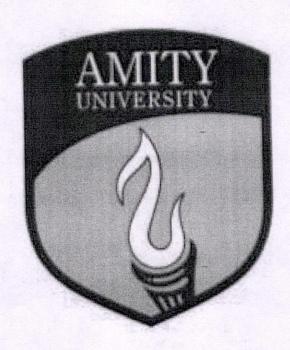# AMITY UNIVERSITY MADHYA PRADESH

Public Access to Buildings Policy
(Total 05 pages)

AMITY UNIVERSITY
MADHYA PRADESH
Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref: AUMP/RO/2023/06(a)   Date: 05 Jan, 2023

Policy Guideline on Public Access to Buildings

1. Introduction

1.1 Purpose

The purpose of this policy is to outline the procedures and regulations for managing public access to university buildings. This guideline aims to ensure a balance between maintaining an open and accessible environment for visitors, students, and staff, while ensuring safety, security, and efficient use of campus resources.

1.2. Scope

This policy applies to all university buildings, including academic, administrative, recreational, and residential facilities. It governs the access of visitors, contractors, vendors, and members of the general public. The policy also extends to students and staff when accessing buildings outside their normal working or learning areas, and when participating in public events hosted within the university.

2. Policy Objectives

The primary objectives of this policy are:

Promote Accessibility: Ensure that university buildings remain accessible to the public for educational, cultural, and community engagement purposes.

Enhance Security: Implement necessary measures to protect university assets, staff, students, and visitors, while minimizing risks related to unauthorized access.

Regulate Access: Establish clear protocols for accessing restricted or sensitive areas within university

buildings.

Encourage Community Engagement: Foster a welcoming atmosphere for the community while maintaining an appropriate level of safety and privacy for academic activities.

Support University Operations: Ensure that public access does not interfere with the day-to-day operations and core activities of the university.

3. Guiding Principles

To achieve the objectives outlined above, the university will be guided by the following principles:

3.1. Open Access to Public Spaces

University buildings with designated public spaces, such as libraries, galleries, auditoriums, and event venues, will be accessible to the public during advertised hours. Public access to these spaces must be managed to prevent disruption to academic and administrative functions.

3.2. Restricted Access to Sensitive Areas

Certain areas, such as research laboratories, administrative offices, and student residences, will remain restricted to authorized personnel only. Access to these restricted areas will be controlled through security measures such as ID card swipes, keypads, or escorts by university staff.

3.3. Visitor Management

All visitors must register upon arrival at designated entry points, providing their name, purpose of visit, and the department or individual they are visiting. Temporary visitor passes may be issued, and must be worn at all times while on campus. Visitors are expected to adhere to university policies, including codes of conduct and safety regulations.

3.4. Security and Surveillance

University buildings will be monitored through security personnel, CCTV, and access control systems to ensure a safe environment for all. Security protocols, including emergency evacuation procedures and incident reporting mechanisms, will be in place and communicated to staff, students, and visitors.

3.5. Event Management

Public events hosted within university buildings, such as lectures, workshops, and cultural activities, must be approved and coordinated in advance to ensure proper crowd control and security measures. Event organizers are responsible for ensuring that participants comply with university policies during such events.

4. Programs Supporting Public Access to Buildings

The university is committed to fostering community engagement and accessibility while safeguarding its facilities. To support public access, the following programs will be implemented:

4.1. Visitor Registration System

A digital visitor registration system will be used to streamline visitor check-ins and ensure proper record-keeping of individuals entering university buildings. Regular visitors, such as vendors or contractors, will be issued special identification passes for long-term access, subject to background checks.

4.2. Public Event Coordination

The university's events management office will coordinate public events in collaboration with security and facilities management teams to ensure appropriate access control and resource allocation.Events that involve high-profile speakers or large crowds may require additional security measures and pre-registration.

4.3. Open House Programs

Periodic open house days will be organized to allow the public to tour specific university buildings, such as historical landmarks, research centers, and museums, under guided supervision. During these events, certain restricted areas will remain off-limits, and visitors will be provided with information about university policies and security procedures.

4.4. Access for Educational and Research Purposes

The university will support academic collaborations and research initiatives by granting access to external researchers, students from other institutions, and community organizations. Such access will be coordinated through university departments and subject to security checks.

4.5. Volunteer and Community Engagement Programs

The university will encourage community involvement through volunteer programs and public lectures, allowing the public to access facilities under supervised conditions while contributing to the university's mission of education and outreach.

6. Conclusion

This policy outlines the university's commitment to balancing public access with safety and security. By implementing structured access protocols and fostering an open yet secure campus environment, the university seeks to engage the broader community, support educational and cultural activities, and maintain the integrity of its facilities and resources.

Effective implementation of this policy will require the cooperation of all university stakeholders, including faculty, staff, students, and visitors. Regular reviews and updates will ensure that the policy adapts to evolving security needs and campus operations.

This policy will be regularly reviewed and updated to reflect new developments in university sustainability goals.

Registrar

Copy to : -
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2. Pro-Vice Chancellor Office
3. Dy. Pro-Vice Chancellor
4. Dean (Research)
5. All HoI's
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7. Office Record