

	भारतीय प्रौद्योगिकी संस्थान मद्रास INDIAN INSTITUTE OF TECHNOLOGY MADRAS चेन्नै / Chennai 600 036 दूरभाष/Telephone: [044] 2257 8105 ईमेल/Email: dradmin@iitm.ac.in	
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Date: 05.10.2026

परिपत्र/Circular

विषय/Sub: Security Protocol in respect of Employees/Students/Residents/Others – reg

It has been observed that many students, staff members, faculty members and dependents either do not carry physical Identity Cards or display only photographs/scanned copies of Identity Cards on mobile phones making verification difficult during security checks.

Further, as per the Ministry of Education (Department of Higher Education) letter F.29-12/2025-S&S dated 14th July 2025, Higher Educational Institutions have been advised to strengthen security protocols by ensuring display of Identity Cards by all officials/employees/students not only at the entry points but also during their stay inside office/building premises.

Accordingly, the following instructions are issued for adherence in line with directives of the Ministry of Education:

Identity Cards in hard copy must be carried and displayed at all times by all officials/employees/students while in Office, Building premises and Entry/Exit Gates.

Further, dependents/family members of staff, faculty shall also produce/display their Identity Cards in hard copy whenever required by the security personnel on duty

In view of the above new ID Card Tags for Faculty and Staff members (Group A, B and C) will be issued by the Administration.

The Heads are requested to kindly send a staff member to collect the ID holder and tag for the respective Department/Section/Unit from the Administration during office hours.

/By order/


Joint Registrar (Admn.)

To

The Faculty/Staff/Students - thro' announce@list.iitm.ac.in

The Heads of Dept/Sec/Centre

The Registrar