



राष्ट्रीय प्रौद्योगिकी संस्थान - आंध्र प्रदेश  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**  
TADEPALLIGUDEM – 534102, WEST GODAVARI DIST., ANDHRA PRADESH, INDIA.

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Ref no- NITAP/security/2021-12

Date-01/12/2021

**Notification**

In view of security arrangements, free entry to NIT ANDHRA PRADESH campus is restricted. The following security check guidelines at the main gate are to be followed to maintain the security inside the NIT ANDHRA PRADESH. All the vehicles entering to campus are required to obtain Vehicle stickers/pass and guidelines to issue Vehicle stickers for employees is attached herewith for your information.

In these regards, your cooperation is solicited.

This is issued with approval of the Director.

Security officer IC

copy to:

1. Director's office for kind information
2. Registrar for kind information
3. All Regular ,Ad-hoc, outsourcing employees for kind information
4. Web and network team with a request to upload at institute website for information
5. Head,Seva supreme Detective Security agency for kind information

Attachments: As stated above.



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**Security Check Guidelines:**

Without a valid reason no one will be allowed to enter to the campus. Rules & regulations will be as follows:

1. To meet an employee of the institute, Visitor's Pass will be issued by the security staffs deployed at the main gate. security personnel may call the concerned officer /staff to confirm this entry may be denied in case no conformation is received from concerned office/person.
2. To supply any item to Office/ Department, Security Personnel may get it confirmed by the concerned person for further process.
3. To get Visitor's Pass, all the visitors have to fill the required details in the available Visitor Slip for the record. Visitor Slip will be provided and managed by the Security Personnel.
4. Entry of expert/dignitaries for any office/section/department are allowed subject to well and prior information to security section from the concerned office/section/department.
5. All other visitors not included in the above list may be allowed entry to the campus with valid reason(s). However, they are required to obtained Visitor's Pass from the main gate.
6. Visitor has to submit the Visitor Pass at the main gate before leaving the campus.
7. Entry may be permitted to the casual labour, vendors in presence of their supervisors/ contractors subject to production of written permission and providing id from their contractors at the main gate.
8. Students should carry the Institute Identity Card with them on campus at all times and cooperate with the security personnel when asked to produce it.
9. Those in possession of motorized vehicles (Faculty, Staff, Research Scholars) should not allow any student to use it on campus. It will be seized by the Security Personnel and released only after permission from the Dean SW.
10. NIT ANDHRA PRADESH vehicles may be allowed inside the campus subject to authorized permission of the concerned official/authority.
11. Entry of the visitors to the inhabitants accommodated by NIT ANDHRA PRADESH inside the Hostel Complex and other places will be subjected to the verification by security personnel. ‘
12. Belongings may be checked for suspicious students/persons and positively entry may



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be restricted for suspicious person(s).

13. Storage or possession of firearms, ammunitions, explosives and inflammable goods on the premises of the Institute/hostel is strictly prohibited.
- 14 All the four wheelers and two wheeler vehicles of the employees are parked in there designated parking areas like lab complex admin block area etc .
- 15 Heavy vehicles, garbage vehicles , visitors ,transport vehicles , any delivery items, repair items should use only EAST GATE(SRI KRISHNADEVARAYA GATE)
- 16 Vehicle speed limit should be 25km inside the campus and all the two wheelers should wear helmet



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**Guidelines to Issue Vehicle stickers/pass for Employees** •

**Procedure:** All vehicles entering the campus must obtain Entry Slip for one-time entry/  
permanent Vehicle stickers.

- 1 For obtaining permanent Vehicle stickers, the following documents should be produced supported by self-attested copy of (i) Vehicle Registration Certificate, (ii) Driving License of the owner and (iii) Institute ID. The original copies of the above-mentioned documents should be produced in the Security Unit at the time of submission.
- 2 In case an employee has more than one motorized vehicle on his/her name or on the name of family members residing with him/her (as declared in the form submitted to the institute) separate Vehicle Pass will be given for respective vehicles.
- 3 At the time of issuing the Vehicle Pass the applicant should be present physically along with vehicle. The same information should be noted/recorded in the issue register.
- 4 The issued Vehicle Pass shall be returned to the Security Section if the vehicle is sold out to any other person, or when the vehicle shall no longer be used on the campus.

*Note.* Vehicle Pass/Sticker are properties of the institute and are liable to be withdrawn/  
cancelled.