



**UNIVERSITY OF ENGINEERING & TECHNOLOGY,
University Post Box No. 814, Peshawar.
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**Dr. Khizar Azam
Registrar**

No.1239/R/UET
Dated: 07/02/2023

NOTIFICATION

In pursuance of directives issued by the Higher Education Department, Government of Khyber Pakhtunkhwa vide letter No.SOG/HE/2-84/2023/2052-98 dated 31-01-2023 and Administration Department, Government of Khyber Pakhtunkhwa Notification No. EO(ADMN)89-M/KPHI dated 30-01-2023, the following instructions/SOPs shall be strictly followed in order to ensure security/safety of staff/students/government building:

1. Complete ban of visitors at offices and institution.
2. Vigilance Committees of Professors/Students be constituted to perform duties at entrance and exits points
3. Chowkidar/Gate Keeper should be attentive and vigilant.
4. Public vehicles be thoroughly checked before entrance to the Institutions/offices.
Full checking of vehicles shall be done in the following manner:
 - i. Opening of bonnet and checking of engine.
 - ii. Checking of car trunk.
 - iii. Checking under the vehicle through mirror.
5. No vehicle shall be allowed in front of Vice Chancellor & Registrar's office and Administrative Block.
6. No student vehicles will be allowed inside University premises.
7. Outside the premises/building, private vehicles parking be checked and parking should not be allowed.
8. The students and visitors must be thoroughly searched during entry into the Institutions.
9. Students should not be allowed to go out in groups. The departments should make a proper planning be made for outgoing students during closing time. Staff should also avoid gathering/group seating.
10. Staff & students attendance time be properly observed and identification of students must be checked.
11. The Administrative Officer should ensure immediate activation of all walk through gates.

12. Proctorial system be activated for regular checking and awareness regarding present situation and entrance of mysterious person in Institutions/Offices.
13. Close coordination with Campus Police, District Administration and District Police should be maintained/observed.
14. The Head of Institutions are responsible to guide/sensitize the students on the following points.
 - a. Students awareness to avoid rush outside the Institution.
 - b. The sweeper be directed to check/remove the used plastic bags in office/Institution premises round the clock.
 - c. Classrooms dustbins be checked by vigilance committees/ Proctorial Board on daily basis.
15. Special measures be taken for stopping the entry of any outsider woman to female Institutions/ Hostels without proper search and identity.
16. The students be directed not to take out processions/meetings of the respective organizations.
17. Duties of staff members on Gates be notified on daily basis by the Administrative Officer.
18. Duties of Chowkidar (day/night) be ensured and extra duties of other Class-IV servants be assigned in order to assist the existing chowkidars.
19. The Head should pay surprise visits to their respective departments/sections/centers/ campuses at night in order to check the presence of chowkidars.
20. Information be given to local/District Police if any suspected person is sighted/detected.

Furthermore, all employees are requested to cooperate with the security staff.

This issues with the approval of the Vice Chancellor, UET Peshawar.


Registrar
University of Engineering & Technology, Peshawar

Copy to:

1. All Deans, UET Peshawar.
2. The Heads of Teaching Department/ Centers/ Sections, UET Peshawar
3. The Coordinators, Satellite Campuses
4. Administrative Officer, UET Peshawar for strict compliance
5. The PS to Secretary to the Higher Education Department. Govt. of KP
6. The PS to Inspector General of Police - Khyber Pakhtunkhwa Police
7. The PS to the Vice-Chancellor, UET Peshawar