



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR
OFFICE OF THE REGISTRAR

Main Campus, Landay Sarak, Charsadda Road, Larama
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No: 04/Security/Reg/SBBWUP
Dated: Peshawar, Friday, February 10, 2023

NOTIFICATION

Subject: **STANDING OPERATING PROCEDURE REGARDING SECURITY IN UNIVERSITY**

In pursuance of directives issued by the Higher Education Department, Government of Khyber Pakhtunkhwa vide letter No.SOG/HE/2-84/2023/2052-2098 dated 31-01-2023, the following instructions/SOPs shall be strictly followed in order to ensure security/safety of staff/students/government building:

1. There is complete ban of visitors at offices and University.
2. Vigilance Committees of Teachers/Students are to be constituted under the supervision of the Chief Proctor to perform duties in the Academic Blocks and at entrance and exit points.
3. Proctorial Board is to be activated urgently for regular checking and to create awareness regarding present situation.
4. Student/Vigilance committee / Proctorial Board is to be assigned duties by the chief Proctor.
5. Special measures are to be taken to stop the entrance of mysterious person in University/Offices/Academic Blocks.
6. Chowkidar/Gate Keeper should be attentive and vigilant.
7. Public vehicles are to be thoroughly checked before entrance to the University.
 - i) Full checking of vehicles shall be done in the following manner:
 - a) Opening of bonnet and checking of engine.
 - b) Checking of car trunk.
 - c) Checking under the vehicle through mirror.
8. No vehicle shall be allowed in front of Vice Chancellor Secretariat, Academic Blocks and other Administrative Offices except registered vehicles of officers/teachers/officials.
9. No student vehicles will be allowed inside the University premises.
10. Outside the premises/building, private vehicles' parking are to be checked and parking should not be allowed.
11. The students and visitors must be thoroughly searched before entry into the University.
12. Students should not be allowed to go out in groups. The departments should make a proper planning for outgoing students during closing time. Staff should also avoid gathering/group seating.
13. Staff & students attendance time is to be observed properly and identification of students must be checked.
14. The Directorate of Administration should ensure immediate activation of all walk through gates.

15. Close coordination with District Administration and District Police should be maintained /observed by the Directorate of Administration.
16. The Departmental Incharges / Chairpersons are responsible to guide /sensitize the students on the following points.
 - i. Students awareness to avoid rush at the gate and outside the University.
 - ii. Sweepers be directed to check/remove the used plastic bags in offices/departments premises round the clock.
 - iii. Classrooms dustbins be checked by vigilance committees/ Proctorial Board on daily basis.
17. The students are to be directed by the concerned incharges/chairpersons not to take out processions/meetings of the respective organizations.
18. No outsiders are to be allowed to reside in the Student Hostels.
19. Emergent meetings are to be called from time to time in order to take fool proof security measures and monitor the effectiveness /progress.
20. Students/staff are advised to avoid gathering /group seating to great extent.
21. Duties of staff members on Gates are to be notified on daily basis by the Directorate of Administration.
22. Duties of Chowkidar / Guards (day/night) are to be ensured and extra duties of other Class-IV servants be assigned in order to assist the existing chowkidars / Guards.
23. The Head / Deputy Director Administration should pay surprise visits to the University at night in order to check the presence of chowkidars/Guards.
24. Garbage dumps, parking of vehicles are to be removed from the surrounding areas of the University.
25. Information is to be given to the 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.

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Registrar

No: 601-06 /A-I/SBBWUP

Copy to:

1. The Incharges/Chairpersons of All Teaching Departments, SBBWUP
2. All Sectional Heads, SBBWUP
3. Chief Proctor, SBBWUP (for information / necessary action)
4. Deputy Director Administration, SBBWUP for necessary action
5. Deputy Director IT, SBBWUP (for uploading on University Website)
6. PS to Vice Chancellor, SBBWUP

Javed
Registrar