

## Criterion IV – Infrastructure and learning resources

### 4.4 INFRASTRUCTURE AND MAINTENANCE POLICY

## SECURITY AND HANDLING OF KEYS STANDARD OPERATING PROCEDURE (SOP)

**IADC-A CA/F-1**

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## STANDARD OPERATING PROCEDURE: SECURITY AND HANDLING OF KEYS

### 1. Introduction:

Indian Academy Degree College was established in 1994 to impart top quality higher education solutions.

### 2. Purpose.

The aim of this Standard Operating Procedure (SOP) is to lay down guidelines for Handling and Security of Keys of Institutions, Facilities and Hostels.

### 3. Scope.

The SOP covers following aspects:-

- (a) Central place for Keys Holding.
- (b) Maintenance of Keys Deposit and Withdrawal Register.
- (c) Opening & Closing of various offices & Deposit/Withdrawal of Keys of Establishments and facilities.
- (d) Maintaining of Original Keys and Duplicate Keys.

### 4. Central Place of Keys Holding:-.

The Keys of all Departments situated in the Block-I (Main Building), Block-II and Block-III are kept in the Key rack at a central place ie., in Administrative Office of the Main Building.

Boys Hostel, Girls Hostel and Mess will have their own key boards in respective Hostels/Mess.

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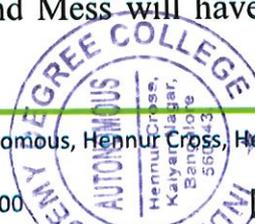


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## **5. Key Deposit and Withdrawal Register:**

A Key Deposit and Withdrawal Register will be placed in the Central place of Key rack/Board in the Administrative Office. The details of entries in the Register, attached as Appendix to the SOP. Persons authorized to withdraw and deposit the keys have to enter in the register. The Maintenance Manager will be responsible to maintain the register. Periodical inspection by Facilities Manager & the Principal will be initiated from time to time.

## **6. Opening and Closing of the Offices , Depositing and Withdrawal of Keys of Establishments and Facilities:**

**A. Central Keys Rack/Board-** Maintenance Manager will be responsible to lock the Key board. He will ensure that all facilities keys have been deposited and details properly entered in the Keys deposit and withdrawal Register. Once all departments have deposited their respective keys he will hold the Key Board key and the Administrative Office key with him.

If he is proceeding on leave or absent, he will handover to a person nominated by the Facilities Manager. In his emergency leave where he cannot come to office in such situation the duplicate keys of Administrative office and Main Key board key will be kept at a place nominated by the Principal so that the facilities could be opened on time.

(a) **Evening College:** A Nominated personnel will be responsible to lock the Class rooms. He will deposit class room keys at the Security Room.

(b) **Opening and closing of Class Rooms, Staff Rooms & Seminar Halls:** The nominated personnel will be responsible to open and close all the Class Rooms, Staff Rooms and seminar halls.

- (c) **Library & Laboratories** : Librarian and Laboratory Assistants or persons nominated by respective Head of Departments will be responsible to open and close their respective facilities. Names of persons nominated for opening and closing facilities should be sent to the Principal with a copy to Facilities Manager and if any changes also to be intimated accordingly. No other person will be authorized to deposit or withdraw other than nominated person.
- (d) **PU College and Nursing College**: Administrative In-charge or persons nominated by the respective Principals will be authorized to deposit and withdraw the Main door keys of establishments on the Main Key board kept at Administrative office of the Main Building. They will have separate Key boards in respective Institutions where they will keep their class rooms, staff rooms & Laboratories keys. They will also maintain a similar procedure to deposit and withdraw the keys. A Register as mentioned in Para 5 above will have to be maintained.
- (e) **Boys & Girls Hostels**: There shall be separate Key boards in the respective Hostels, where the keys for the Hostel Rooms and other facilities will be kept.
- (f) **Hostel Mess**: Mess will have a separate Key board where all store room and other facility keys will be kept and locked.

The Key Board key and Main door key will be kept with the Mess Manager.

- (g) **Main Building UPS, Generator & KEB Board Rooms**: The Maintenance manager will be responsible for these respective keys. The keys will be kept at Security Room to monitor, keeping in view of emergency of power breakup and unforeseen incidents.

### **7. Original & Duplicate Keys:**

All Class rooms, Laboratories, Buildings/Facilities and Key Boards will have two or three sets of Keys viz Original, Duplicate or Triplicate. The original keys will be held with respective facilities responsible persons for day to day functioning.

The Duplicate and extra keys will have separate key sets duly marked with numbers (Facilities with room/Lab numbers) of facilities of each department and will be kept with a incharge person. He will maintain the duplicate keys register with all details accompanied by permissions requisitions to use or replace duplicate keys. If any original keys are broken or misplaced then the duplicate key can be used with proper permission of Facilities Manager/Principal. Simultaneously a spare key is to be procured in place of broken or misplaced key. Alternatively the entire set of lock and Keys of the facilities be changed for safety and security reasons.

### **8. Conclusion.**

It is mandatory to follow the guidelines and procedures of Handling of Keys to safeguard all installations/facilities of the Indian Academy Group of Institutions. The procedures given here should be followed strictly and a constant effort must be made to improve these.

  
**Facilities Manager**



  
**Principal**  
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