

Temporary Pass Form for Individuals at IISER Berhampur

Individual Details: -

1. Name: _____
2. Designation/Department: _____
3. Contact Number: _____
4. Email ID: _____



Visit Details:

1. Purpose of Visit: _____
2. Date of Visit: _____
3. Expected Duration of Stay: _____
4. Aadhar card/Driving License No. _____

Individual Signature: - _____

Reporting department Details:

1. Department: _____
2. Name of HOD/Section I/C: _____
3. Contact Number: _____
4. Signature: _____

Authorization:

HOD/Registrar

1. Authorized Signature: _____
2. Designation: _____

Terms and Conditions:

1. This temporary pass is valid only for the specified duration (11 months maximum).
2. The pass holder must wear it visibly at all times.
3. The pass holder must follow all rules and regulations of IISER Berhampur.
4. The pass holder must return the pass on the last day at the institute.

*** Needed documents: -Any Photo identity and character certificate.**

Temporary Pass Details:

1. Pass Number: _____
2. Date of Issue: _____
3. Date of Expiry: _____

Security Stamp and Seal

General Security and Safety Guidelines for Individuals at IISER Berhampur

Campus Security:

- 1. ID Card:** Wear your ID card/Temporary pass form visibly at all times while on campus.
- 2. Access:** Familiarize yourself with restricted areas and access protocols.
- 3. Emergency Contact:** Keep emergency contact numbers handy.

Laboratory Safety:

- 1. Lab Protocols:** Follow laboratory-specific safety protocols and guidelines.
- 2. Personal Protective Equipment (PPE):** Wear PPE as required.
- 3. Hazardous Materials:** Handle hazardous materials with care.

Personal Safety:

- 1. Awareness:** Be aware of your surroundings.
- 2. Reporting Incidents:** Report any incidents or concerns to your supervisor or security personnel.
- 3. Emergency Procedures:** Familiarize yourself with emergency procedures.

Data Security:

- 1. Confidentiality:** Maintain confidentiality of sensitive information.
- 2. Data Protection:** Follow data protection guidelines.

General Guidelines:

- 1. Follow Rules:** Follow all rules and regulations of IISER Berhampur.
- 2. Respect Property:** Respect the institute's property and equipment.
- 3. Seek Help:** Seek help when needed.

Road Usage Rules

- 1. Speed Limit:** The Maximum speed limit is 30 km/h.
- 2. Vehicle Restrictions:** Only authorized vehicles, bicycles, and pedestrian traffic are allowed. Follow all the traffic rules of the institute.
- 3. Parking:** Park vehicles only in designated areas.
- 4. Right-of-Way:** Pedestrians and cyclists have priority.
- 5. Helmet and seat belt:** Wearing of a helmet on a two-wheeler and a seat belt on a four-wheeler is mandatory.

Regulations

- 1. Supervision:** The IISER Berhampur's concerned reporting department/Office of Registrar.
- 2. Liability:** IISER Berhampur is not liable for damages or injuries.
- 3. Emergency:** Follow emergency procedures and contact IISER security.