



तमिलनाडु केन्द्रीय विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
नीलक्कुडी परिसर/Neelakudi
Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvavur - 610 005

CUTN/General/2015/Admin/840

31-08-2018

CIRCULAR

Sub: Key Management at Department Level – reg.

As a part of austerity measures and non receipt of sufficient funds from UGC for outsourcing activities in both the campuses and considering the availability of full fledged Compound Walls, the Security Guards deployed in various buildings are discontinued with effect from 31-08-2018. However, without compromising the security and vigilance, security guards have been deployed in various essential points of the Campus.

Further, the Dean/Heads of the Departments are requested to collect all the keys of their departments from the security personnel and keep under their custody. The Department may practice the key register for opening and closing of all rooms which should be verified by the Administration, if situation warrants. The Dean/Heads/Co-ordinator shall be responsible for their department premises.

The Dean/Heads/Co-ordinator shall give instructions to their Office Assistants/ Attendants. Assistant Security Officer / Head Guards shall make patrol visit on a periodical interval during day and night.

In case of emergency, A.S.O. / Head Guards on duty may be contacted at the following Mobile No.

1. Assistant Security Officer : 94890 – 54296,
2. Academic Campus (Main Gate): 94891 – 79827,
3. Main Gate under Construction: 94891 – 79324,
4. Residential Campus Security Gate: 94424–88407.

Co-operation of one and all is solicited.

(Handwritten Signature)
31/8/18

(A.Velu)

Assistant Registrar (Admin.)

ए. वेलु | A Velu

सहायक कुलसचिव | Assistant Registrar
प्रशासन | ADMINISTRATION

Copy to:

1. P.S to V.C
2. P.A to Registrar
3. P.A to COE
4. P.A to FO
5. All Deans
6. All HODs
7. All Officers
8. All Faculty & Staff Members- Through E-Mail
9. Medical Officers
10. Warden, Hostels
11. Estate Section
12. Electrical Section
13. System Analyst
14. File