



Memo No- /SCBCC/20__

Date: 01 July 2025

Notice

Strict Enforcement of Entry Protocols

This is to inform **all students, staff members, ex-students, stakeholders, and the general public** that with immediate effect, the following protocols must be strictly followed for entry into the college premises:

1. Wearing of College Identity Card is Mandatory

- No student, staff member will be allowed to enter the college premises without displaying a valid identity card.
- **Entry will be strictly denied** to anyone failing to comply with this rule.

2. Entry of Ex-Students

- Ex-students must visit the college **only after 2:00 PM** for any personal or official work.
- **Prior intimation to the college office is mandatory** at least one day in advance.

3. Visitors from the General Public

- Any meeting with the Principal or any work related to the college office must be scheduled **with prior information** given to the college office.

4. Mandatory Registration at the Gate

- **All visitors**, including guests, general public, ex-students, and others, are required to **enter their Name, Address, Contact Number, and Purpose of Visit** in the **Visitor's Register** available with the Lady Attendant & Gatekeeper.
- Entry will not be permitted without proper registration.

These measures are being implemented in the interest of institutional security and smooth functioning of college operations. **Strict action will be taken against anyone found violating these rules.**

By Order,


Dr. Supam Mukherjee

SCBC College
Lalbagh, Murshidabad

Principal
S. C. B. C. College
Lalbagh, Murshidabad

