

SECURITY CIRCULAR

Dear Faculty Members, Students and IBA staff members,

Security has now onwards to be seen as a collective effort executed on a community basis and Security concerns should no longer remain the purview of the Security staff . Every one of us has to take the responsibility for our own security as well as of the IBA community at large. We have to adopt a proactive, vigilant and watchful approach with our eyes and ears open all the time and join in the efforts to secure the surroundings we move in, the vehicles we use for our transportation and the places we use as a community. The **following measures are recommended to be adopted by all concerned:**

- a. Ensure you are clearly **displaying your IBA Identity Cards** at all times when you are in the campus and facilitate checkers. We should not shy away from security checks rather volunteer ourselves for such checks. We should realize that security personnel are risking their lives for OUR SAFETY.
- b. Be aware of your surroundings and colleagues, identify and immediately **report presence in your surroundings of any unusual objects or persons.**
- c. Avoid leaving vehicles un- attended and do not offer lift to unknown persons. You must obtain valid vehicle pass to avoid any inconvenience. **Vehicles belonging to the institutions must carefully be checked and monitored by the security concerned.** **Chauffer driven cars and vehicles will not be allowed to enter the Campus premises.**
- d. When outside your instructional spaces, restrict the size of gatherings to bear minimum **and do not crowd utility spaces, cafeteria area/ vending points/ counters of refreshments.**
- e. Holding of functions such as concerts, melas and other get-togethers for purposes of **fun and frolic be reduced to the minimum possible extent unless such time as the security situation improves**
- f. **Filter terrorizing messages and rumors confirm their validity** before informing others. In case of doubt pass them on to law and enforcement agencies.
- g. **Don't leave your personal belongings e.g. bags etc un-attended.**
- h. **Avoid bringing/ inviting any personal guests/** visitors unnecessarily.

- i. **Stay in the campus by the student and staff after classes timings and office timings should be discouraged.**
- j. **Zero tolerance is to be shown for possession of arms/ weapons explosive and inflammable material etc in the campuses.**
- k. **Be careful for using your cell phones, do not respond or receive any unknown miscall / call.**
- l. **Rules and regulations issued for security of hostels/staff colony must be compiled strictly.**
- m. Close coordination and liaison must be maintained between campus security and other law enforcement agencies working in the area.
- n. **All persons entering IBA premises be asked to prove their identity, those not in possession of suitable identity be asked to deposit their ID card with the Gate staff so that they can be issued a visitors pass.**
- o. **Every department must visualize the emergency situations that they are likely to encounter and must prepare contingency plans accordingly.**
THANK YOU FOR YOUR COOPERATION.

Special Instructions/Advice for Vehicle Owners and Users

In view of the danger posed in particular by vehicles as carriers of unauthorized material, a thorough check of vehicles has become necessary at all IBA check-points.

Owners and users of vehicle are advised to observe the following measure to augment the overall security measures at IBA as well as reduce the delay in entry / departure time at various check points of the IBA.

Inspect your vehicle regularly and ensure that the vehicle is not carrying any contraband material. Confirm that you have a valid sticker on display.

Expect to encounter vehicle queue at entry points causing up to 15 minute delay in your entry – So please arrive early.

Ensure that when you approach the vehicle checkpoint your driver side window is down, bonnet and key latches/locks are open, any passengers riding with you are disembarked and directed to approach to assigned entry gate on foot.

Your personal ID card must be well displayed and ready for inspection.

Lock and fully secure your vehicle before leaving it unattended.

*Wish you all the best - remember safety and security of your life is paramount
to all - so assist us in managing the same for you.*