DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Govt. of NCT of Delhi

Shahbad Daulatpur, Bawana Road, Delhi 110 042

Azadi $_{Ka}$
Amrit Mahotsav

F.No. DTU/GA/032/2016-17/769/ 367-12   **Dated:** - 01/08/2024

CIRCULAR

Sub: - Instruction for enhancement of security in DTU Campus – reg.

It has come to the notice that there has been a significant increase in security breaches and theft incidents being reported to the security office recently. To address this issue effectively, all departments are hereby advised to take adequate security measure at their respective departmental level to avoid any untoward incidents and security breaches such as under: -

a) Implement strict visitor management protocols
b) Maintain accurate records of all equipment, supplies, and valuable assets.
c) Conduct regular audits to verify inventory accuracy.
d) Encourage a culture of vigilance and responsibility among all staff members.

In event of any untoward incident such as security breach, theft incident, etc. all the departments shall follow the following norms: -

a) Concerned department shall submit a preliminary report duly verified by the respective HoD/Branch In-charge, accompanied by supporting documents, a list of staff deployed/present at the place of the incident along with their comments, wherever necessary/applicable.
b) This preliminary report should outline the nature of the incident, including relevant details such as date, time, location, and any other pertinent information that can assist in investigation and response efforts.
c) It is crucial that these reports are submitted as soon as possible to ensure swift and appropriate action can be taken to mitigate further risks and safeguard assets of the University.
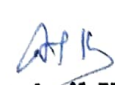
(Prof. Madhusudan Singh)
Registrar

F.No. DTU/GA/032/2016-17/769/ 308-12   **Dated:** - 01/08/2012

Copy to: -

01. PA to Hon'ble VC for information please
02. PA to Registrar, for information please.
03. All Deans/HoDs/Branch In charges
04. All Notice Boards
05. Guard File

(Dr. Anil Kumar)
Dy. Registrar (Gen. Admn.)