



PONDICHERRY UNIVERSITY

(A Central University Established Under the Act of Parliament, 1985)
Bharat Ratna Dr. B.R. Ambedkar Administrative Building

Dr. K. THARANIKKARASU
REGISTRAR i/c

R.V. Nagar, Kalapet,
Puducherry – 605 014.

PU/REGR/25/2017 / 11/16

23.11.2017

CIRCULAR

Sub: Safety of Faculty/Staff/Students in University Campus - Wearing ID cards by all stakeholders – Reg.

Ref: 1) UGC guidelines on safety of students in Higher Educational Institutions
2) High Court Order dated 01.11.2017

The Hon'ble High Court, Madras in the order second cited has directed the University to ensure safety and create a conducive atmosphere for undertaking academic studies by the students.

The UGC in its guidelines has also insisted to ensure foolproof mechanisms and impregnable standards of safety in campuses of higher educational institutions.

As a measure to ensure better standards of safety to Faculty/Staff/Students within the campus, all stakeholders of Pondicherry University are requested to produce their Identity cards whenever it is asked by the security guards especially at the entrance of both the main gates (Gate No.1 & 2) and also requested to co-operate with the security guards.

In view of the above, the following arrangements are made for issue of ID cards to all stakeholders:

Sl. No.	Category of Employees	ID card issuing authority
1.	Faculty/Staff/Students – RFID ID cards. Identity cards may be renewed periodically on expiry of its validity.	University Librarian.
2.	For family members of Faculty/Staff who are campus residents - Non-RFID ID cards.	University Librarian
3.	Employees engaged through outsourcing – Temporary Pass	Outsourcing Agency. Counter-signed by the Deputy Registrar (Admn.)

4.	Housekeeping staff - Temporary Pass	Concerned agency. Counter-signed by the Executive Engineer.
5.	Hostel Mess Employees - Temporary Pass	Concerned Contractor. Countersigned by the Chief Warden.
6.	Security personnel - Temporary Pass	Concerned agency. Counter-signed by the Officer on Special Duty (V&S)
7.	Construction workers - Temporary Pass	Concerned agency. Counter-signed by the Executive Engineer
8.	Apprentice in other Sections - Temporary Pass	Concerned Officer. Counter-signed by the Deputy Registrar (Admn.)
9.	Visitor's Pass	Officer on Special Duty (V & S)

All the stakeholders of Pondicherry University are requested to extend their co-operation towards the present arrangement for ensuring their safety and security within the University Campus. The ID cards of students and staff who are commuting through buses are to be checked by the employees of the buses.

The Employees/Officers/Teachers working in the K.V. School/Indian Bank/Post Office are also requested to show their ID cards at the gates for entering into the University Campus.

-/BY ORDER/-



REGISTRAR i/c

To

All Deans/Directors/University Librarian, Pondicherry University
 All Heads of Departments/Centres
 All Scholars/Students, Pondicherry University
 All Contract / Outsourcing / Housekeeping employees/ Mess Employees/Security personnel/ Construction workers/Apprentices, Pondicherry University
 Officers/Employees/Teachers of K.V. School/Indian Bank/Post Office

Copy to:

- 1) The Asst. Registrar, V.C's Secretariat – for kind information to VC
- 2) The Chief Warden, Pondicherry University
- 3) The Deputy Registrar (Admn.), Pondicherry University
- 4) The Executive Engineer, Pondicherry University
- 5) The Officer on Special Duty (V&S), Pondicherry University
- 6) The Principal, K.V-II School, Pondicherry University Campus
- 7) The Sr. Branch Manager, Indian Bank, Pondicherry University Campus
- 8) The Post Master, Post Office, Pondicherry University Campus
- 9) The Systems Manager, Computer Centre – for hosting the same in the University website