

The University of Burdwan

Rajbati, Burdwan

Standard Operating Procedure (SOP) for Opening Academic and Administrative Departments beyond Office Hours including Saturdays, Sundays and holidays

1. Purpose

To facilitate Faculty Members and research Students/Scholars requiring access to laboratories and departments beyond office hours, including Saturdays, Sundays, and holidays, while ensuring proper security and accountability.

2. Scope

This SOP applies to all academic departments and research Students/Scholars engaged in laboratory and computational based work within the Academic and Administrative Complex including Golden Jubilee Building.

3. General Guidelines

- The Academic and Administrative Complex remains officially closed on Saturdays, Sundays, and notified holidays.
- Access beyond office hours is permitted strictly for research purposes etc. with prior authorization from competent authority.
- Prior permission for entry of companion of Students/Scholars is required from the competent authority.
- All outsiders who intend to visit the Academic and Administrative Complex with prior approval, must enter the details of the car and their attendants in the register at the entry gate.

4. Authorization Process

- The concerned Dean(s)/Head of the Department (HoD)/TIC shall identify and authorize eligible research Students/Scholars who require access beyond office hours and during holidays.
- A list of authorized Students/Scholars, along with their details (Name, Registration Number, Department, University ID, Contact Number), must be submitted to the Security Office well in advance.
- Authorization may be issued for a specific period or project duration whichever is earlier.

5. Entry to the Academic and Administrative Complex

- Only the Vivekananda Gate and the Tarbag Pool will be functioning for entry and exit at the Golapbag Campus.
- Register(s) for entry and exit will be maintained at the above noted gates only.
- Authorized research Students/Scholars must sign the **Register** maintained by the Security Personnel before entering the complex.
- The following details must be recorded:
 - Name of the student/scholar
 - Department/Centre
 - Date and time of entry
 - Purpose of visit
 - Signature of the student/scholar
- Security personnel shall verify the identity of the student/scholar before allowing to enter.

6. Exit from the Academic and Administrative Complex

- Students/Scholars must exit through the same gate where from he/she has entered the complex after completing their work.
- The return time must be recorded in the Register, along with the student/scholar's signature.
- Failure to enter the return shall be reported to the concerned HoD.

7. Responsibilities

a. Head of the Department (HoD)/TIC:

- Approve and monitor authorized Students/Scholars' activities in respective departments/centres or concerned location after their entrance in the complex till the exit.
- Ensure compliance with safety and institutional Rules and Regulations.

b. Research Students/Scholars:

- Use laboratory and computational facilities responsibly and strictly for academic purposes only.
- Maintain discipline and ensure proper shutdown of equipments etc. after use.
- Adhere to safety protocols of the University at all times.

c. Security Personnel:

- Allow to enter and exit authorized Students/Scholars only.
- Maintain accurate records in the Register.
- Report any irregularities to the administration immediately.

8. Safety and Compliance

- Students/Scholars must follow all laboratory safety guidelines.
- Working alone at late night may be avoided where possible.
- Any emergency or uncanny incident or suspicious activities must be immediately reported to security and concerned authorities also.

9. Non-Compliance

- Any misuse of access privileges or violation of this SOP may result in withdrawal of permission and disciplinary action.

10. Effective Date

This SOP shall come into force with immediate effect.

Contact Nos. of the Security Supervisors in emergency

- Santosh Thakur – 96475 61942
- Koushik Chatterjee – 93827 84651