

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, HYDERABAD - 75

No. CBIT/302 /Admn/2017

Date: 16.08.2017

C I R C U L A R

To Streamline entry and exit of staff, students and visitors at the CBIT main gate **during the college working hours** the following procedure shall be followed forthwith.

With respect to staff:

- Staff going out during the college working hours on official duty shall submit, to the security at the main gate, the prescribed **Outside Duty Slip** duly signed by the concerned Head (with seal). In respect of HODs the **Outside Duty Slip** shall be signed by the Principal(with seal).
- Staff going Out during the college working hours on personal work shall submit, to the security at the main gate, the prescribed **Personal Gate Pass** duly signed by the concerned Head(with seal). In respect of HODs the **Personal Gate Pass** shall be signed by the Principal(with seal).
- Staff going to Andhra Bank located in the campus shall enter the time out and time in, in the register kept for the purpose at entry gate to the Bank.

With respect to Students:


- Students going Out during the college working hours on Official/Personal work shall submit, to the security at the main gate, the prescribed **Student Gate Pass** duly signed by the concerned Head of the department (with seal).

With respect to Visitors:

- Visitors will be allowed entry in to the campus only after security personnel gets confirmation from the official/staff whom the visitor intends to meet. On confirmation the security staff will issue a **Visitors Pass** to the visitor/s. The concerned official/staff whom the visitor/s meets shall sign the visitors pass mentioning the time the visitor/s leaves his place. The Visitor/s shall submit the same at the main gate before leaving the campus.

The staff and students shall wear the Identity Cards without fail and produce for verification when called for.

The prescribed formats mentioned above are attached for information and are available on College website which can be downloaded whenever required.


Dr. P. RAVINDER REDDY
PRINCIPAL

To
All the Heads of Departments / Sections for information
and to circulate among the staff under their control .

Copy to All Deans