

**10** YEARS

OF UNIVERSITY  
RECOGNITION

**20** YEARS OF  
ACADEMIC  
EXCELLENCE



**REVA**  
UNIVERSITY

Bengaluru, India



**UNNATI**

**GENDER EQUITY FORUM**



# UNNATI GENDER EQUITY FORUM

Unnati-Forum for Women caters to diverse requirements by providing a very productive space for all the women of REVA University. As the name suggests, it is a gender equity forum and platform for women to grow and evolve through progressive alternatives. The Forum initiates a space to engage with students and staff members on issues, information and activities that concern women in the context of the workplace. The primary aim is the provision of a safe and secure environment for staff and students and additionally, Unnati also takes up several initiatives towards gender sensitisation and awareness campaigns. The core composition of the Forum comprises staff and student coordinators who run the activities and has all women students and staff as members. The Women's Grievance Redressal Cell and the Anti-sexual Harassment Cell (SPARSH) have their own constituent bodies which take care of issues and concerns as per required guidelines.

## GOALS

The activities of the forum are:

- Annual Lecture series– **Smt. Rukmini Memorial** Lecture series on Women's Empowerment (by women achievers)
- International Women's Day activities
- Gender Equity and Gender Sensitisation programs (Talks/ Awareness Campaigns/ Interactions/Workshops etc)
- Annual Women's Conference.
- Women's Grievance Redressal Cell (Addresses grievances of women staff and students)
- **SPARSH**-Sensitisation, Prevention and Redressal of Sexual Harassment (Anti-Sexual Harassment Cell)




## SPARSH

As per the guidelines of the UGC and the Supreme Court, an Anti-Sexual harassment cell – SPARSH has been established at REVA University. SPARSH provides a healthy and congenial ambience to the staff and students of the University. SPARSH was constituted to meet the following objectives:


- Implementation of the policy
- Prepare an action plan to achieve short-term and long-term goals
- Develop guidelines and norms for a policy against sexual harassment
- Develop procedures for combatting sexual harassment

### MEMBERS:

- SPARSH Committee
- University Complaints Committee (UCC)

  
**Sensitization to, Prevention of, and Redressal for Sexual Harassment**  
(SPARSH)  
Date: 20.12.2022

Sl.No.	Name	Status
1	<b>Dr. Bharathi S</b> Director, School of Legal Studies Email Id: <a href="mailto:dir_ls@reva.edu.in">dir_ls@reva.edu.in</a>	Chairperson
2	<b>Dr. Payel Dutta</b> Director, School of Arts & Humanities Email Id: <a href="mailto:dir_ah@reva.edu.in">dir_ah@reva.edu.in</a>	Member
3	<b>Col Shri Kumar Nair</b> Director, Administration, Email Id: <a href="mailto:colshrikumar@reva.edu.in">colshrikumar@reva.edu.in</a>	Member
4	<b>Dr. Rashmi Priyadarshini B K</b> Dept of Electronics & Communication Engineering Email Id: <a href="mailto:rashmi@reva.edu.in">rashmi@reva.edu.in</a>	Member
5	<b>Dr. Ashwinkumar U Motagi</b> School of Computer Science & Engineering Email Id: <a href="mailto:ashwinkumar.sm@reva.edu.in">ashwinkumar.sm@reva.edu.in</a>	Member
6	<b>Dr. Monica S Sharma</b> Counsellor, Department of Administration Email Id: <a href="mailto:monicas.sharma@reva.edu.in">monicas.sharma@reva.edu.in</a>	Member
7	<b>Prof. Shilpa B.R.</b> Dept of Biotechnology Email Id: <a href="mailto:shilpa.br@reva.edu.in">shilpa.br@reva.edu.in</a>	Member Secretary

  
Registrar  
REVA University  
Bengaluru - 560 064




## WOMEN'S GRIEVANCE REDRESSAL CELL

The Women's Grievance Redressal Cell at REVA University is meant to safeguard and promote the well-being of all women employees of the organisation. It takes care of all the complaints and requirements of students. Hostel students and others in the campus also seek redressal for such complaints.

### Procedure for lodging complaints

- Write to the respective committee in charge
- After studying the documents, the grievance cell will act upon the cases.
- The grievance cell will ensure the grievance has been resolved within a stipulated time limit.

 Grievance Redressal Cell		
Date: 20.12.2022		
Sl.No.	Name	Status
1	<b>Dr. Bharathi S</b> Director, School of Legal Studies Email Id: <a href="mailto:dir.ls@reva.edu.in">dir.ls@reva.edu.in</a>	Chairperson
2	<b>Dr. Payel Dutta</b> Director, School of Arts & Humanities Email Id: <a href="mailto:dir.ah@reva.edu.in">dir.ah@reva.edu.in</a>	Member
3	<b>Prof. Sarvamangala</b> School of C & IT Email Id: <a href="mailto:sarvamangala.dr@reva.edu.in">sarvamangala.dr@reva.edu.in</a>	Member
4	<b>Ms. Akula Supriya (R19AL003)</b> 4 <sup>th</sup> Year Student School of Legal Studies	Member
5	<b>Ms. Chanchal B (R20AL013)</b> 3 <sup>rd</sup> Year Student School of Legal Studies	Member
6	<b>Ms. Mihika Surya Vanshi (R20BL023)</b> 3 <sup>rd</sup> Year Student School of Legal Studies	Member
7	<b>Prof. Shilpa B.R.</b> Dept of Biotechnology Email Id: <a href="mailto:shilpa.br@reva.edu.in">shilpa.br@reva.edu.in</a>	Member Secretary



## INTERNAL COMPLAINTS COMMITTEE – ICC

The POSH Act demanded an ICC to be made at all workplaces for the redressal of sexual harassment cases. REVA University has established the Internal Complaints Committee as per the UGC recommendation (Prevention, Prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulation, 2015- 2nd May, 2016.

The Internal Complaints Committee has the following functions:

- Prevent sexual harassment in the workplace
- Prevent discrimination and sexual harassment against girls
- Conduct periodical programmes on women's empowerment
- Provide a conducive and congenial work ambience for women

  
**REVA UNIVERSITY**  
Bengaluru, India

**Internal Complaints Committee (ICC)**

Date: 20.12.2022

Sl.No.	Name	Status
1	Dr. M Dhananjaya Vice-Chancellor Email Id : <a href="mailto:vc@reva.edu.in">vc@reva.edu.in</a>	Chairperson
2	Dr. Beena G Controller of Examination Email Id : <a href="mailto:coe@reva.edu.in">coe@reva.edu.in</a>	Member
3	Dr. Shubha A Dean, REVA Business School Email Id : <a href="mailto:dean.rbs@reva.edu.in">dean.rbs@reva.edu.in</a>	Member
4	Dr. Y Ramalinga Reddy Director, School of Civil Engineering Email Id : <a href="mailto:ramalingareddy@reva.edu.in">ramalingareddy@reva.edu.in</a>	Member
5	Dr. Payel Dutta Director, School of Arts & Humanities Email Id : <a href="mailto:dir.ah@reva.edu.in">dir.ah@reva.edu.in</a>	Member
6	Dr. Bharathi S Director, School of Legal Studies Email Id : <a href="mailto:dir.ls@reva.edu.in">dir.ls@reva.edu.in</a>	Member
7	Dr. N Ramesh Registrar Email Id : <a href="mailto:registrar@reva.edu.in">registrar@reva.edu.in</a>	Member Secretary

# WEBINAR ON ENSURING GENDER EQUALITY: PROSPECTS AND CHALLENGES

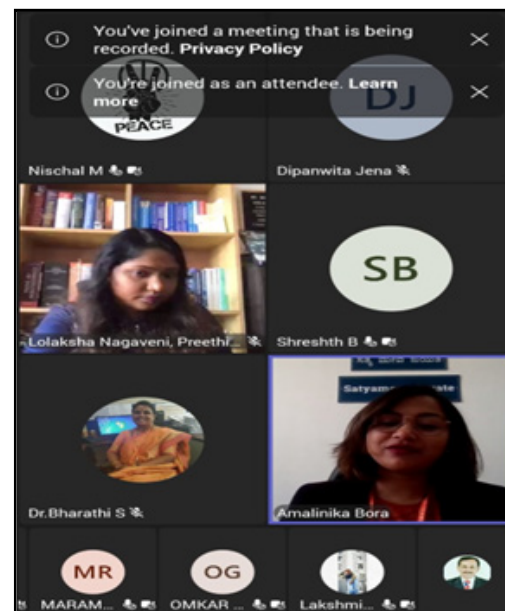
**School:** School of Legal Studies

**Venue:** Online- MS Teams

**Date:** 8th March 2022

**Year:** 2022

Webinar on Ensuring Gender Equality: Prospects & Challenges On International Women's Day On The Occasion Of International Women's Day, On The 8th March 2022, School Of Legal Studies Organized A Webinar On The Issues Pertaining To Women's Rights Focusing On Ensuring Gender Equality. The Webinar was presided over By Preethi Lolaksha Nagaveni, A Research Scholar in Law, Lancaster University, United Kingdom. Ms. Preethi enlightened the Attendees Regarding the Intersectionality Of Women's Rights and Minority Rights and also the importance of the need for Gender Equality in all spheres.



# AWARENESS PROGRAMME ON PROFESSIONAL MEMBERSHIP

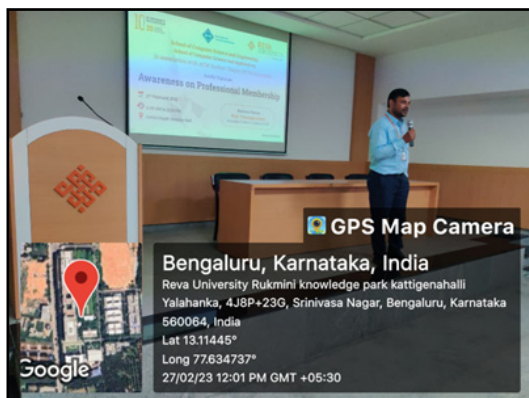
**School:** School Computer Science and Applications

**Venue:** Justice Hegde Seminar Hall

**Date:** 27-02-2023

**Year:** 2023

An awareness programme on Professional Membership was organized for the students of first year MCA, School of Computer Science and Applications on 27th of February 2023. Dr. Farooq Azam, Assistant Professor, School of CSE acted as the resource person for the session. Students of MCA (180 students) participated in the session enthusiastically. Dr. Azam explained students about the importance of ACM student chapter. He explained the benefits of such chapters in detail.



# NYAYA DARSHANA -LECTURE SERIES 'WOMEN IN POLITICS – NEED OF THE HOUR'

**School:** School of Legal Studies

**Venue:** Justice Hegde Seminar Hall

**Date:** 7th of November 2022

**Year:** 2022

NYAYA DARSHANA -LECTURE SERIES 'Women in Politics – Need of the hour' Guest: Ms. Aiyshwarya Mahadev as part of the Nyaya Darshana Lecture Series, the School of Legal Studies invited Ms. Aiyshwarya Mahadev for delivering an interactive lecture and session on the contemporary topic of women in politics - 'Women in Politics – Need of the hour' on the 7th of November 2022. Ms. Aiyshwarya Mahadev is a lawyer and politician. She currently is a National Media panelist for the Indian National Congress, Spokesperson for INC Karnataka. She has served as a National Secretary of the All-India Mahila Congress and currently a General Secretary in the Youth Wing of the Party. Ms. Mahadev began her lecture by throwing light on the status of women in politics and the necessity of more women in politics. She further discussed the politics in the grassroot levels and how women play a very important role in the panchayat system and how more women are coming forward to participate in the democratic process. The fact that women are represented meagerly at the highest representative body and the need for thirty three percent reservation in the parliament. The importance of being aware on every new policy and how the law degree plays an important role in policy implementation and how she could help the citizen access their rights. She also told the students about the various fellowships and programmes that enhance the experience and how the programmes helped her nurture her passion more. Ms. Mahadev then opened the floor for an interactive session with the students of the 5th, 7th, and the 9th Semesters. The students were intrigued of what she does daily and what it means to be a young woman politician in today's world. She concluded the program with wanting to see more youngsters and women in the field of policy and that the future lies in our hands. And wanting to be the change we want to see.





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## School of Legal Studies

"NYAYA DARSHANA"

Organises an Expert Lecture

on

## 'Women in Politics - Need of the Hour'



7<sup>th</sup> November, 2022



11:00 A. M.

**Venue:** Justice Hegde Seminar Hall



**Speaker**

**Ms. Aiyshwarya Mahadev**

Lawyer and politician - National Media panelist for the Indian National Congress, Spokesperson for INC Karnataka.

[www.reva.edu.in](http://www.reva.edu.in)



Registrar

**REVA University**  
Bengaluru - 560 064

# **SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013**

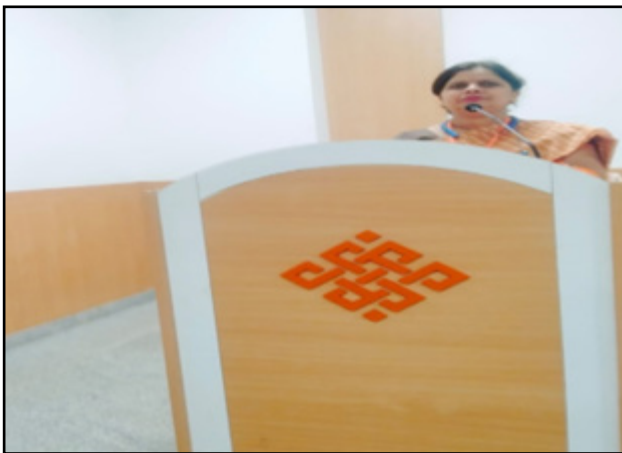
**School:** School of Legal Studies

**Venue:** Justice Seminar Hall

**Date:** 9th August 2021

**Year:** 2021

On the Eighth anniversary of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the School of Legal Studies, REVA University organized a workshop on the awareness on sexual harassment at workplace. The objective of the workshop was to create sensitization and awareness among the students and employees about the legislation and the committee established at the university. The resource persons for the workshop were Dr. Aarti Tyagi, Associate Professor, Ph. D in Law and Dr. Richa Tiwari, Associate Professor, Ph. D in Management from the School of Legal Studies, REVA University.



## GUEST LECTURE ON “CANCER IN WOMEN AND ITS AWARENESS”

**School:** School of Applied Sciences

**Venue:** Library Seminar Hall

**Date:** 8th March 2019

**Year:** 2019

On account of International Women’s Day, School of Applied sciences in association with REVA Health Centre organized a Guest Lecture on “Cancers in Women and its awareness” on 8/03/19 at Library Seminar Hall, REVA University. Resource Person was Dr Ajay Rao P, Chief consultant Radiology oncologist, Cytecure Cancer Hospitals. Around hundred fifty female students and Faculty members were a part of this Guest Lecture. The most common types of cancer in women were discussed and some of the misconceptions in the subject was clarified. In a nutshell, it was a informative lecture.

In continuation with this, screening and mammogram test was organized for the female staff of our university in association with Cytecure cancer hospitals on 8th March 2019. Around forty female staff underwent the screening process as a self-care on occasion of women’s day.



## GYNAECOLOGY CONSULTATION CAMP

**School:** School of Applied sciences

**Venue:** REVA Health Centre

**Date:** 5th January 2022

**Year:** 2022

### **“Complimentary Gynaecology Consultation Camp for REVA women staff members & Students”**

On 5<sup>th</sup> January ,2022 School of Allied Health Sciences, REVA University in association with Mother Hood Hospital, Hebbal, Bengaluru organized a Complimentary Gynaecology Consultation Camp for REVA Women staff members and students at REVA Health centre. Dr.Swetha, MD, Motherhood hospital was the consulting gynaecologist. The Primary objective of this camp is to provide a platform for basic gynaecological health check-up for all women REVA staff and students. Around 50 participants got free consultation from the Gynaecologist on the hygiene and other gynec. related issues.



# ORIENTATION FOR HOSTEL STUDENTS

**Venue:** Hostel

**Date:** 11-02-2020

**Year:** 2020

All students were briefed while coming on board, for the following topics. Hostel orientation programmes are attended to by both parents and students and the following are some of the highlights and focus points during the session:

## \* FACILITIES

- 24X7 electricity
- Fully furnished rooms with cot, mattress, bedspread, pillow with cover, study table, study chair, bucket and mug, and whiteboard
- Gymnasium facility
- Mess facility with all 4 meals cooked in north/south cuisine, with prior booking on space basic
- Wi-Fi facility until midnight
- Hot water available (solar) based on fixed timings.
- REVA health center with nursing staff and ambulance available 24X7
- Laundry facility free 60-70 clothes per month
- RO drinking water
- Newspaper reading rooms
- Beauty parlor/men's salon inside the campus
- Snacks vending machine
- Sanitary pad vending machine (Girls Hostel)
- Incinerator (Girls Hostel)
- Fortnightly outing for girls
- Games Arena (being introduced shortly)
- Tutorial Rooms



## **\* SPACE BASIC APPLICATION MODULE**

### **• Meals Booking**

The student must view the mess menu in the space basic app for the upcoming day and book the meals between 11am to 9pm. In case, the individual wishes to change, one can undo it six hours before each meal. In case meal is not booked, an instant meal booking can be done at the mess Helpdesk

### **• Leave**

The student willing to avail leave for various reasons has to apply leave on Space basic application, the block warden will take a consent with parents over a call and permit / reject depending on parent's input

### **• Complaint**

The student needing to register complaint related to hostel room maintenance/ hot water / food / housekeeping / laundry, can post in Space basic application in complaint module.

### **• Announcement**

The student is advised to check announcement module in Space basic application to stay updated on various circulars published related to the hostel.

## **\* BIO-METRIC ATTENDANCE**

The student must ensure that Bio-metric attendance is accessed on daily basis between 08:00 – 09:30PM

## **\* CAMPUS IN AND OUT TIMINGS**

The student willing to go out of the campus, can proceed after classes, but should return by 8:00 PM. Students may go to gym, located outside the campus only after 06:00 AM with prior permission from Director administration. During college hours, hostel students will not be permitted to go out. Coming late to college is not permitted and the following rules apply.

- First time late student will be warned at Warden and Chief Warden's Level and a written apology to be given by the student.
- Repeating for the second time, mentors and parents will be informed about the late coming. parents will be informed, that incase the student comes late for the third time, they would have to come to the campus and meet the Director Administration
- Fourth time late student will be asked to vacate the hostel

### **\* STAYING OUT WITHOUT PERMISSION**

- Night out shall be permitted by the Warden only under following conditions and circumstances:
- When permitted in writing by the HOD of concerned school in case of academic reasons.
- On holidays with written consent from parents/local guardian.
- If the student is leaving the City, one needs to produce Travelling ticket of Bus/Train/Flight.
- Once night out permission is accorded; student will be permitted to report only after 6. 00 Am. however, in case of medical emergency student can contact the warden directly.
- In case where the student has the permission for more than one night out, student shall not be allowed in the hostel during the period mentioned even during the day timing.
- In case of night out without permission for the first time, warning will be given and parents will be informed and an apology letter obtained from the student.
- A student staying night out for the second time without permission a fine of Rs.2000/- will be levied and parents or guardian will have to come to the campus and meet Director Administration.
- Third time absent, the student will be asked to vacate the hostel.



**\* CAKE CUTTING INSIDE THE ROOM NOT PERMITTED**

If found cutting cake in the room a fine of Rs.1000/- plus any damage to the property will be recovered from the student

**\* LIBRARY TIMINGS**

Library will be open till midnight

**\* CAMPUS HEALTH CENTER FACILITY**

24X7 nurses and doctor and Ambulance available in the campus. Contact details on notice board.

**\* HOUSEKEEPING SERVICES AVAILABLE**

Students to hand over keys to warden before going to college, for facilitating housekeeping (8.30 am to 4.30 pm)

**\* WASTE DISPOSAL**

Waste should be properly disposed in appropriate dustbins nearby and no littering is permitted.

Girls to use incinerator for sanitary pad disposal and not to dispose in the garbage

**\* HEALTH /MEDICAL GUIDELINES**

Health and Medical guidelines are shared periodically through notices / announcements and through Wardens, the students are advised to strictly follow them. Failing to read the notices are not an excuse for violation of orders and Instructions.





## **\* COVID GUIDELINES**

- Own washable and sanitized masks must be worn all the time
- Carry sanitizers in pockets; develop this as a habit, like carrying a wallet or purse
- Regularly wash hands and be careful to not waste water
- Follow the rules upon entering the campus; use a sanitizer and wait patiently for the thermal scan to be performed
- It is mandatory to follow social distancing inside the campus; this is non-negotiable
- Avoid walking around the campus unnecessarily and forming groups
- Upon returning home, do not visit friends, form groups, or visit markets and any other sensitive locations
- Do not attend any gatherings or social meetings
- Avoid using the lifts
- Social distancing should be followed at the mess, too; follow all earmarked signs.
- Do not use others' cups, glasses, boxes, or plates to eat
- Do not use others' stationery
- Frequently used door handles and other surfaces should be sanitized and cleaned
- Follow social distancing in the rooms
- Due to COVID-19, students will not be permitted to step outside the campus; they will only be allowed for emergencies with prior permission from the Director Admin



# ORIENTATION FOR HOSTEL STUDENTS 2022-2023

**Venue:** Hostel

**Date:** 10-08-2022

**Year:** 2022

All students were briefed while coming on board, for the following topics.

## **\* FACILITIES PROVIDED IN THE HOSTEL**

- 24X7 electricity
- Fully furnished rooms with cot, mattress, bedspread, pillow with cover, study table, study chair, bucket and mug, and whiteboard
- Gymnasium facility
- Mess facility with all 4 meals cooked in north/south cuisine, with prior booking on space basic
- Wi-Fi facility until midnight
- Hot water available (solar) based on fixed timings.
- REVA health center with nursing staff and ambulance available 24X7
- Laundry facility free 60-70 clothes per month
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## **\* SPACE BASIC APPLICATION MODULE**

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The student must view the mess menu in the space basic app for the upcoming day and book the meals between 11am to 9pm. In case, the individual wishes to change, one can undo it six hours before each meal. In case meal is not booked, an instant meal booking can be done at the mess Helpdesk

### **• Leave**

The student willing to avail leave for various reasons has to apply leave on Space basic application, the block warden will take a consent with parents over a call and permit / reject depending on parent's input

### **• Complaint**

The student needing to register complaint related to hostel room maintenance/ hot water / food / housekeeping / laundry, can post in Space basic application in complaint module.

### **• Announcement**

The student is advised to check announcement module in Space basic application to stay updated on various circulars published related to the hostel.

## **\* BIO-METRIC ATTENDANCE**

The student must ensure that Bio-metric attendance is accessed on daily basis between 08:00 – 09:30PM

## **\* CAMPUS IN AND OUT TIMINGS**

The student willing to go out of the campus, can proceed after classes, but should return by 8:00 PM. Students may go to gym, located outside the campus only after 06:00 AM with prior permission from Director administration. During college hours, hostel students will not be permitted to go out. Coming late to college is not permitted and the following rules apply.

- First time late student will be warned at Warden and Chief Warden's Level and a written apology to be given by the student.
- Repeating for the second time, mentors and parents will be informed about the late coming. parents will be informed, that incase the student comes late for the third time, they would have to come to the campus and meet the Director Administration
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- Night out shall be permitted by the Warden only under following conditions and circumstances:
- When permitted in writing by the HOD of concerned school in case of academic reasons.
- On holidays with written consent from parents/local guardian.
- If the student is leaving the City, one needs to produce Travelling ticket of Bus/Train/Flight.
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- In case where the student has the permission for more than one night out, student shall not be allowed in the hostel during the period mentioned even during the day timing.
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### **\* CAKE CUTTING INSIDE THE ROOM NOT PERMITTED**

If found cutting cake in the room a fine of Rs.1000/- plus any damage to the property will be recovered from the student.

### **\* LIBRARY TIMINGS**

Library will be open till midnight



### **\* CAMPUS HEALTH CENTER FACILITY**

24X7 nurses and doctor and Ambulance available in the campus. Contact details on notice board.

### **\* HOUSEKEEPING SERVICES AVAILABLE**

Students to hand over keys to warden before going to college, for facilitating housekeeping (8.30 am to 4.30 pm)

### **\* WASTE DISPOSAL**

Waste should be properly disposed in appropriate dustbins nearby and no littering is permitted.  
Girls to use incinerator for sanitary pad disposal and not to dispose in the garbage

### **\* HEALTH /MEDICAL GUIDELINES**

Health and Medical guidelines are shared periodically through notices / announcements and through Wardens, the students are advised to strictly follow them. Failing to read the notices are not an excuse for violation of orders and Instructions.



# ORIENTATION FOR HOSTEL WARDENS 2020-2021

**Venue:** REVA Rangasthala

**Date:** 11-08-2020

**Year:** 2022

All wardens and staff were briefed about the students coming on board for the first time and the things that they need to brief the students were as following:

- Hostel Rules & Regulations.
- Bio-metric attendance.
- Space basic application module.
- Meals booking process and policy.
- Leave application process.
- Campus in and out timings.
- Library timings for hostellers.
- Campus health center facility and the contact details.
- Daily housekeeping services and timings.
- How to register complaints on space basic
- Waste disposal
- Girl students about the usage of incinerator.
- To follow Covid guidelines





# ORIENTATION FOR HOSTEL WARDENS 2021-2022

**Venue:** Hostel office

**Year:** 2021

All wardens were briefed about the students coming on board for the first time and the things that they need to brief the students were as following:

- Hostel Rules & Regulations.
- Bio-metric attendance.
- Space basic application module.
- Meals booking process and policy.
- Leave application process.
- Campus in and out timings.
- Library timings for hostellers.
- Campus health center facility and the contact details.
- Daily housekeeping services and timings.
- How to register complaints on space basic
- Waste disposal
- Girl students about the usage of incinerator.
- To follow Covid guidelines



# ORIENTATION FOR HOSTEL WARDENS 2022-2023

**Venue:** Office

**Date:** 05-08-2022

**Year:** 2022

All wardens were briefed about the students coming on board for the first time and the things that they need to brief the students were as following:

- Hostel Rules & Regulations.
- Bio-metric attendance.
- Space basic application module.
- Meals booking process and policy.
- Leave application process.
- Campus in and out timings.
- Library timings for hostellers.
- Campus health center facility and the contact details.
- Daily housekeeping services and timings.
- How to register complaints on space basic
- Waste disposal
- Girl students about the usage of incinerator.





# ORIENTATION ON DUTIES AND RESPONSIBILITIES

## DUTIES

- Individual ka dress thikho or Cap and ID pahenna.
- Sabhi guard ke pass danda, whistle & torch hona.
- Time par guard relive karna, aur post chhod kar nahi jana.
- Koi bhi senior ke bulane par doud/ teji se jana.
- Motorola radio set ko entry aur check kar ke lena our dena, Damage hone par Individual responsible hoga.
- Student ka ID check karna.
- Any Emergency inform to Duty SO/ASO
- Mess main duty hone par Mess card check karna.
- Campus main student ka Alcohol smell aane par holt kar na, main gate supervisor ko inform karna.
- Girls Hostel ladies guard student se galat baatchhit nahi karega.
- Food court duty ke sammay ander round lagana, staff ke sthaan par student ko lunch and breakfast nahi karne dena.
- Visitors ko permission slip dena our vehicle ka entry karna
- IN our OUT jane wale student ka biometric karwana.
- Chancellor, VC and Registrar Sir se milne wale pehle PA se permission ok, hone par Permission slip dena aur slip par signature lekar aane ko bolna.
- Boy or girls ka ID nahi chhinan.
- Material ka entry mobile se karna our vehicle without entry nahi chhodna.(S.S)
- Hostel block main koi bhi parents aur day's scholar ka entry nahi hoga.
- Hostel parking area main vehicle ko sahi se parking dekhna.
- After 4:30PM ke baad days scholar ka entry nahi hai (only permission walo ka entry dena)
- REVA property ka dhyan rakhana or misuse nahi karna.
- Night main koi bhi aapnee marji se department Open nahi karega, Open hone par supervisor ko Inform karega.
- Girls or Ladies ko check sirf lady security check karegi, baat sahi se karna.
- Main gate our rear gate se koi bhi Items bahar jane par supervisor ko inform karna.
- Night main 7:30 PM ke baad koi bhi girls or boys road and park main ek saath nahi bethne dena.
- All shop 9 PM par close haon.



- Duty par sone wale ko punishment/ fine hoga.
- Girls Hostel main koi bhi Gents ka entry nahi hoga.
- After 8:30 AM ke baad koi bhi boy and girls road and park main nahi hoga class main bhejna.
- Kissi se koi paise ke len den main mela hai to punishment aur service se jayega.
- Nandani shop aur Library road par koi bhi vehicle park nahi hona chahiye.
- College Block se materiel IN & OUT hone par gate park inform karna.
- After 5 PM ke baad sabhi Lab, staff room and projector room, aur washroom ka lock or light check karna.
- Duty ke sammay koi bhi smart Phone ka istemal nahi karega, pakade jane par punishment / fine hoga.
- All responsibility area ka light timely ON our off karna.
- Duty supervisor ka mobile no.sabi ke pass hoga.9538874446.
- Security Officer Mobile no 9482866713/ASO-7975847230

## HOSTEL DUTIES

- Individual ka dress thik ho or Cap and ID pahenna.
- Sabhi guard ke pass danda, whistle & torch hona.
- Time par guard relive karna, aur post chhod kar nahi jana.
- Koi bhi senior ke bulane par doud/ teji se jana.
- Koi bhi student Hostel Block main Alcohol, cigarette and tobacco nahi lekar jaayenge.
- Motorola radio set ko entry our check kar ke lena our dena, damage hone par Individual responsible hoga.
- Student ka ID check karna.
- Warden ke orders follow karna.
- Any Emergency inform to Duty SO/ASO
- Mess main duty hone par Mess card check karna.
- Campus main student ka Alcohol smell aane par halt kar na, main gate supervisor ko inform karna.
- Girls Hostel ladies guard student se galat baatchhit nahi karega.
- Boy or girls ka ID nahi chhinan.
- Hostel block main koi bhi parents aur day scholar ka entry nahi hoga.
- Hostel parking area main vehicle ko sahi se parking dekhna.
- REVA property ka dhyan rakhana or misuse nahi karna.
- Girls or Ladies ko sirf lady security check karegi, baat sahi se karna.
- Night main 7:30 PM ke baad koi bhi girls or boys road and park main ek saath nahi bethne dena.

- Duty par sone wale ko punishment/fine hoga.
- Girls Hostel main koi bhi gents ka entry nahi hoga.
- After 8:30 AM ke baad koi bhi boy and girls road and park main nahi hoga class main bhejna.
- Kissi se koi paise ke len den main mela to punishment aur service se jayega.
- Nandani shop our Library road par koi bhi vehicle park nahi hona chahiye.
- Duty ke sammay koi bhi smart Phone ka istemal nahi karega, pakade jane par punishment / fine hoga.
- All responsibility area ka light timely ON our off karna.
- Duty supervisor ka mobile no sabi ke pass hoga.9538874446.
- Security Officer Mobile no 9482866713/ASO-7975847230

## FOOD COURT DUTIES

- Individual ka dress thik ho or Cap and ID pahenna.
- Sabhi guard ke pass danda, whistle & torch hona.
- Time par guard relive karna, aur post chhod kar nahi jana.
- Koi bhi senior ke bulane par doud/ teji se jana student ka ID check karna.
- Mess main duty hone par Mess card check karna.
- Food Court main student ka Alcohol smell aane par holt kar na, main gate supervisor ko inform karna.
- Food court and brand store ke ander round lagana ,staff ke sthaan par student ko lunch and breakfast nahi karne dena.koi galat harkat hone par par main gate supervisor ko inform karna.
- Boy or girls ka ID nahi chhinan.
- Any Emergency inform to Duty SO/ASO
- After 4:30PM ke baad days days scholar ko OUT karna.
- REVA property ka dhyan rakhana or misuse nahi karna.
- Girls or Ladies ko sirf lady security check karegi, baat sahi se karna.
- Night main 7:30 PM ke baad koi bhi girls or boys road and park main ek saath nahi bethne dena.
- All shops and food outlets 9 PM par close hona.
- Duty par sone wale ko punishment/fine hoga.
- After 8:30 AM ke baad koi bhi boy and girls road and park main nahi hoga class main bhejna.
- Kische se koi paise ke len den main koi mela to punishment or service se jayega.
- Duty ke sammay koi bhi smart Phone ka istemal nahi karega, pakade jane par punishment / fine hoga.



- All responsibility area ka light timely ON our off karna.
- Duty supervisor ka mobile no sabi ke pass hoga.9538874446.
- Security Officer Mobile no 9482866713 /ASO-7975847230

## ACADEMIC BLOCK DUTIES

- Individual ka dress thik ho or Cap and ID pahenna.
- Sabhi guard ke pass danda, whistle & torch hona.
- Time par guard relief karna, Our post chhod kar nahi jana.
- Koi bhi senior ke bulane par doud/ teji se jana.
- Motorola radio set ko entry our check kar ke lena our dena,damage hone par Individual responsible hoga.
- Student ka ID check karna.
- Visitors ko permission slip check karna.
- Boy or girls ka ID nahi chhinan.
- Academic block main Alcohol smell aane par halt kar na, main gate supervisor ko inform karna.
- After 8:30 AM ke baad koi bhi boy and girls road and park main nahi hoga class main bhejna
- After 4:30PM ke baad days scholar ka entry nahi hai (only permission walo ka Entry dena)
- REVA property ka dhyan rakhana or misuse nahi karna.
- After 5 PM ke baad sabhi Lab, staff room and projector room, washroom ka lock or light check karna.
- Any Emergency inform to Duty SO/ASO
- Girls or Ladies ko sirf lady security check karegi, baat sahi se karna.
- Afte siren all student ko room/library main bhejna.
- Duty par sone wale ko punishment/pay fine hoga.
- Night main koi bhi aapnee marge se department Open nahi karega Open hone par supervisor ko Inform karega.
- College Block se materiel IN & OUT hone par gate may inform karna.
- Duty ke sammay koi bhi smart Phone ka istemal nahi karega, pakade jane par Punishment /pay fine hoga.
- All responsibility area ka light timely ON our off karna.
- Kiske se koi paise ke len den main koi mela to punishment our service se jayega
- Duty supervisor ka mobile no sabi ke pass hoga.9538874446.
- Security Officer Mobile no 9482866713 /ASO-7975847230



## ACADEMIC BLOCK DUTIES

- Individual ka dress thik ho or Cap and ID pahenna.
- Sabhi guard ke pass danda, whistle & torch hona.
- Time par guard relief karna, Our post chhod kar nahi jana.
- Koi bhi senior ke bulane par doud/ teji se jana.
- Student ka ID check karna.
- Any Emergency inform to Duty SO/ASO
- Campus main student ka Alcohol smell aane par holt kar na, main gate supervisor ko inform karna.
- Boy or girls ka ID nahi chhinan.
- After 4:30PM ke baad days scalar ka entry nahi hai (only permission walo ka Entry dena)
- REVA property ka dhyan rakhana or misuse nahi karna.
- Night main koi bhi aapnee marge se department Open nahi karega, Open hone par supervisor ko Inform karega.
- Girls or Ladies ko sirf lady security check karegi, baat sahi se karna.
- Night main 7:30 PM ke baad koi bhi girls or boys road and park main ek saath nahi bethne dena.
- All shops and food outlets 9 PM par close hona.
- Afte siren all student ko room/library main bhejna.
- Duty par sone wale ko punishment/fine hoga.
- After 8:30 AM ke baad koi bhi boy and girls road and park main nahi hoga class main bhejna.
- Kissi se koi paise ke len den main koi mela to punishment our service se jayega.
- Nandani shop our Library road par koi bhi vehicle park nahi hona chahiye.
- College Block se materiel IN & OUT hone par gate par inform karna.
- After 12 PM ke baad sabhi room ka lock check karna.
- Duty ke sammay koi bhi smart Phone ka istemal nahi karega, pakade jane par punishment / fine hoga.
- All responsibility area ka light timely on aur off karna.
- Duty supervisor ka mobile no sabi ke pass hoga.9538874446.
- Security Officer Mobile no 9482866713/ASO-7975847230



## GATE DUTIES

- Individual ka dress thik ho or Cap and ID pahenna.
- Sabhi guard ke pass danda, whistle & torch hona.
- Time par guard relief karna, Our post chhod kar nahi jana.
- Koi bhi senior ke bulane par doud/ teji se jana.
- Motorola radio set ko entry our check kar ke lena our dena, damage hone par Individual responsible hoga.
- Cack ka entry 12:00 PM to 14:00 PM tak nahi hai, Cake entry karke food court main cutting Kaerga or area clean kar ke par inform karega.
- Koi bhi student gate se Alcohol, cigarette and tobacco campus main nahi lekar jaayeg.
- Bahar se food lane par student ka detail registers main entry karwana.
- Student ka ID check karna.
- Visitors ko permission slip dena our vehicle ka entry karna.
- Without Helmet no entry in the Campus.
- IN our OUT jane wale student ka biometric karwana.
- Chancellor, VC and Registrar Sir se milne wale, pehle PA se permission ok, hone par Permission slip dena aur slip par signature lekar aane ko bolna.
- Boy or girls ka ID nahi chhinan.
- Material ka entry mobile se karna our vehicle without entry nahi chhodna.(S.S)
- After 4:30PM ke baad days scholar ka entry nahi hai (only permission walo ko Entry dena)
- REVA property ka dhyan rakhana or misuse nahi karna.
- Girls or Ladies ko sirf lady security check karegi, baat sahi se karna.
- Main gate our rear gate se koi bhi Items bahar jane par supervisor ko inform karna.
- Afte siren all student ko room/library main bhejna.
- Duty par sone wale ko punishment/fine hoga.
- Duty ke sammay koi bhi smart Phone ka istemal nahi karega, pakade jane par Punishment /pay fine hoga.
- All responsibility area ka light timely on our off karna.
- Kissi se koi paise ke len den main mela to punishment aur service se jayega
- Duty supervisor ka mobile no. sabi ke pass hoga.9538874446.
- Security Officer Mobile no 9482866713/ASO-7975847230



# SECURITY BRIEFING

Venue: Main Gate

- > Individual grooming
  - Dress, Mask, ID, Whistle, Stick & Torch.
- > Guard Reliever.
- > Behaviour With
  - Visitor, Students & Staff.
- > Checking of Mask, ID
  - Students, Staff & Visitor.
- > Vaccination Certificate & RT-PCR.
  - New Joining Staff /Students who return from home.
- > Making entry pass for vehicles and visitors.
- > Information regarding all buildings.
  - (CV Raman, M V, Vivekananda blocks, Visvesvaraya block, Mess, Food Court, hostels, RBS block and hostel & Admin Block)
- > Unauthorised vehicles without stickers.
  - Do not allow parking for unauthorised vehicle. Allotted Parking Area (Responsibility D Block Guard)
- > Every night Dog Hunting.
- > Hostel students to do compulsory biometric
- > Parents and students should not be permitted to stay in hostel rooms.
- > No entry of men in girls hostel
- > No one will open any departments.
- > No physical check for girls & women bags
- > Not to permit girls & boys to sit in the night in dark and secluded place.
- > No sleeping on duty.
- > REVA property should be taken care of all shops and food outlets to close at 9 PM
- > Don't allow day scholar after 4:30 in campus after 08:30 AM boys/girls should be sent to class room/library
- > After 5 PM check all lock Lab, projector & Staff room lights
- > Not to allow liquor, cigarettes and tobacco in campus
- > Check for alcohol smell and use breath analyser
- > Food ordered after 10.30 PM not allowed
- > Entry of Materials.



**DESIGNATION:**

Honourable Chancellor Dr. Shyamaraju P

Vice Chancellor - Dr. M Dhanamjaya

Registrar - Dr. N Ramesh

Admin Director - Col Shri Kumar Nair\*\*

Mobile No 7975847230

Main Gate 9538874446

SO -9482866713 ASO-9506241234

**> Chief Warden Boys 9894340539 Staff Qtr No 06**

Asst Chief Warden SSP	'A'	9900009661	Staff Qtr No 12
Anand	'B'	961158606	
Umopathy C	"C & RBS"	6364211202	
Sachin	'D'	9454282111	
Gaurav	'PUC'	6366514889	
Raju	'FOCUS'	8197438612	

**> Chief Warden Girls 9845328969**

Vilasini K	G-2	9742707600,
Komala	G-3	9071097592
Rekha M	G-1	9611745332





**REVA**  
UNIVERSITY

Bengaluru, India



Registrar  
REVA University  
Bengaluru - 560 064