



6/c

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR 16-C, DWARKA, NEW DELHI – 110 078**  
**(SECURITY & SANITATION BRANCH)**



File No. GGSIPU/SS/2021-22/873

Date-10-09-2021

**LOCK & KEY POLICY**

**A.) Academic Area (Academic Block- A, B, C, D & E)**

- i. **Labs & Faculty Rooms** : Safe custody of all items fittings/fixtures in Labs will be the responsibility of Lab In-Charge to be nominated by the Dean & Individual faculty member (s) for faculty rooms. Any loss/damage to the University property occurring in Labs/faculty rooms due to negligence will be recoverable from the Lab In-Charge /faculty concerned. The keys of Labs/faculty rooms will be maintained as under:-
- First key will be kept with the Lab In-Charge / Individual faculty member(s).
  - Second key will be kept by Dean's office.
  - Third key will be available with the Security staff of the concerned building which will be operated by Security staff in case of emergency only.
- ii. **Classrooms** : The Classrooms will be in the charge of Director, Academic Affairs. These Classrooms will be distributed proportionately by Director, Academic Affairs to University schools in the concerned building for the purpose of accounting & Safety of fitting/fixtures. The respective Dean will nominate responsibilities to the staff posted to them for opening of Classroom & locking after use. The keys of classrooms will be maintained as under:
- First key will be kept with the Staff nominated by the concerned Dean.
  - Second key will be kept by Dean's office.
  - Third key will be available with the Security staff of the concerned building which will be operated by Security staff in case of emergency only.
- iii. Under normal circumstances the premises will be opened by the individual staff holding the first key who is assigned the responsibility for safe custody as above.
- iv. Whereas, the second key held in the Dean's office will be used only when individual staff is not available & there is urgent need to open the room/lab. Dean will nominate atleast 02 persons (01 from faculty & 01 from staff) for opening of room and will maintain the record for this purpose.
- v. Third key or the key held by the Security staff will be used in case of emergency like fire or electric short circuit etc. Only when none of the keys (Individual Staff/Dean Office) are available or such an emergent situations arises after office hours, and a proper record will be maintained for such usage of key by security staff.
- vi. No lock should be replaced without the permission of Dean. In case such eventuality occurs, the complete set of keys i.e. first key, second key and third key should be duly replaced by the office of Dean concerned.

**B.) Administrative Buildings and Offices**: The keys for the Administrative Buildings (including facilities like Sports Complex, Health Centre, Swimming Pool, Community centre etc.) and Offices will be maintained as under:-

- First key will be kept by the Office of respective Head of Department/his or her nominee.
  - Second key will be available with security staff. The Security staff will be allowed to open the room for cleaning purpose etc. under consultation with respective Head of Department.
- i. Under normal circumstances the premises will be opened by the individual staff holding the first key who is assigned the responsibility for safe custody as above.
- ii. No lock should be replaced without the permission of HoD. In case such eventuality occurs, the complete set of keys i.e. first key and second key should be duly replaced by the office of HoD concerned.

C.) **Library** : The keys for the Library will be maintained as under:-

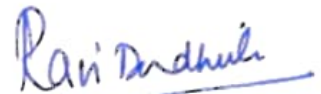
- a) First key will be kept by the Office of Librarian.
  - b) Second key will be available with Security staff. The Security staff will be allowed to open the Library for cleaning purpose etc. under consultation with the Office of Librarian.
- i. Under normal circumstances the premises will be opened by the individual staff holding the first key who is assigned the responsibility for safe custody as above.
  - ii. No lock should be replaced without the permission of Librarian. In case such eventuality occurs, the complete set of keys i.e. first key and second key should be duly replaced by the office of Librarian.

D.) **University Main Gates and Opening on Saturdays/Sundays/Closed Holidays**:-

- i. All main Gates of University will be under charge of Security & Sanitation Branch. The keys will be maintained by the Security Staff and it shall be responsible for opening & closing of these gates on direction from Security & Sanitation Branch.
- ii. If Dean/HoD wishes to open their office during holidays i.e. Saturdays/Sundays/Closed holidays respective Dean's/HoD's will have to make the arrangements with regard to opening, closing and security of the premises, in coordination with the respective security staff posted in the area with information to Security Officer.

All concerned are requested to implement/follow the Lock & Key policy strictly.

This issues with the approval of Competent Authority.



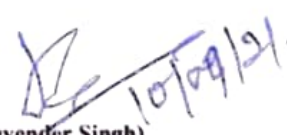
(Ravi Dadhich)  
Registrar

**Copy to the following for information and necessary action:-**

1. All Deans / Directors / Proctor / Chief Warden / COF / COE / Library (In-Charge) / All HoDs / Branch In-Charge / All Lab In-Charge / All Wardens
2. Security Agency i.e. M/s Ironman Security Services Pvt. Ltd. with the direction to ensure that one set of all keys (mentioned under Lock & Key policy) are available with Security Staff in safe custody under the supervision of Security Officer (Security Consultant), proper and complete record is being maintained by the Security staff under the supervision of Security Officer (Security Consultant) and the instructions mentioned under Lock & Key policy is being followed by the security staff very strictly under the supervision of Security Officer (Security Consultant) otherwise, Security agency will be solely responsible for any type of lapse/ mishappening.
3. In-Charge UITS with the request to upload the same on the University website.

**Copy for Information:-**

1. AR to V.C. Sect. (for kind information of Hon'ble Vice Chancellor).
2. AR to Registrar Sect. (for kind information of the Registrar).
3. Office Copy
4. Guard File

  
(Jagvender Singh)  
Dy. Registrar (SS)