温州肯恩大学办公室文件

温肯大办〔2014〕5 号

关于印发《温州肯恩大学门禁管理办法》的通知

学校各部门：

　　《温州肯恩大学门禁管理办法》已经校领导同意，现予印发。

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温州肯恩大学办公室

2014 年 4 月 21 日

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温州肯恩大学门禁管理办法

为了科学规范使用门禁系统，完善学校的管理制度，保障师生的人身、财产安全，特制定本办法。

第一条 学校门禁系统包括学校办公区、教学区、生活区以及各通道出入口门禁等。

第二条 学校后勤与资产管理部和信息中心是学校门禁系统管理职能部门，负责门禁管理等工作。其中后勤与资产管理部主要负责门禁卡的日常管理，信息中心主要负责门禁的前期建设和后期技术支持。

第三条 门禁卡分师生门禁卡、来宾门禁卡、临时门禁卡。来校访问、交流、讲学的学者或教职工亲属需使用门禁卡时，持有效证件，办理来宾门禁卡。短期工作的校外人员需要办理门禁卡时，由所涉部门出具证明，持有效证件，办理临时门禁卡。

第四条 持卡人要妥善保管门禁卡，门禁卡同时作为本人身份证明，一般情况下不得转借。若门禁卡遗失，持卡人应及时到一卡通管理办公室挂失补办。

第五条 持卡人要遵守学校相关规定，树立良好的道德风尚，不得伪造、违规使用门禁卡或借助门禁卡进行违法违纪行为，一经发现，按学校有关规定追究当事者责任，情节严重的移交公安机关处理。

第六条 如人为破坏门禁系统的机具、网络等设备或改变设置，修改他人的信息等，影响门禁系统正常工作的，

将严肃查处，并按学校有关规定追究当事者责任，情节严重的移交公安机关处理。

第七条 如遇火灾、地震等突发事件，门禁系统将自动断电开放，可自由进出。

第八条 门禁授权的区域划分

1.各部门负责本部门人员的办公室门禁授权管理。

2.其他区域门禁授权管理按部门划分，具体见附件一。

第九条 门禁授权的审批流程

1.师生门禁卡：分别由学校人力资源部和学生事务中心提供人员信息，设置门禁。师生门禁授权需要调整的，根据附件一的区域划分，填写附件二《温州肯恩大学门禁权限申请单》，到一卡通管理办公室办理。

2.来宾门禁卡：由所涉部门填写好附件二《温州肯恩大学门禁权限申请单》，同时到一卡通管理办公室办理。

3.临时门禁卡：由经办人填写好附件二《温州肯恩大学门禁权限申请单》，由主管部门签署意见，到一卡通管理办公室办理。

第十条 本办法由学校后勤与资产部与信息中心负责解释。

第十一条 本办法自发文之日起开始施行。

附件一：门禁授权的区域划分

序号	区域	授权对象	授权管理部门
1	公共教室	全体教师与行政人员	教学部
		全体学生	学生事务中心
		部分物业人员	后勤部
2	外教办公室	部分师生与行政人员	教学部
3	图书馆	全体师生与行政人员	图书馆
4	阅览室	全体教师与行政人员	图书馆
		全体学生	学生事务中心
5	教学楼一楼出入口	全体师生与行政人员与部分物业人员	后勤部
6	会议室	部分师生与行政人员	校办公室
7	餐厅	全体员工及物业人员	后勤部
8	弱电机房	部分人员	信息中心
9	学生公寓一楼出入口	全体教师与行政人员及部分物业人员	后勤部
		学生（根据需要设置开放时间）	学生事务中心
10	学生公寓其他楼层出入口	部分教师与行政人员	后勤部
		学生（根据所住楼层）	学生事务中心

附件二：温州肯恩大学门禁权限申请单

申请人		所属部门	
门禁权限范围			
时间	（1）长期 （2）临时 从　　到　　止，共　　天。		
申请理由			
审批意见			

Measures for Managing Door Access Control System

Wenzhou-Kean University

The Measures are hereby formulated in order to regulate the use of Door Access Control System for improving our school's management system, and protecting personal and property safety on campus.

Article 1

The University's Door Access Control System covers the whole offices, teaching and living areas, passage accesses, etc.

Article 2

Logistics and Assets Management Office and Information Services Center are functional sectors for the University Door Access Control System, and shall be responsible for operational management of the system. Logistics and Assets Management Office is mainly responsible for routine management of access cards while Information Services Center is responsible for technical support for the system during campus construction and post-construction maintenance.

Article 3

Access cards are classified into three categories with respective permissions: Teacher & Student Access Card, Visitor Access Card, and Temporary Access Card. Visitor Access Card is open to applications for university visitors, such as visiting professors, exchange personnel, short-term lecturers, and relatives of faculty and staff. Those who apply for Visitor Access Card shall offer valid identification documents to functional sectors. If any person offering temporary services to the University needs to obtain an access card, he/she shall provide a certificate issued by the relevant university department and his/her valid identification documents to the functional sectors.

Article 4

Any card holder shall be responsible for his/her access card, and the card, as his/her identification at the same time, shall not be lent on any circumstance. Any card holder shall report to the functional sectors if find their access card is lost. When the lost application is approved, a new access card with the same permissions as previous one will be provided.

Article 5

Any card holder shall comply with relevant provisions of the University. Any counterfeit or illegal use of the access card or any violation of laws via the access card is not allowed. If being found, the violating party shall be investigated for liabilities in accordance with relevant provisions of the University, and will be transferred to public security sector on server circumstance.

Article 6

Vandalism to the Door Access Control System, such as within equipment, tools or networks, any change in settings, any modification on registration information, which affects normal operation of the system, will be treated severely, and any party concerned will be investigated for liabilities in accordance with relevant provisions of the University, and will be transferred to the public security sector on server circumstance.

Article 7

In case of fire, earthquake and other emergencies, Door Access Control System will be released for free access.

Article 8

Access Authorization Zoning Assignment

1. Each University functional office shall manage access authorization for their office personnel.

2.The access authorization management for the rest space on campus is allocated to each functional office accordingly. See Appendix 1 for details.

Article 9

Access Authorization Approval Process

1. Teacher & Student Access Card: Applicant shall receive their certification of working or student information from the University HR Office and Division of Student Affairs respectively to register their access card application. To make any adjustment in access authorization of any teacher or student, it's necessary to fill in Appendix 2: Wenzhou-Kean University Access Permission Request Form, in accordance with zoning in Appendix 1, and submit the form to the card management office.

2. Visitor Access Card: Any department concerned shall fill in Appendix 2: Wenzhou-Kean University Access Permission Request Form, and submit the form to the card management office.

3. Temporary Access Card: Any agent shall fill in Appendix 2: Wenzhou-Kean University Access Permission Request Form, to be approved by any competent organ, and submit the form to the card management office.

Article 10

The Measures is preserved by Logistics and Asset Management Department and Information Services Center.

Article 11

The Measures takes effect from the date of being issued.

Appendix 1: Access Authorization Zoning

	Area	Authorized to	Authorization Managed by
1	Public Classrooms	The faculty and administrative staff	Academic Affairs
		All students	Student Affairs
		Some of the proper management staff members	Logistics Department
2	Faculty Offices	Faculty (students assistant and administrative staff members, if required)	Academic Affairs
3	Library	Faculty, students and administrative staff	Library
4	Reading Rooms	Faculty and administrative staff	Library
		All students	Student Affairs
5	Entrance, 1/F, Teaching Building	Faculty, students and administrative staff, and some of the proper management staff members	Logistics Department
6	Meeting Rooms	Faculty, students and administrative staff members	University Affairs
7	Restaurants	The whole restaurant staff and property management staff	Logistics Department
8	Light Current Room	Some staff members	Information Service Center
9	Entrance, 1/F, Student Apartment	All faculty and administrative staff, and some property management staff members	Logistics Department
		Students (open hours set as required)	Student Affairs Center
10	Entrances on Other Floors of Student Apartment	faculty and administrative staff members	Logistics Department
		Students (subject to their floors)	Student Affairs

Appendix 2: Wenzhou-Kean University Access Permission Request Form

Applicant		Office	
Access Permission Area			
Duration	(1) Long-term (2) Temporary: day(s), from to .		
Request Reason			
Approval Comments			