



# UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

## Office of the Registrar

★ Phone: 03512-223664 ★ URL: [www.ugb.ac.in](http://www.ugb.ac.in)

P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

.....  
Ref. No.: 027/UGB/DR-26

.....  
Date: 09.01.2026

### OFFICE ORDER

In compliance with the directions of the Hon'ble Vice-Chancellor and in pursuance of the resolution adopted in the meeting held with all Deans of Faculty Councils of Postgraduate Studies, all Heads/Coordinators of PG Departments, and all Officers of the University on 18.12.2025 (vide Ref. No.: 528/UGB/R-25 dated 12.12.2025), the undersigned is directed to notify the following guidelines regarding Campus Safety and Security for strict compliance by all concerned:

- 1. Identity Cards:** All Teaching and Non-Teaching employees of the University shall wear their official UGB Identity Cards prominently and visibly while present on the University campus.
- 2. Parking of Personal Vehicles:** Parking of personal vehicles overnight within the University campus is strictly prohibited. The Security Officer, in consultation with the Registrar, is hereby authorized to take necessary action in such cases, as deemed appropriate, without any liability on the part of the University.
- 3. Restriction on Entry of Outsiders:** Entry of outsiders into the University campus between 6:00 PM and 9:00 AM shall be strictly prohibited, except with due authorization.
- 4. Approval for Visitors' Entry:** Visitors intending to meet any employee of the University may be permitted entry only with prior approval of the concerned employee. The Security personnel shall record the visitor's name, address, contact details and purpose of visit at the main gate.
- 5. Inspection by Security Personnel:** The Security staff are authorized to inspect bags and vehicles of visitors entering the University campus, as and when required, in the interest of campus security.
- 6. Security Rounds:** The Security staff shall conduct regular and periodic rounds of all academic, faculty and administrative buildings to ensure safety, security and proper vigilance.
- 7. Accountability of Security Staff:** Any non-compliance or negligence on the part of the Security staff in adhering to the prescribed instructions shall attract appropriate administrative action, as may be deemed necessary by the competent authority.
- 8. Presence of Faculty Members after Working Hours:** Faculty members may remain on campus beyond usual working hours. However, if a faculty member stays alone in the campus after 10:00 PM, he/she shall inform the concerned Coordinator/Head of the Department/Dean through Whatsapp or mobile communication.
- 9. Movement of Research Scholars:** Research Scholars are advised to leave the University campus by 10:00 PM.
- 10. Research Work Beyond 10:00 PM:** Research Scholars working beyond 10:00 PM may stay on campus only in the presence of their respective Supervisor, with prior intimation to the concerned Coordinator/Head of the Department through the Supervisor.

**11. Restriction on Solitary Presence of Research Scholars during holidays:** No Research Scholar shall remain alone in any Department after 6:00 PM or during holidays under any circumstances.

**12. Custody of Office Keys:** Keys to Departmental, Dean, Faculty, and Administrative Offices must be managed responsibly.

This Office Order shall come into force with immediate effect.

All the Head of Academic and Administrative Departments are requested to circulate the office order and kindly disseminate the information among all concerned.



DEPUTY REGISTRAR (A/c)  
UNIVERSITY OF GOUR BANGA  
MALDA (W.B.)

**(Dr. Rajib Patitundi)**  
Deputy Registrar (Addl. Charge)

*Copy forwarded to:*

1. The PA to the Vice-Chancellor for kind information to the Hon'ble Vice Chancellor, UGB.
2. The Deans, All Faculty Councils of Post Graduate Studies, UGB.
3. The Registrar, UGB.
4. The Security Officer, UGB.
5. All Heads/Coordinators, PG Departments, UGB.
6. All Officers, UGB.
7. Office File.
8. University Website.