare their items as they come into the University and as they go out.

(iii) The supervisors and Guards do stop and ask for identification if they suspect someone.

(iv) Both plain clothes and company uniformed guards conduct patrols.

(aa) The Route chart for area patrolling shall be determined by the Director / Deputy Director Security.

(ab) **Vehicle Patrolling.** Vehicular Patrolling is to be conducted round the clock; more focused patrolling will be conducted inside university premises during night times in view of the vulnerability of the area for intrusion.

(ac) **Foot Patrolling.** To be followed during Day & Night shifts (dusk to dawn).

(ad) **Dog Patrolling.** Route chart for patrolling shall be determined by the Dir / Dy Director Security, any unusual occurrences / observations / incidents noted shall be recorded and in the incident report and forwarded to the Director/Deputy Director Security.

(k) **Surprise Night Checks**

(i) Director / Deputy Director Security will make sufficient arrangements for surprise night checking by judicious mobilization of the resources at their disposal.

(ii) Alternate arrangement will be made to avoid any post falling vacant.

(l) **Surveillance & Intelligence**

The security personnel in the normal course of operations shall collect information pertaining to: -

(i) Conspiracy by any student / outsider / group, inside / outside the enclosed area to sabotage, commit any act of violence & trespassing which is against the interest of the university.

(ii) Information on the socio/political development in the town, neighbourhood, village etc., which is likely to have adverse effect on the functioning of university, person or property belonging to the university.

(iii) The information so collected shall be communicated to the Director / Deputy Director Security, who in turn after due verification of authenticity of information shall take necessary steps to apprise the senior management on the implications of such information.

(iv) The Security Department upon advice from senior management shall initiate necessary steps to secure the interest of the university from the fall-out of such incidents.

(m) **CCTV Cameras**

(i) CCTV cameras are installed all around the university campus to have effective surveillance of all nook and corners of the campus round the clock. Presently 29 PTZ and 275 Fixed Cameras are functional and their relocation etc should be continuously examined on need basis. All camera recordings to be monitored by the Camera Observers in CCTV Room and immediately report any untoward incidence noticed. A footage of such incidence will be saved till the logical conclusion of the incident. CCTV Room will remain out of bounds for all, and permission will be granted only by Hon'ble Vice Chancellor / authority delegated by him / Director Security, if required.

(ii) CCTV Room shall be manned 24 x 7 on all days including Sundays / Holidays / Weekly Offs.

(n) Post wise duties of each guard duly written in Hindi, the language they understand, has been handed over to them.



PROCEDURE FOR ACCESS CONTROL

8. **Introduction.** The first and foremost function of security setup is Access Control. It is a matter of who, where and when. An access control system determines who can enter or exit. This helps security to stop the unauthorized movement of personnel and vehicles at the entry level itself. At AUR different levels of security are placed to facilitate smooth movements and prevent any unauthorized entry into the campus.

9. **Objective.** The aim of this SOP is to provide guidelines on granting access to authorized personnel and vehicles and to keep away the unauthorized entry into the campus.

10. **Scope.** Personnel coming to AUR campus including Management, Faculty, Employees, Staff, Students, Hostellers, Visitors, Contractors, Vendors, Trainees, Parents, VIPs, Government officials and all types of vehicles and personal come within the purview.

11. **Operating Guidelines**

(a) **Students**

- (i) Hostellers
- (ii) Day Scholars
- (iii) Ph.D Scholars

(b) **Employees**

(c) **Dependant / Family Member of Employee**

(d) **Vendor & Contractual Staff**

(e) **Visitor**

(f) **VIP & Government Officials**

(g) **Traffic & Vehicle Movement**

(h) **Confiscation of Unauthorized Material**

(j) **Lost & Found Material**

Access Control of personnel and vehicles are the two important security functions that this SOP highlights.

12. **Students**

- (a) **Hostellers (Green ID card).** Issued to all hostellers from IT Department after receipt of duly filled application form from respective Departments during admission process.
- (b) Hostellers are authorized entry through main gate only. (No access authorized from Rear Gate). During movements of hostellers to campus all are obliged to show their identity cards at gate, then punch on turnstile at the Main Gate, along with appropriate permission and move out.
- (c) Before entry in campus students are liable to be frisked / checked as per current security procedure. Also make entry in "IN Register", show Original ID card and punch on turnstile.
- (d) Entry and exit of hostellers to Hostels shall be through the authorized Hostel Gates only.
- (e) While coming after vacation / leave student's taxi / parent's vehicle is allowed till hostel parking area with driver only.
- (f) **Forget ID card.** Access shall be given after confirmation from hostel warden and concerned Mentor and same will be endorsed in remarks "Permission granted by Hostel Warden / Mentor".
- (g) Entry after 2100 hrs in campus without appropriate permission will be considered late entry. Late entry rules should apply as per procedure. Overnight stay outside without permission shall also constitute violation and be reported to Director Hostel.
- (h) All kinds of prohibited items (intoxicants like liquor, cigarettes, hukka, firearm, food from outside, pets etc.) are strictly prohibited on campus & shall be confiscated and deposited with Control Room who shall ensure proper record of confiscated items in Register kept for the purpose.
- (j) While exiting from campus appropriate permission is required along with physical ID card at exit lane, on duty guard to ensure proper entry in Register and student to punch 'I' card at turnstile machine.
- (k) During working days - As per local instructions from time to time.
- (l) Valid out pass issued from hostel is mandatory for smooth exit at main gate with ID card on person and proper entry in exit register. On duty supervisor ensure proper record in Register and punch at turnstile of student's card.
- (m) Misuse of ID card is violation of policy and liable to be fined ₹ 1000/- each involved individual (Use of Fake / other's ID card). Office assistance will ensure proper record of violation details in registers.

(n) Damaged / defaced ID card will not be considered as authorized ID. (Student should get the ID card replaced as per policy on the issue). Violation of access control procedures lead to disciplinary action.

13. **Day Scholars.** Orange color ID card issued to all day scholars from IT Department after receipt of duly filled application form from respective departments during admission process.

(a) All Day Scholars are given access to AUR campus from Main Gate, and during movements all are obliged to show their identity card at gate and then punch on turnstile is must.

(b) Day scholars using vehicles can make entry through Rear Gate till gate students parking area (Student vehicles not allowed inside campus except exceptional circumstances like medical issue etc.)

(c) Students entering through Rear Gate with vehicle obliged to show their identity card before entering campus. On duty guard will ensure proper record of vehicle details in register maintained for the purpose.

(d) Frisking of suspects shall be done at Gate to ensure no student is in possession of any intoxicant / banned items like cigarettes, drugs, liquor, firearm, marijuana etc.

(e) Day scholars' entry on holiday / weekends and after working hrs is prohibited, students must leave campus after working hrs. For any additional stay after working hours, written / verbal permission from HOD / Director is must.

(f) On events/sports meet/special class after working hours or weekends access to day scholar will be given on departmental permission.

(g) **Forget ID card.** If student forget to bring ID card, access will be provided for particular day only with temporary slip after due confirmation of credentials of student. On duty visitor section staff ensures proper record of forgot ID in the register.

(h) Forget ID card facility should be available maximum 3 times in a month. Continuous reporting without ID card will be considered as lost case / violation of access control.

(j) Loss of ID card should not be entertained / treated as Forgot Id Card entry process.

(k) **Loss of ID card.** If a student loses Identity card, he / she shall submit duly filled form at IT Department and obtain new card.

14. **Ph. D Scholars' Smart Card & Pass**

- (a) All day Ph.D scholars are given access to AUR from Main Gate / Rear Gate and during movement all are obliged to show their identity card at gate and to the on duty guard and should punch on turnstile for access.
- (b) Frisking of suspects shall be done at Main Gate to ensure no scholar is in possession of any intoxicant / banned items like cigarettes, drugs, liquor, firearm, marijuana etc.
- (c) No Ph.D scholar under the influence of liquor / drugs / narcotics will be permitted to enter the campus.
- (d) All traffic rules on speed limit and helmet are applicable to all resident Scholars also and are expected to maintain highest standards of discipline as applicable in AUR. Any act of indiscipline will be severely dealt with by Proctorial Board as in case of other students.
- (e) **Out Pass.** There is no requirement of out pass for research scholars to leave the campus. They should be in possession of Identity Card and make proper entry at the Main Gate.
- (f) **For Night Out Pass.** The research scholar should take written permission from their guide / HOD and preferably, parents should be consulted in case of female scholars.
- (g) Research scholars will NOT be permitted to leave/ enter the campus after 9.30 PM unless in exceptional circumstances. Main Gate will telephonically take permission from guide / HODs to permit them to come in.
- (h) Moving out due to medical reasons will be governed by rules as applicable to other students.

15. **AUR Employees.** Three types of smart cards are issued by the IT Department on joining of an employee for identification purposes (**White ID card:** - For senior members & Faculty staff, **Blue ID card:** - Office Staff and **Gray ID card:** - Junior Staff & peon).

- (a) Main gate is access point for all employees on campus and during movements all are obliged to show and punch their identity card.
- (b) Employees coming in hired vehicles should stop at gate and show their identity cards. After security check, vehicles are allowed to enter.
- (c) Employees access with own vehicle are allowed with valid vehicle pass / sticker and individuals ID card. (Employee should punch his / her card at boom barrier card identification machine for vehicle access.) On duty guard will ensure recording of vehicle details in the register kept for the purpose.

- (d) Employees coming by staff bus are obliged to show their identity card to on duty guard inside bus and on duty guard will ensure Bus details are recorded in the register kept for the purpose.
- (e) Employees from other Amity campuses, consultants, head office etc. who possess 'I' cards are given access after checking 'I' cards. In case of without 'I' card, individual should be treated as visitor and the pass procedures are completed as per the Visitor Access Control.
- (f) Any employee who forgets to bring Identity card, access will be given after confirmation from his / her Department Head or HR office, if not identifiable by security staff.
- (g) Employee who wants to go out temporarily during working hrs for any reasons shall follow AUR policy.
- (h) Access from Rear Gate will be provided with permission only & Exit is allowed for all AUR campus residents till 2100 hrs. On duty guard will ensure vehicle details are entered in the register kept for the purpose.
- (j) Pedestrian general movement is prohibited from Rear Gate.
- (k) Violation of access control procedures taken on serious note.

16. **Dependant / Family Member of an Employee**

- (a) For smooth access of the dependants of an employee a pass is issued from security pass section after receipt of duly filled form from the employee.
- (b) Dependants / resident individuals may enter / exit from any gate but with Id Pass.
- (c) During movements all dependants are obliged to show their pass to on duty guard and guard will punch on turnstile for access.

17. **Vendor & Contractual Staff**

- (a) For smooth access of vendor's staff / Contractual staff a pass is issued from security pass section after receipt of duly filled form which includes police verification of the individual and or the vendor undertaking declaration till police verification is received.
- (b) During movements all vendors staff is obliged to show their pass to on duty guard and guard will punch on turnstile for access.
- (c) Vendor Staff entry will be ensured by the concerned Supervisor / Vendor In-Charge in front of security staff and counter checked by Security Supervisor.
- (d) Frisking of suspects shall be done at Gate to ensure no one is in possession of any intoxicant / banned items like cigarettes, drugs, liquor, firearm, marijuana etc.

- (e) Vendor staff found / caught without valid pass inside campus will be considered as violation of access control and leads to disciplinary action against the vendor and blacklisting of the individual staff.
- (f) Daily report of total vendor staff members needs to be updated by on duty Security Supervisor and submitted to the Control Room In-Charge same day and prepare monthly record. Director / Dy Director share the monthly record with concerned Departments.
- (g) For new staff members temporary pass will be provided with validity of one month.
- (h) Validity of vendor pass is maximum for one year and afterwards yearly renewal is mandatory. Office assistant will ensure details of all vendor staff and their details in register are maintained properly and correctly.
- (j) Lost and non-deposit of pass leads to penalty as per policy.
- (k) Casual worker and temporary labor will be provided temporary pass for a maximum of 07 days.
- (l) Frisking while leaving campus may be carried out to ensure no AUR property / item is taken out of campus without proper material pass.
- (m) On duty guard shall ensure proper exit record in register and if any staff who wants to go out during working hrs for any reasons shall not be considered as full day presence.
- (n) Rear Gate access shall be provided to those vendor staff who reside nearby villages only after appropriate permission from security office. On duty guard will ensure vehicle / personal details recorded in register kept for the purpose.
- (o) Only authorized vehicle of vendor staff will be granted access on campus and needs to follow campus traffic rules.

18. **Visitors.** To ensure continuous safe and secure environment to all campus residents, visitors entry on campus shall be streamlined. Following Standard Operating Procedures shall be followed by all residents and their dependants / guests: -

- (a) Visitor section at Main Gate will issue visitors pass with confirmation from concerned employee.
- (b) For smooth access and to avoid inconvenience to visitor / guest, host should intimate the details to visitor section in advance either in person or on intercom or through the mail.
- (c) Mandatory details like name, Id proof, address, host etc. of visitor are needed to update on visitor portal & register for issuing pass by visitor section.

- (d) Any Visitor not in possession of Identity Card may not be permitted to enter the campus on his / her own. The faculty / staff will have to escort such guest from the Main Gate. Therefore, need to apprise the visitors in advance to bring their identification document.
- (e) Details of Guests staying overnight on campus must be informed to Security Control Room for extension of pass validity & reconciliation.
- (f) Visitor pass is valid for 01 day only (Maximum 10 days in month visitor pass will be issued to an individual).
- (g) Visitors pass duly signed by host is mandatory to be deposited at out gate while exiting. On duty supervisor will ensure reconciliation of all visitors slips and contact through mobile who did not deposit pass at Main Gate.
- (h) Any employee found violating the above instructions, will be viewed as per policy.
- (j) Vendor Staff / worker are not authorized to call visitors inside campus for personal meetings.
- (k) Student's parents & relatives allowed after confirmation of concerned student and pass will be generated on behalf of warden.
- (l) Visitor section staff shall ensure proper record of all visitors and record and submit report on regular basis.

19. **VIP, Government Officials & Others**

- (a) On information of VIP movement, Main Gate team shall provide smooth access with pilot or escort facility to desired location and inform Director / Dy Director Security / Registrar office and concerned coordinator.
- (b) On arrival of government official at main gate (without intimation) the identification shall be established, and Director / Dy Director Security and Registrar office informed and later accompanied till destination either by a Guard or Supervisor.
- (c) Main Gate In-charge to confirm and update control room regarding every VIP / Government official movement for proper monitoring.
- (d) Police personnel in uniform report at main gate be provided access after checking of 'I' cards and immediately inform the Director / Dy Director Security and escort with patrolling vehicle.
- (e) Every Police / Government official movement needs to be informed to Registrar office immediately.
- (f) Behavior of on duty guards should be very polite but firm with officials.

20. **Access Control Vehicle**

- (a) All vehicles are subject to mandatory checking at the Main Gate.
- (b) Authorized vehicles are allowed only with valid VAPs. Drivers should have valid entry pass and license.
- (c) All riders & drivers should be aware of boom barrier operations. (On duty guard must take extra precautions while the vehicle crossing the barrier to avoid any mishap).
- (d) Speed limit on campus shall be 30 Kmph.
- (e) Parking on road / student passage is strictly prohibited.
- (f) Rash and negligent driving is a serious traffic violation on campus.
- (g) Helmet is mandatory for two-wheeler rider and pillion rider both.
- (h) Provision of penalty is applicable for violation of traffic rules.
- (j) On duty guard will ensure proper record of vehicle details at Main Gate & Rear Gate in register kept for the purpose.
- (k) Surprise checks of staff buses will be conducted under supervision of Security Supervisors regularly. Any student found without ID card shall be debussed at main gate for further process.
- (l) Internal Shuttle (E- Rickshaw) movement is prohibited out of campus.
- (m) Smooth movement of Ambulance shall be ensured. Relevant details will be recorded properly when Ambulance returns. On duty guard shall ensure proper records.
- (n) **Amity vehicles.** The driver while going out / coming in shall punch at the boom barrier and provide details of Out / In Kilometer reading of the vehicle. On duty guard must re-check and enter the details of Kilometer reading along with the passenger/s, if any.

21. **Confiscation of Unauthorized Material.** Commonly prohibited items are classified & listed below:

- (a) **Prohibited Items**
 - (i) Any form of tobacco products.
 - (ii) Alcohol.
 - (iii) Arms & ammunitions.

(iv) Food from outside including Non-Veg Product.

(v) Contrabands.

(vi) If anybody found in possession of unauthorized material during frisking are liable for investigation and disciplinary action. Supervisor shall conduct the preliminary investigation and inform concerned HOD and Proctor.

(vii) Confiscated material record to be maintained at security office.

(viii) Disposal of confiscated material shall be carried out as per directions of Management.

22. **Lost & Found Material**

(a) **Complaint about Lost Items**

(i) Any material that is reported lost by staff or students shall be registered in Lost & Found file.

(ii) On duty Control Room In-Charge shall enquire about the lost material and try to find out the owner through CCTV & get manual search through guards.

(iii) If the material is found and ownership established, inform the concerned, ask him to prove the legitimacy of his ownership and get acknowledgement from him before handing over the item.

(iv) Control Room In-Charge should update the records for reference.

(b) **Information about Discovered / Found Items**

(i) Any material that is reported discovered / found by any one on campus shall be deposited and registered in Lost & Found Register with Security Department.

(ii) On duty Control Room In-Charge shall gather more information about the material and the person who is reporting.

(iii) On duty Control Room In-Charge shall put up a notice at the notice board of the found material without disclosing the details / identity of the material.

(iv) Person who claims the material shall prove the legitimacy of his/ her ownership.

(v) If the said material is not claimed over a period, it shall be disposed of as per the guidance of Director.

23. **Responsibility.** Security Supervisors will be responsible to ensure and check that security related activities like visitors in / out, vehicle in / out, forgot 'I' card, confiscated items, list of suspended / expelled students are being maintained at required places especially at both the Gates.

24. **Records**

- (a) Students Entry / Exit Record Registers (Retention Period 01 year)
- (b) Vehicle Entry Register (Retention Period 01 year).
- (c) Daily Vendor Entry Form (Retention Period 01 year)
- (d) Forgot I-Card Register (Retention Period 01 year).
- (e) Visitor Entry Pass Register (Retention Period 01 year).
- (f) Visitor Badge (Retention Period 03 months).
- (g) Lost and Found Register (Retention Period 03 years).

BREACH OF BOUNDARY WALL, LAND ENCROACHMENT AND TRESPASSING

25. **Operating Guidelines**

- (a) As an institution of higher education, the Amity University is open to the general public. However, the university has the authority to clarify rights, define expectations, and establish responsibilities related to an individual's presence on university property. The university retains the right to restrict access to university property due to safety concerns relating to our students, faculty, staff, and visitors. This policy describes the circumstances under which access to or presence on university property may be restricted.
- (b) Persons who are not current students or employees of the university and who are on university property without specific permission or authorization or without an appropriate purpose may be deemed guilty of trespass.
- (c) A person shall be deemed to be on university property 'without an appropriate purpose' whenever their presence is not reasonably related to the university's educational function, or an approved university related activity.
- (d) A person shall be deemed to be on university property 'without specific permission or authorization' from and after such time as they are requested to leave the property.

(e) When it is determined that a person who is not a student, faculty or staff member, or in any way affiliated with the university participates in any behavior defined within or poses an ongoing threat to the campus, the university may issue a No Trespass Notice restricting that person from property owned, leased, controlled or operated by the university.

(f) If a person returns to campus after a notice against trespass is served, that person commits the offense of trespass.

26. **Breach of Boundary Wall, Land Encroachment and Trespassing** will be controlled through access control SOP for all authorized users as per detailed guidelines. Entry control includes the regulation of movement of personnel & vehicles through facility access portals i.e. perimeter or internal and inside the complex including buildings/ offices etc. as managed by the access control. Appropriate preventive measures taken to control **Breach of Boundary Wall, Land Encroachment and Trespassing: -**

(a) Routine fence patrolling.

(b) Guard post on remote locations.

(c) Vehicle patrolling on campus.

(d) Night Patrolling & Dog deployment.

(e) Proper land marking of area.

(f) Appropriate illumination of area with help of security lights.

(g) No right of way inside campus periphery.

(h) Routine patrolling carried out near fencing area to control movement through fencing.

(j) Security posts are established and manned near threat prone area to prevent unauthorized access on campus.

(k) If any unidentified or suspicious personnel observed near or inside premises QRT team activated to act, as briefed.

(l) Coordination with local police for further assistance in case suspicious observation noted.

(m) Strictly following access control SOP for smooth control.

27. Course of action on **Breach of Boundary Wall, Land Encroachment and Trespassing: -**

(a) Immediately rush to location and divert QRT.

(b) Inform Security Control room for further communication to all concerns.

- (c) On duty supervisors rush to location.
- (d) Deny access in AUR premises, if entered proper investigation & interrogation carried out for RCA.
- (e) Immediately contact concern officials incase ay dispute or confusion.
- (f) If forceful attempt observed extra manpower deployed on location.
- (g) Coordination with local police for required support.
- (h) Forceful entry / encroachment case handed over to police.
- (j) Management to be kept informed of such event / incidents.
- (k) Extra deployment made in affected area / location.

ENTRY OF UNDESIRED ELEMENTS TO THE CAMPUS

28. The first and foremost of security business function is Access Control. It is a matter of whom where and when. An access control system determines who can enter or exit. This helps security to stop the unauthorized movement of personnel and vehicles at the entry level itself. At AUR different levels of security are placed to facilitate smooth movement and **prevent any unauthorized entry into the campus. Access is denied to persons who: -**

- (a) Appear to be under the influence of alcohol or drugs.
 - (b) Refuse to submit to an inspection.
 - (c) Have contraband items in their possession.
 - (d) Do not possess valid credentials authorizing entry to an AUR Campus.
- The articles listed below are prohibited** on AUR campus unless approved by appropriate authority. inspections are conducted to detect the following prohibited articles: -
- (i) Firearms.
 - (ii) Dangerous or deadly weapons such as bows and arrows, nunchakus, sling shots, machetes, or knives with blades longer than 4 inches.
 - (iii) Explosives, incendiary and explosive devices.
 - (iv) Controlled substances including illegal drugs & associated paraphernalia of less prescription medicines.

- (v) Alcoholic beverages.
 - (vi) Other articles that may be used to cause damage to property or injury to person.
 - (vii) Other items prohibited by law.
- (e) Violation of access control procedures by existing students leads disciplinary action by proctorial board.
 - (f) Routine patrolling carried out near fencing area to control movement through fencing.
 - (g) Security posts are established and manned near threat prone area to prevent unauthorized access in campus.
 - (h) If any unidentified or suspicious personal observed near or inside premises QRT team divert to look into.
 - (j) Coordination with local police for further assistance in case suspicious observation noted.
 - (k) Strictly following access control SOP for smooth control.

TERRORIST ATTACK

29. **Introduction**

The aim of this SOP is to lay down guidelines and procedure for preventing and dealing with extremist attack on university. However, these are general guidelines. Every terrorist related incident is different, and the action should be taken by all concerned keeping in mind the specifics of each situation, keeping in mind these general guidelines

30. **Objective**

To lay down the system for providing support during any terrorist attack on Campus.

31. **Scope**

This procedure covers all the course of action at the site during terrorist attack. The specifications which are being covered in this procedure are Security, Safety checks and controls.

32. **Preventive Measures**

- (a) Details of telephone number of the Police Control Room and local police station are maintained and updated regularly. These details are displayed at prominent places so that in case of crisis, the Staff, students, staff or any one from the campus may contact the Police.

- (b) Security Control room updated with police station contact details.
- (c) There is proper illumination along the perimeter so that nobody can jump over the wall/fencing into campus in the night for any nefarious activity
- (d) Installation of CCTV systems with the boundary as well as some additional locations inside the premises, to monitor the movement of any suspicious person with 24/7 hrs monitoring.
- (e) AUR authorities conduct the briefing of the teachers/ students/ staff as well as the mock drill to ensure that everybody knows his/ her role in such an eventuality. Local Police in their Mock Drill.
- (f) A copy of lay out plan of the campus provided to the local police station.
- (g) On receipt of information about location and type of emergency in the Security Operations Centre, under mentioned actions will be initiated.
- (h) One Emergency Response Team, consisting of one Security Supervisor along with Four Security Associates, will report site of Emergency immediately.
- (j) Security ensures the following: -
 - (i) **Traffic Control.** All the Vehicular Traffic will be diverted to other roads and only for police & Emergency vehicle will be allowed to go to the Emergency Site.
 - (ii) **Rescue & Relief Operations.** Injured Personnel will be removed from the Site with the help of relief personnel to safer place or hospital. Augmented supplies will be allowed to reach the place of emergency.
 - (iii) **Bringing Specialists / Required Support / Equipments at the campus.** On the instruction of Incident Controller, Security will help in bringing the specialist / Police at the Site with the required Equipment's for attending the Emergency.
 - (iv) **Helping in Communication.** Security will help in conveying the directions of Incident Controller through Vehicles / Willkie Talkie / Nearest Telephones etc.
 - (v) **Any Other duty.** Security Associate present at spot will work on the instruction of Incident Controller in the best interest of the organization.

33. **Debriefing & Lessons Learnt.** After the Emergency is over, Duty Officer will attend the meeting of Co-Ordination Committee to discuss shortcomings / lacunas noticed while attending the emergency so for better Coordination and elimination of Shortcomings.

34. **Responsibility**

- (a) Security in-charge will be responsible for availability of manpower, their deployment and smooth functioning of the security operations. He is also responsible for security of employees during the emergency/ attack.
- (b) Security supervisor will organize traffic control, guidance of outside agencies to incident site and assist in emergency coordination.
- (c) Security Control room will monitor the communication of all ERTs & QRT and will stay in contact with incident Controller, regarding the status. He will implement and attend the emergencies as per procedure, ensure compliance and keep the Records. He will pass on all information to all concerned and arrange logistic support in coordination with respective department. He shall maintain event logbook, step wise from the time the call is received till normalization of situation, for reference in future.
- (d) Security Personnel will act as per the directions of the Security in-charge or Incident Controller.

ATTACK ON CAMPUS VEHICLES AND COMMUTERS OUTSIDE THE CAMPUS

35. **Introduction.** Team Security is committed to provide support in case of any attack on campus vehicles and commuters outside the Campus.

36. **Objective.** To lay down the system to provide appropriate support during any emergency or attack on campus vehicles and commuters outside the Campus.

37. **Scope.** This procedure covers all traffic relevant accidents or emergencies outside the Campus. The specifications which are being covered in this procedure are attack on campus vehicles and commuters outside the Campus: -

- (a) Security Control room to be manned 24 x 7 to attend call on 01426- 405651.
- (b) Emergency helpline numbers circulated to all students & staff members. Same needs to be updated periodically and provided to new students and staff.
- (c) Emergency contact number also mentioned on each ID card back side.

38. **Course of Action after Incident**

- (a) Immediately inform nearest Police Station for response & support.
- (b) From the Campus, immediately QRT or on duty guards respond to incident location for further support.
- (c) Inform to control room for further communication to all concerned i.e. DSW / Proctor / Director Administration / Director Hostel / Registrar/ VC / PVC.

- (d) Spare vehicle & transport arrangement to ferry the stranded persons.
 - (e) Coordination with local police team for detailed investigation and analysis of incident and its root cause.
 - (f) If required Support for FIR process shall be provided from campus.
 - (g) Coordination with Ambulance & Hospital for assistance.
 - (h) Information to concerned authorities regarding incident.
39. **Rescue & Relief Operations.** Injured Personnel will be shifted from the site with the help of relief personnel to safer place or hospital. Augmented supplies will be allowed to reach the place of emergency.
40. **Helping in Communication.** Security will help in conveying the directions of Incident Controller through Vehicles / Walkie Talkie / Nearest Telephones etc.
41. **LFI Communication.** To avoid same incident in future and educate others, share LFI (Learning from incident).

ROAD ACCIDENTS ON CAMPUS

42. **Introduction.** Team Security responsible to provide smooth traffic movement in campus, during any Emergency or accident in campus, respond immediately on location.
43. **Objective.** To lay down the system for providing support during any traffic accident or emergency at AUR campus.
44. **Scope.** This procedure covers all traffic relevant accidents or emergencies at the site. The specifications which are being covered in this procedure are Security, Safety checks and controls.
- (a) **Access Control Vehicles on Campus**
 - (i) All vehicles are subject to mandatory checking at the Main Gate.
 - (ii) Authorized vehicles are allowed only with valid VAPs. Drivers should have valid entry pass and license.
 - (iii) All riders & driver should aware and keep in mind of boom barriers operation. (On duty guard take extra care of every movement while crossing barrier).
 - (iv) Speed limited to 30 Kmph inside campus.
 - (v) Parking on road, students' passage and in front of buildings prohibited.

- (vi) Rash and negligence driving is serious traffic violation in campus.
- (vii) Helmet is mandatory for two wheelers rider and pillion rider inside campus.
- (viii) Provision of penalty is applicable for violation of traffic rules.
- (ix) On duty guard will insure proper record of vehicle details at main gate & Back gate in register.
- (x) Internal Shuttle (E- Rickshaw) movement prohibited out of campus.
- (xi) Ambulance movement monitor closely and smooth exit while going out with patient, relevance details will record properly when Ambulance return. On duty guard insure proper records.
- (xii) Amity vehicles during movement concern driver punch ID card on boom barrier and current kilometer of vehicle should be noted down by on duty guard in the Register, same will follow while return /entry of amity vehicles. Note down of KM and details of passenger.

(b) **Preventive Measures**

- (i) Limited access of vehicles inside campus.
- (ii) Students' vehicle not allowed on regular basis.
- (iii) Hostellers are not allowed to keep vehicle on Campus.
- (iv) Day scholars are provided dedicated gate and parking space at Rear Gate only.
- (v) Two wheelers are mandatory to wear helmet.
- (vi) Speed limit inside campus 30 KMPH.
- (vii) Deployment of guards for monitoring traffic violations.
- (viii) Proper illumination on road during night.
- (ix) Marking and speed breakers to control speed.
- (x) Violators shall be dealt appropriately.

(c) **Course of Action when Road Accident Reported on Campus**

- (i) Immediately QRT or on duty guard respond on accident location.
- (ii) Inform to control room for further communication to concern.

- (iii) Call Ambulance for assistance.
 - (iv) Roadblock and traffic divert, if required.
 - (v) Provide appropriate support for medical or transport relevant.
 - (vi) Crowd control on site to avoid confusion.
- (d) **Traffic Control.** All the vehicular traffic will be diverted to other roads and only ambulance will be allowed to go to the Emergency Site.
- (e) **Crowd Control.** Complete area will be cordoned off & kept clear from onlookers / crowd.
- (f) **Rescue & Relief.** Injured Personnel will be removed from the Site with the help of relief personnel to safer place or hospital. Augmented supplies will be allowed to reach the place of emergency.
- (g) **Bringing Specialists / Required Engineers / Equipment at the Site.** On the instruction of Incident Controller, Security will help to bring Equipment for attending the Emergency.
- (h) **Helping in Communication.** Security will help in conveying the directions of Incident Controller through Vehicles / Walkie Talkie / Nearest Telephones etc. so that emergency / fire is put under control.
- (j) **LFI Communication.** To avoid same incident in future and educate others, share LFI (Learning from incident).

THEFT & ROBBERY

45. **Introduction.** It is the responsibility of all staff and students at the University to report all activity, suspected or real, of a security/safety nature. Incident reporting is crucial to the identification of patterns of criminal activity and risk analysis. It permits investigation and recommendations to be made to prevent a recurrence. Comprehensive reporting of incidents provides an accurate picture of the level of crime or incidents throughout the University and thus ensures that adequate resources are provided to combat the impact on the University community. Success in the University's fight against crime, and the general welfare of the University community is greatly enhanced by fast, efficient, and detailed reporting

46. **Objective.** To lay down the system for providing support during any theft & robbery incident in Campus.

47. **Scope.** This procedure covers all the course of action at the site during theft & robbery. The specifications which are being covered in this procedure are Security, Safety checks and control. Theft – Each reported case needs proper attention by security team.

- (a) Activate control room for CCTV observation pre & past activity at theft location.
- (b) Reach on location and get all relevant details regarding missing item / theft.
- (c) First line search carried out with help of on duty team.
- (d) Use Sniffer dog.
- (e) Record all inputs & check CCTV recordings.
- (f) Start investigation in appropriate manner.
- (g) Reconciliation of all relevant aspect included at theft location/ item.
- (h) Take optimum use of automation system to find missing links.
- (j) Report to police as per managements direction.
- (k) Robberies occur at predictable times.
- (l) Report suspicious activity.
- (m) Good visibility allows employees to be aware of suspicious activities outside.
- (n) **Response to Robbery During the Robbery**
 - (i) **Remain calm.** Most robbers do not wish to harm their victims. They are only interested in getting money or property. The calmer you are, the less chance there is of the robber becoming agitated or dangerous. This also increases your chances of getting a more accurate description of the robber and being of greater assistance in the robber's apprehension.
 - (ii) **Do not Argue, Fight, Surprise or Attempt to use Weapons against a Robber.** He has already taken a major risk by entering your store and is usually as frightened as you are. Because of this, additional provocation on your part could make the situation worse. Therefore, give the robber exactly what he or she wants and do it quickly. Don't take unnecessary chances with your life.
 - (iii) **While You Should Cooperate with Robbers, Don't Volunteer any Assistance.** Don't give all the money if the robber only asks for Rs1000's. Don't give checks voluntarily.
 - (iv) **Watch the Robber's Hands.** If the robber is not wearing any gloves, anything he touches might leave good fingerprints.
 - (v) **Be Systematic in Your Observations.** Look the robber over carefully. Mentally note as many details as possible until you can write them down. Compare the robber with yourself. Is he taller, heavier, older...and so on?

(vi) **Notice the Type and Description of any Weapons used**. Glance at the weapon only long enough to identify it. Look at the robber from then on. Make no sudden moves and don't be heroic.

(vii) **If it can be Done Safely, Observe** the direction the thief takes in leaving the scene. Where a vehicle is involved, concentrate on the make, model, year, color, license plate number and issuing state.

(o) **Action after Theft & Robbery**

(i) Telephone police immediately. If you act quickly, police might be able to catch the suspect and recover. Then briefly indicate to the call taker what the problem is, when it happened, where you are, who did it, who needs help and whether there were injuries or weapons involved. Remember to stay on the phone with the emergency call taker. After calling the police, keep your telephone line clear until the police arrive. The officers may need to call you.

(ii) Lock all doors and allow no one in. Ask witnesses to remain on the premises until police arrive. Do not touch anything the robber may have touched.

(iii) Do not discuss what happened with any other witnesses. Your own impressions should be kept untainted until you have talked with authorities.

(iv) Complete your incident-suspect-vehicle description form while waiting for police to arrive. The responding officer will want this information immediately to broadcast to other police team in the area. Be as complete as possible

(v) Remember that robbery response strategies require planning and coordination between employees and management. Give some thought to how you might react in a robbery situation and discuss your concerns with co-workers and employers. Common sense, caution, and adherence to established policies and procedures can reduce the amount of money stolen and minimize the chance for injury and loss of life.

Quick Reaction Team (QRT)

48. A QRT comprising of one Security Supervisor, one Gypsy with driver and three other Security Guards will always be stand to at the Main Gate to handle any unforeseen eventuality. QRT must mobilize within 2 to 3 minutes maximum and reach the site of incident immediately thereafter.

Powers of Director / Deputy Director Security

49. (a) Director / Deputy Director Security is authorized by the Vice Chancellor, or his delegate, to regulate the access and behavior of persons on university premises.
- (b) Director Security / Deputy Director Security can make enquiries and take reasonable action, in compliance with this procedure, to regulate the access and behavior of staff, students visitors and members of the public whilst they are on university premises to maintain a safe and secure environment.

Power of Search

50. (a) Security personnel do not have a general power to search a person's body or property without that person's consent except in the following circumstances:
- (i) Where the search is a condition of entry to premises or to an event and appropriate signage is clearly displayed at the entrance notifying people that their persons or their bags may be the subject of a search
 - (ii) Where a screening device is used as a condition of entry and the device indicates that the person may be carrying a prohibited or hazardous item
 - (iii) Where it may be necessary to confiscate any weapons or items which may be used to cause harm to the person or to others.
- (b) Security personnel must comply with search procedures detailed in the standard operating procedures when undertaking a search.

Daily Reporting System

51. The AUR Security Supervisor as well as HOSHI / FGF Supervisors will daily report twice at 0730 hours and 2130 hours to Director Security and provide feedback on any unusual activity in Campus and in an emergency must provide information immediately on occurrence.

University Identification

52. University Staff, Students and Contractors will be issued with AUR identity cards, which they should always carry with them and show on demand.

Police access to University Premises

53. (a) Police is permitted to enter University premises: -
- (i) In response to a call for assistance from staff, students, or a member of the public.
 - (ii) In an emergency.

- (iii) To conduct routine patrols.
 - (iv) As part of their commitment to community safety.
- (b) Security personnel must inform security management immediately police have been called to university premises.
- (c) Staff, students, and members of the public should notify security of any emergencies where police are called.
- (d) The Dean Students welfare / Proctor will coordinate and expedite police attendance at the emergency site.
- (e) The Dean Students welfare / Proctor must ensure police are notified of any criminal incident on campus, including those relating to the loss or damage of personal property.
- (f) All non-emergency security incidents which occur on campus should be reported to security personnel.
- (g) Security personnel must immediately notify security management when they become aware that a political protest or demonstration is planned or taking place.
- (h) Police should only enter University premises in relation to protest action or demonstrations when requested to do so by the Vice-Chancellor or his nominee.
- (j) Police may from time to time, conduct specific operations on university premises. However, the police must notify the University prior to any planned operations taking place.

Handling Media / Press

54. This being a sensitive issue, no security personnel will directly handle / communicate with Media / Press but immediately inform the Director Security / Registrar.

Closing of all Entrance Gates except Main Gate

55. All entrance gates to AUR Campus EXCEPT Main Gate will remain closed from 1900 hours to 0700 hours on all days and will be opened only in an emergency. Security Supervisor will ensure the same and keys will be kept at Main Gate.

Documentation

56. The following documents / registers will be maintained and checked periodically by Director Security / Deputy Director Security: -

S.No	Office Register
(a)	Attendance Register Office
(b)	Temporary Identity Card Register (Staff & Faculty)
(c)	Temporary Identity Card Register (Students)
(d)	Entry Pass Register (Contracted Employees)
(e)	Vehicle Pass Register
(f)	Student Car Pass Register
(g)	CCTV Incident Register
(h)	Visitor CCTV Control Room Register
(j)	Complaint Register (Electrician)
(k)	Key Register
(l)	Security Lights Register
(m)	Record wall of Fame Register at ABS

S.No	Office Files
(a)	CCTV Monthly Monitoring Report
(b)	Details of CCTV Cameras
(c)	Camera Monitor Observer Duty Schedule
(d)	Attendance (FGF & HOSHI)
(e)	Permanent ID Card (Receipt)
(f)	Temporary ID Card (Receipt)
(g)	Vehicle Gate Pass (Sticker)
(h)	Lost and Found Records
(j)	Indiscipline Cases & Incident (Security Staff)

S.NO	Main Gate Security Register
(a)	FGF Duty Register
(b)	FGF Attendance Register
(c)	HOSHI Duty Register
(d)	HOSHI Attendance Register
(e)	Handing Taking Register
(f)	Dragon Torch Register
(g)	Girls Day Out Pass Register
(h)	Girls Night Out Pass Register
(j)	Boys Day Out Pass Register
(k)	Boys Night Out Pass Register
(l)	Girls Saturday Out Pass Register
(m)	Boys Saturday Out Pass Register
(n)	Amity Vehicle Register
(o)	Returnable Gate Pass Register
(p)	Non-Returnable Gate Pass Register
(q)	Material In Register


(r)	Contact Bus Register
(s)	Visitor Entry Register
(t)	Academic 1 Key Register
(u)	Academic 2,3 & 4 Key Register
(v)	Daily Duty Checking Register

S.No	Main Gate Files
(a)	Material Gate Pass File
(b)	Vehicle Data File
(c)	Employee Gate Pass File
(d)	Office Order File

S.NO	Dog Unit Register
(a)	Daily Duty Register
(b)	Attendance Dogs Register
(c)	Attendance Staff Register
(d)	Daily Temperature Register
(e)	Dog Ration Issue Register
(f)	Dog Material Record Register
(g)	Dog Weight Register

Conclusion

57. It is imperative on part of all AUR employees that all security activities are managed effectively as per compliance of University and Governments' Statutory Policies, Procedures and Regulations and strive to provide a safe and sound environment to all its residents.


 Col Prahlad Singh {Retd}
 Director Security, AUR

AUR, Jaipur

25 Feb 2022



Appendix 'A'
(Refers Para 7 (h) (i) of SOP)

AMITY UNIVERSITY RAJASTHAN
MATERIAL GATE PASS

Kindly permit Mr./ Mrs _____ Date _____ Time _____
 Department/Address _____ Mobile No. _____
 to carry the following items out
 of Amity University Rajasthan, Jaipur Campus: -

S.No.	Description of items	Quantity	Purpose/ Reason	Remarks

(Sign of carrier)

(Sign of concerned
(HOD / HOI / Registrar)

CHECKED BY

(Sign of Security Guard)

(Sign of Security Supervisor)

DATE OF RETURN _____	(Office us)	PASS NUMBER _____
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AMITY UNIVERSITY RAJASTHAN
MATERIAL GATE PASS

Kindly permit Mr./ Mrs _____ Date _____ Time _____
 Department/Address _____ Mobile No. _____
 to carry the following items out
 of Amity University Rajasthan, Jaipur Campus: -

S.No.	Description of items	Quantity	Purpose/ Reason	Remarks

(Sign of carrier)

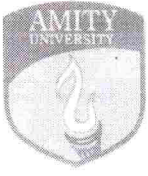
(Sign of concerned
(HOD / HOI / Registrar)

CHECKED BY

(Sign of Security Guard)

(Sign of Security Supervisor)

DATE OF RETURN _____	(Office us)	PASS NUMBER _____
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NOTICE

**NO PARKING BETWEEN HOSTELS H-3, 4 & 5
FOR THE PERIOD 31 JUL TO 02 AUG 2019**

1. Due to heavy rush of new admission on the above specified dates, all Faculty/Staff residing in Hostels H-3, 4 & 5 are requested to **NOT TO PARK** their vehicles in between Hostels H-3, 4 & 5.
2. You are requested to park your vehicles on either the road adjoining H-4 or in parking area behind Academic Block B/C/D.
3. Inconvenience caused is regretted.
4. Your cooperation is highly solicited please.

Dated : 29 Jul 2019


Col Prahlad Singh (Retd)
Director Security

Parking plan - 27th January 2018

Mahendra Singh <msingh6@jpr.amity.edu>

Wed 24/01/2018 14:44

To: REGISTRAR AMITY UNIVERSITY RAJASTHAN <registraraur@jpr.amity.edu>; Prof. Arun Patil <apatil@jpr.amity.edu>; Col.(Retd.) Surajpal Singh Shekhawat <ssshekhawat@jpr.amity.edu>; Lt. Col. Rajesh Krishan (Retd.) <rkrishan@jpr.amity.edu>; 'Mr. Amardeep Singh [ACC Instructor - MTC]' <asingh3@jpr.amity.edu>; Jai Dayal Singh <jdsingh@jpr.amity.edu>; Karan Singh Yadav <ksyadav@jpr.amity.edu>; Raghuvir Singh Yadav <rsyadav@jpr.amity.edu>; Sardar Singh Shekhawat <ssshekhawat1@jpr.amity.edu>; Satbir Singh Yadav <ssyadav1@jpr.amity.edu>; Dipa Chakrabarti <dchakrabarti@jpr.amity.edu>; Dr.Pravat Ranjan Sethi <prsethi@jpr.amity.edu>; Mr.Abhsihek Kumar <akumar2@jpr.amity.edu>; Mr. Ashish Kumar <akumar3@jpr.amity.edu>; Dr.A.N.Pathak <anpathak@jpr.amity.edu>; Prof.(Dr.)D.D. Shukla <ddshukla@jpr.amity.edu>; Prof. (Dr.) Deepshikha Bhargava <dbhargava1@jpr.amity.edu>; Dr.Jagdish Prasad <jjprasad@jpr.amity.edu>; Prof.Jitendra Singh <jsingh@jpr.amity.edu>; Prof.(Dr.) Manish Verma <mverma@jpr.amity.edu>

Cc: Cdr. Vishwadeepak Singh <vsingh6@jpr.amity.edu>; Pro-VC AUR <pvcaur@jpr.amity.edu>; Vice-Chancellor, Amity University Rajasthan, Jaipur <vcaur@jpr.amity.edu>; Maj.Gen.C.P.Singh (Retd.) <cpsingh@jpr.amity.edu>

Team AUR,

Greetings !

Please refer parking plan for smooth traffic operations during 9th Convocation AUR. - 27 Jan 2018

- **Block A Parking -**

1. Staff/faculty/amity vehicle parking :- Back side of Block-A (along with Perimeter & building area.)
2. Visitor/Guest/Parents/Student parking :- Present parking space (2nd 3rd 4th row) & back side of Block A
3. First row is dedicated for Two wheeler's parking (No change)
4. VIP Parking :- Porch area circle & West side .

- **Block B,C,D Parking-**

1. Block C parking :- **No parking zone**
2. VIP Parking :- Present Two wheeler parking area.
3. Guest/Visitor/HOI/Staff/faculty/amity vehicle parking :- Back side of Block B (extended along with road) including Two wheeler's.

- **Faculty Flat Parking :-**

1. VIP parking :- Space in front of Block A (Guest house parking)
2. Faculty/staff parking :- Between B & C Block & parking space in front of Block E&F

- **SRC** area :- No Parking zone

- **RIICO** gate parking :- Students & guest parking .

Back gate (RIICO gate) will be operational during event .

- *On 27th Jan-18 Vehicle movement restricted on Palm tree Lane 12:00 hrs onward.*
- *NO parking on road .*
- *Necessary sign board & deployment for guidance & support will be provided.*
- *Security Control room Contact number :- **01426-405651***

For information & action please

Thanks & Regards

Mahendra Singh

Dy. Director Security

3333

From: Mahendra Singh msingh6@jpr.amity.edu
Subject: Parking Plan -RSC-17 (13th-14th & 15th Oct)
Date: 12 October 2017 at 1:18 PM

MS

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Team AUR,
Greetings !

Please refer parking plan for smooth traffic operations during RSC-17

● **Block A Parking -**

1. Staff/faculty/amity vehicle parking :- Back side of Block-A (along with Perimeter & building area.)
2. Visitor/Guest parking :- Present parking space (2nd 3rd 4th row)
3. First row is dedicated for Two wheeler's parking (No change)

● **Block B,C,D Parking-**

1. VIP parking :- Front parking space of Block C
2. Guest/Visitor/HOI/Staff/faculty/amity vehicle parking :- Back side of Block B (extended along with road)

● **Faculty Flat Parking :-**

1. VIP parking :- Space in front of Block A (Guest house parking)
2. Faculty/staff parking :- Between B & C Block & parking space in front of Block E&F

● **Hostel 3,4 & SRC parking :-**

1. Guest parking :- Between block B & E parking area.

**Back gate (RICCO) is operational till RSC-17 event for Exit movement .
NO parking on road .**

Necessary sign board & deployment for guidance & support will be provided.

FYI&NA please

Thanks & Regards

Mahendra Singh | | Security

Amity University

Address: Kant Kalwar - NH-11C - Jaipur-Delhi National Highway : Jaipur-303002, Rajasthan

Mobile:+91 9549419888 | Extn. No. 3333

Board Proceeding for contract renewal
E-RIKSHAW SERVICE

Date: 14.10.2019

AUR/Admin/ F-36V

1. The E-Rikshaw facility has been provided for students & residents of campus to alleviate their walking from main gate to hostels/residential areas.
2. This is a welfare measure and a local vendor M/s OM Seemawat being inside the campus had to be persuaded to run the same. Vendors from outside were reluctant to run this venture.
3. The charges are Rs 5/- per person and in case of heavy piece, or luggage is carried Rs 5/- is taken extra. No fee is taken from the vendor as very normal income is accrued, considering his investment in the venture & keeping a driver.
4. While a formal contract is not deemed necessary, a final terms contract is given just to avoid any untoward incident.
5. The contract is recommended for extension from 07 Sep 2019 to 06 Sep 2020.

Gp Capt (Retd.) A Mudaliar
Member

Dr. Nitin Bhardwaj
Member

Prof. Amit Jain
Presiding Officer

President

Mr. Kulkarni
PF. prepare contract
2



AMITY UNIVERSITY

RAJASTHAN

7

Kant Kalwar, NH-11C,
Jaipur (Rajasthan) 303002
Tel. : 01426-405678
Fax : 01426-405679

THIS AGREEMENT OF LICENSE IS MADE AND EXECUTED AT JAIPUR ON THIS 15 Oct 2019.

By and Between

AMITY UNIVERSITY RAJASTHAN, JAIPUR herein after called "First Party"

AND

Mr. Lal Chand Sharma, resident of Seemawaton ki Dhani (Tikampura) Post - Bhanpur Kalan Tehsil - Jamuaramgarh, Distt - Jaipur (Rajasthan) - 302028 hereinafter called the "SECOND PARTY".

WHEREAS

- (a) The First Party has established a residential Campus at Kant Kalwar, NH-11C, Jaipur Delhi National Highway, Jaipur-303002.
- (b) The Second Party is Service Provider.
- (c) The First Party wishes to engage the Second party namely **Mr. Lal Chand Sharma** to provide E-Rickshaw Services in his Campus.

THIS AGREEMENT WITNESSETH AND IT IS AGREED TO AND BY THE PARTIES HERETO AS UNDER:-

1. NATURE OF RELATIONSHIP: SECOND PARTY is engaged as an independent contractor and must not be taken to be in partnership or in a joint venture with the **FIRST PARTY**.

2. TERMS OF THIS AGREEMENT:

- (a) This Agreement shall be valid WITH EFFECT FROM **07th Sep 2019** and shall remain in force till **06 Sep 2020**.
- (b) The term of this Agreement can be extended for a further period of **12 months** on completion of the present agreement and conditions as mutually satisfactory to both parties.

Contd...2/-

3. **SCOPE OF SERVICES:** The scope of services shall be to provide E-Rickshaw Services at Amity University Rajasthan as the details elaborated further in this agreement.

4. **SERVICE LEVEL AGREEMENT:**

(a) Second Party will provide E-Rickshaw service for 12 Hrs from 9 a.m. to 9 p.m daily. The time may be changed as per requirement.


5. **E-Rickshaw Rates.** The rates for E-Rickshaw Service are as under :-

(a) Rs 5/- per person from any point to any other point within the campus.

(b) Rs 5/- per piece of Luggage like Suitcase/Bag of big size.

6. **TERMINATION:**

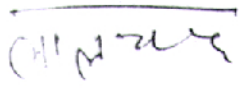
(a) That in case of deficiency in quality of service or default in providing of E-Rickshaw service, the agreement is liable to be discontinued by giving 30 days notice by the First party to the Second Party in writing. Similarly, if Second Party desires to discontinue the services for whatever reason, the Second Party will be required to give 30 days' notice to the First party in writing.


Gp Capt (Retd) Ajoy Mudaliar
Director Administration
AMITY University Rajasthan, Jaipur.

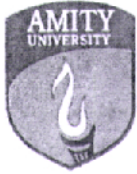


Accepted


Witness


Mr. Lal Chand Sharma
Service Provider
Seemawaton ki Dhani (Tikampura)
Post - Bhanpur Kalan Tehsil -
Jamuaramgarh, Distt - Jaipur
(Rajasthan) - 302028

Mob No 9772461704



AMITY UNIVERSITY

RAJASTHAN

4

Kant Kalwar, NH-11C,
Jaipur (Rajasthan) 303002
Tel. : 01426-405678
Fax : 01426-405679

THIS AGREEMENT OF LICENSE IS MADE AND EXECUTED AT JAIPUR ON THIS 07th Sep 2018.

By and Between

AMITY UNIVERSITY RAJASTHAN, JAIPUR herein after called "First Party"

AND

Mr. Lal Chand Sharma, resident of Seemawaton ki Dhani (Tikampura) Post - Bhanpur Kalan Tehsil - Jamuaramgarh, Distt - Jaipur (Rajasthan) - 302028 hereinafter called the "SECOND PARTY".

WHEREAS

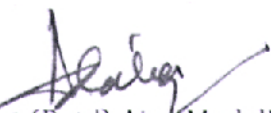
- (a) The First Party has established a residential Campus at Kant Kalwar, NH-11C, Jaipur Delhi National Highway, Jaipur-303002.
- (b) The Second Party is Service Provider.
- (c) The First Party wishes to engage the Second party namely **Mr. Lal Chand Sharma** to provide E-Rickshaw Services in his Campus.

THIS AGREEMENT WITNESSETH AND IT IS AGREED TO AND BY THE PARTIES HERETO AS UNDER:-

1. **NATURE OF RELATIONSHIP:** SECOND PARTY is engaged as an independent contractor and must not be taken to be in partnership or in a joint venture with the **FIRST PARTY**.
2. **TERMS OF THIS AGREEMENT:**
 - (a) This Agreement shall be valid WITH EFFECT FROM **07th Sep 2018** and shall remain in force till **06 Sep 2019**.
 - (b) The term of this Agreement can be extended for a further period of **12 months** on completion of the present agreement and conditions as mutually satisfactory to both parties.

Contd...../-

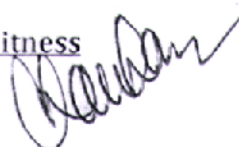
3. **SCOPE OF SERVICES:** The scope of services shall be to provide E-Rickshaw Services at Amity University Rajasthan as the details elaborated further in this agreement.
4. **SERVICE LEVEL AGREEMENT:**
- (a) Second Party will provide E-Rickshaw service for 12 Hrs from 9 a.m. to 9 p.m daily. The time may be changed as per requirement.
5. **E-Rickshaw Rates.** The rates for E-Rickshaw Service are as under :-
- (a) Rs 5/- per person from any point to any other point within the campus.
- (b) Rs 5/- per piece of Luggage like Suitcase/Bag of big size.
6. **TERMINATION:**
- (a) That in case of deficiency in quality of service or default in providing of E-Rickshaw service, the agreement is liable to be discontinued by giving 30 days notice by the First party to the Second Party in writing. Similarly, if Second Party desires to discontinue the services for whatever reason, the Second Party will be required to give 30 days' notice to the First party in writing.

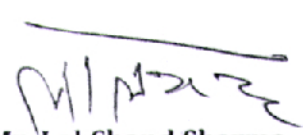

Gp Capt (Retd) Ajoy Mudaliar
Director Administration
AMITY University Rajasthan, Jaipur.



Accepted

Witness




Mr. Lal Chand Sharma
Service Provider
Seemawaton ki Dhani (Tikampura)
Post - Bhanpur Kalan Tehsil -
Jamuaramgarh, Distt - Jaipur
(Rajasthan) - 302028

Mob No 9772461704



AMITY UNIVERSITY

RAJASTHAN

Amity College, 14A-11-C,
Jaipur (Rajasthan), 303002
Tel: 31420-400070,
Fax: 31420-400079

No.: AUR/REG/May/2016/01

Date: 17/05/2016

Notice

(Banning of Polythene Bags and other plastic packings)

Environmental issues do need the attention and concern of all of us. Polythene bags and other plastic disposable plates/cups etc. are non-biodegradable and pose a serious threat to the environment. Advisories against use of such items in the AUR Campus have earlier been issued and awareness programmes to make campus polythene/ plastic free were undertaken. However, it has been observed that off line/ low vendors have again started use of plastic cups/ plates/polythene bags, despite earlier advice against use of such hazardous items.

In a bid to make AUR Campus an environmental friendly campus, all employees, Students and Vendors are hereby informed that use of plastic cups/ plates/polythene bags etc. within the university campus shall be banned from 21/05/2016 onwards. It is requested to make alternative arrangements and be involved in active awareness campaigns.

All Deans/Directors/HoDs are requested to ensure wide publicity and motivate members of faculty/staff and students to make AUR a Polythene Free Campus.

Brig. S.K. Sreen (Retd.)
Registrar



Copies for kind information to:

1. Office of the Vice-Chancellor
2. Office of the Pro Vice-Chancellor
3. Dy. Pro VC (Students/Faculty affairs)
4. OSD to Chancellor
5. All Deans/Directors/Dy. Directors/HoDs
6. Dean Students' Welfare & Campus Life -

7. Director - Administration -

8. Director - Hostels -

9. Dy. Director - Society -

10. Record File

To instruct all vendors in the SRC and elsewhere on AUR Campus to comply with the decision and make arrangements.

Placards/ boards advertising against the use of plastic/polythene bag may be designed and put up at prominent places of campus, in consultation with Dean Students' Welfare.

To instruct all wardens to keep watch and accordingly counsel the students against the use of polythene bags.

It is requested to instruct the security guards at main gate to ensure that no material/goods are brought inside the campus in polythene bags.



AMITY UNIVERSITY

RAJASTHAN

Kant Kalwar,
Jaipur - Delhi NH 11- C
JAIPUR (Raj) - 303 002
Tel: 01426 405678
Fax: 01426 405679

Date: 1st Aug 2022

ALL VENDORS TO NOTE

Single Use of Plastic like Cups, plates, glasses, straw, cutlery, knives and any other item is prohibited inside Amity University Rajasthan Campus with immediate effect.

By Order:



(Gp Capt (Retd) A Mudassar)
Director Administration
AUR

Event - NSS Plantation Drive

REGISTRAR AMITY UNIVERSITY RAJASTHAN <registraraur@jpr.amity.edu>

Wed 19/08/2020 12:53

To: Dipa Chakrabarti <dchakrabarti@jpr.amity.edu>; Dr. Gautam Kumar Sinha <gksinha@jpr.amity.edu>; Jayati M. Sharma <jmishra@jpr.amity.edu>; Dr. Pankaj Kumar Pandey <pkpandey@jpr.amity.edu>; Dr. Sambaditya Raj <sraj@jpr.amity.edu>; Dr. Swapnesh Taterh <staterh@jpr.amity.edu>; Dr. Vismita Paliwal <vpaliwal@jpr.amity.edu>; Dr. Anurag Varma <avarma@jpr.amity.edu>; G.K.Aseri <gkaseri@jpr.amity.edu>; Dr. Jagdish Prasad <jprasad@jpr.amity.edu>; Prof. (Dr.) P.V.S. Raju <pvsraju@jpr.amity.edu>; Prof. Sanjeeb Pal <spal@jpr.amity.edu>; Dr. Saroj Bohra <sbohra@jpr.amity.edu>; Dr. Vinay Sharma <vsharma4@jpr.amity.edu>; Dr. Vinita Agrawal <vagrawal@jpr.amity.edu>; Brig.(Retd.) Govind Singh Rathore <gsrathore@jpr.amity.edu>; Col(Retd) Prahlad Singh <psingh@jpr.amity.edu>; Gp.Capt. (Retd.) Ajoy Mudaliar <amudaliar@jpr.amity.edu>; Lt. Col. Mukul Bhatia (Retd.) <mbhatia@jpr.amity.edu>; Akshat Shrivastava <ashrivastava@jpr.amity.edu>

Cc: Pro-VC AUR <pvcaur@jpr.amity.edu>; Prof. Amit Jain <ajain4@jpr.amity.edu>; Nitin Bhardwaj <nbhardwaj@jpr.amity.edu>

Dear Sir /Madam,

Greetings !

A Plantation Drive under the aegis of National Service Scheme (NSS) is scheduled as per the following details :

Day & Date	Time	Venue
Thursday 20/08/2020	10:00 Hrs	Lane behind C and D block

It is requested you to participate in the event following all guidelines of Covid-19.

- Dr. Manoj Kumar
Programme Coordinator - NSS** : Will be the overall coordinator of the event.
- Director-ASCo** : Kindly arrange for videography and Still Photography of the event and to forward best 5 photographs to the office of undersigned on the next day of the event.
- Director-Administration** : Please ensure all the administrative arrangements at the venue.

With regards

**Dr. Nitin Bhardwaj
Registrar**

AMITY UNIVERSITY RAJASTHAN

Campus : Kant Kalwar, NH-11C, JAIPUR (Rajasthan) – 303 002 [INDIA]

Amity City Office : Amity House, C-119, Lal Kothi Scheme, JAIPUR – 302 015

Phone : 01426 – 405678 (Ext – 3360)

REPORT ON PLANTATION DRIVE

NSS Units of Amity University Rajasthan conducts a Plantation Drive at Upper Primary School, Kalwar



A tree plantation program was organized in Kalwar Vidyalaya under the aegis of NSS units of Amity University Rajasthan, Jaipur. President Professor (Dr.) Rakesh Bhatnagar started the program by planting saplings, and he told the villagers about the importance of trees and talked about planting more and more trees. He appreciated the efforts of NSS team, Horticulture team and Admin department for the programme.

On this solemn occasion, Registrar Dr. Nitin Bhardwaj, Provost Professor (Dr.) GK Aseri, Admin Director Group Captain Ajoy Mudaliar, Admin Deputy Director Shri Vikas Chauhan, Security Department Director Col Prahlad Singh, Sarpanch of Kant Gram Panchayat Shri Hariram Meena, The headmaster of the school, Mr. Kheruram Regar planted saplings.

Shri Hariram Meena, Sarpanch of Kant Gram Panchayat appreciated the work done by Amity University and expected cooperation in future also. Program coordinator Dr. Manoj Kumar thanked all the enthusiastic volunteers present in the program who came forward for this noble cause. Various departmental directors, teaching and non-teaching staff of Amity University Rajasthan participated in this program and the guidelines of Covid-19 were kept in mind during this program.



(Prof. Rakesh Bhatnagar and Headmaster Kheru Ram planting a tree)



NSS Team along with Villagers

स्वयंसेवकों ने लगाए 200 पौधे

चम्बाजी @ पत्रिका जयपुर दिल्ली राजमार्ग पर स्थित एमिटी विश्वविद्यालय परिसर में शुक्रवार को राष्ट्रीय सेवा योजना इकाइयों द्वारा पौधरोपण कार्यक्रम के तहत क रीश 200 पौधे लगाए गए।

यूनिवर्सिटी के विज्ञान अधिकारी विनोदसिंह जोरस राठी ने बताया कि पर्यावरण संरक्षण के लिए परिसर में राष्ट्रीय सेवा योजना की इकाई के छात्र-छात्राओं एवं स्टाफ ने परिसर में गुणमोहर के करीब 200 पौधे लगाकर सुरुआत की जिम्मेदारी ली है। यूनिवर्सिटी के कुलपति डॉ. अनिल कुमार सिंह, एनएसएस इंचार्जर डॉ. विनोद सिंह मोड़ और छात्र-छात्राएं उपस्थित रहे। (निस)

जागरूकता की शपथ

चम्बाजी, निजी विश्वविद्यालय में एनएसएस इकाइयों की ओर से कोविड 19 की गाइडलाइन्स का उचित रूप से पालन करने के लिए वर्चुअल मोड पर प्रतिज्ञा समारोह आयोजित किया। अध्यापकों और कर्मचारियों के साथ एनएसएस स्वयंसेवकों ने नियमों का पालन करने और मास्क पहनने, सोशल डिस्टेंसिंग की पालना करने, स्वच्छता बनाए रखने के लिए संकल्प लिया। राजिन्द्रा डॉ. नितिन भारद्वाज ने स्वयंसेवकों को निर्धारित नियमों का पालन करने के लिए प्रेरित किया।



एनएसएस शिविर का समापन

रैली से जैविक खेती के लिए किया जागरूक

चम्बाजी, जयपुर दिल्ली रोड स्थित एमिटी विश्वविद्यालय एनएसएस में राष्ट्रीय सेवा योजना इकाई के स्वयंसेवकों ने चल रहे एनएसएस शिविर का शुक्रवार को समापन ले गया। कार्यक्रम प्रभारी व सनन्वयक डॉ. विनोद सिंह मोड़ ने बताया कि शिविर में 22 से 26 अखिल तक स्वयंसेवकों ने कॉलेज प्रांगण में सफाई कर प्रयत्न किया। डॉ. मनोज कुमार ने सुझावों से नरेश से दूर रहने की जर्नील को तथा मजसूमिका के तरीके बताया। वहीं राष्ट्रीय आनुवंशिक संस्थान जयपुर के डॉ. हरिश भाङ्गनी ने संक्रमक जीवाणुओं के जवाब पर विस्तृत व्याख्यान दिया। उन्होंने जैविक खेती में बदलाव काके स्वस्थ रहने के तरीके को जन्मदारी दी। शुक्रवार को विचारधारा ने रैली निकाल कर जैविक खेती के बढ़ावा व खेती में रसायनों के प्रयोग को रोकने का संदेश दिया। इन दौरान छात्र अतिथिता एनएसएस भाल, डॉ. मनोज कुमार, डॉ. प्रकाश मिश्र, नरेश सिंह सिंसोदिया, अजनी कुमार शुक्ला, डॉ. नरेश पात त्वाका व निस्तु रिश का विशेष सहयोग रहा। (निस)

राजस्थान पत्रिका समाचार में (भारतीय स्टेट बैंक, बीएच सीकर मिले को सम्बोधित खेती के लिए)

Sat, 27 April 2019
spaper.patrika.com/c/38910846

जयपुर 23-08-2020

पौधरोपण किया

जयपुर दिल्ली रोड स्थित एमिटी विश्वविद्यालय को एनएसएस इकाइयों द्वारा पौधरोपण किया गया। प्रो. प्रिजिडेंट प्रोफेसर डॉ. अमित जैन ने पौधरोपण कर कार्यक्रम की शुरुआत की। विवि के रजिस्ट्रार डॉ. नितिन भारद्वाज, प्रोवोस्ट प्रोफेसर डॉ. जीके असेरी, प्रोग्राम कोऑर्डिनेटर डॉ. मनोज कुमार मौजूद रहे।

Figure-22: Amity University Rajasthan initiatives coverage in local media/newspapers.



HAPPENINGS

Events

22 Apr 2022 | Jaipur

Plant Me: Awareness & Tree Planting Drive



Planting Trees Group Photo

An Awareness & Tree Planting Drive was organized by MHRD'S Institution & Innovation Council (IIC) of Amity University Rajasthan in association with Entrepreneurship cell AUR, Amity Innovation Incubator, and Atal Innovation Mission on the occasion of World's Earth Day. The plantation drive by AUR results a plantation of 60 plants for the purpose of saving Earth from Pollution, Deforestation. On this day the issue of using plastic also been discussed and students took oath not to use plastic bags and save environment. The drive also emphasizes on the climate change issues and to spread more awareness towards climate and environment literacy between people. The students participated with full enthusiasm and took pledge to make their environment clean and green.



Planting Trees together by the Students and Faculties of Amity University Rajasthan.



Photo of faculty and students pouring water into the tree.

AMITY UNIVERSITY RAJASTHAN (AUR), JAIPUR

PLANT ME: AWARENESS & TREE PLANTING DRIVE ON WORLD'S EARTH DAY

INSTITUTION'S INNOVATION COUNCIL MINISTRY OF EDUCATION'S INNOVATION CELL NWRO Zone

Date: April 22,2022 (Friday)

Duration: 1 Day

Theme: Plant ME: Awareness & Tree Planting Drive

Objectives: To spread awareness for saving earth from man made hazards and plantation of trees for better environment and clean Air

Moderator: Dr Pallavi Mishra, Associate Professor, ASCO, Convener, IIC- Amity University Rajasthan (AUR)

Coordinator: Ms Shivani Chandra, Assistant Professor, Amity School of Fashion technology, Innovation Ambassador, IIC-AUR, Amity University Rajasthan

Host: Dr. Manju Kaushik, President, Institution's Innovation Council, AUR Head, E-cell/Amity Innovation Incubator.

Detailed Report:

An Awareness & Tree Planting Drive was organized by MHRD'S Institution & Innovation Council (IIC) of Amity University Rajasthan in association with Entrepreneurship cell AUR, Amity Innovation Incubator, and Atal Innovation Mission on the occasion of World's Earth Day.

The plantation drive by AUR results a plantation of 60 plants for the purpose of saving Earth from Pollution, Deforestation . On this day the issue of using plastic also been discussed and students took oath not to use plastic bags and save environment. The drive also emphasizes on the climate change issues and to spread more awareness towards climate and environment literacy between people . The students participated with full enthusiasm and took pledge to make their environment clean and green.

Key Takeaways

1. Emphasizes on climate and environment literacy.
2. Pledge for clean and green environment.
3. Plantation of 60 trees.
4. No use of plastic items especially poly bags.

Benefit: The plantation drive was fruitful to understand the importance of plants in our lives and for the environment. This drive helps to spread awareness about environment literacy and climate issues due to deforestation among the students.

End of Report.

AMITY INNOVATION INCUBATOR E-Cell Jaipur

INSTITUTION'S INNOVATION COUNCIL (Ministry of HRD Initiative)

AMITY UNIVERSITY JAIPUR

WORLD'S EARTH DAY

Plant ME: Awareness & Tree Planting Drive

22 April, 2022 Friday
9:30am

Earth Day
April 22

Moderator:
Dr. Pallavi Mishra
Associate Professor,
Amity School of Communication
Convener, IIC-AUR
Amity University Rajasthan, Jaipur

Coordinator:
Ms. Shivani Chandra
Assistant Professor
Amity School of Fashion Technology.
Innovation Ambassador, IIC- AUR
Amity University Rajasthan, Jaipur

Host:
President, Institution's
Innovation Council, AUR.
Head, E-Cell/ Amity Innovation
Incubator



