

A dark blue vertical bar is on the left side of the page. A blue arrow points from the bar towards the right, pointing towards the title text.

SECURITY POLICY STANDARD OPERATING PROCEDURE

A series of thin, curved lines in shades of blue and grey originate from the bottom left corner and sweep upwards and to the right, creating a decorative, organic shape.

**Madan Mohan Malaviya University of Technology
Gorakhpur (U.P.)-273010**

SECURITY SOP

Objective:

The main objective of Security Section of the university is to provide security and safety to all campus residents including students, faculty, staff members and also to the assets of the University. The entire work of the Security Section is supervised and controlled by a designated committee, namely, Security Advisory Committee (SAC). The Secretary of this committee is O/C Security. Security Advisory Committee is to look after the following aspects of the security:

1. To provide security surveillance at the strategic locations of the campus in such a way so that the entire campus always remains under the watchful eyes of the Security Section.
2. To Implement and maintain security processes across the organization to reduce risks, response to incidents and limit exposure to liability, to reduce financial loss to the organization.
3. To manage and regulate traffic, both vehicular and pedestrian, on the campus.
4. To ensure maintenance of law and order on the campus and ensure that the peace and tranquillity of the campus remains inviolable at all times.
5. To provide aid and assistance to the campus residents in their hours of need or in emergency situations.
6. To ensure that the campus is free from squatters and to deal with defaulters, if any, in appropriate manners.
7. To investigate the case of unusual occurrences on the campus and to report such occurrences to the higher authorities.
8. To manage and monitor excess control system and ensure that the persons of doubtful antecedents are not permitted access to the campus.
9. To issue vehicular passes to the visitors of the campus and to carry out security verification in respect of persons applying for Visitor's Passes through Registrar Office.
10. Advising the administration proactively on all security related issues
11. To deal with entry / exit of various Halls of Residence as also the Departments/Sections/Offices the excess control of which have been entrusted to Security Section.

Security Guidelines in University Campus:

1. Do not leave any valuables like laptops, mobile phones, watches etc. unattended, especially at the fields during physical activity.
2. Do not leave your room unlocked/unattended even for short periods of time. Try to lock your room while sleeping and if not ensure that your valuables are stored in a safe space.
3. Always Carry the Institute Identity Card with you on campus at all times and cooperate with the security personnel when asked to produce it. This would help the Security Personnel ensure that you belong to the campus and identify those who don't.
4. Do not disclose the password of your e-mail ID, Debit Card, Credit Card etc. or other bank account details to anyone. Avoid drawing money from the ATM in the presence of others.
5. Bringing weapons, alcohol and tobacco in campus premises strictly prohibited.
6. Use a "Chain with Pad Lock" for your cycles as body locks and wire locks are quite easily opened by cycle thieves.
7. Ensure that your cycle is properly locked while parking it. Unlocked cycles will be taken into custody of the security guards and will only be released after proper verification of ownership after two days.
8. Write your name on the frame of your bicycle in bold letters to avoid exchange of cycles as well as to help identify them in the above case.
9. Driving Motorized vehicles is strictly prohibited for students in the campus, even for those with a valid driving license. You would require permission from the DOSA to do so.
10. Those in possession of motorized vehicles (Faculty, Staff, Research Scholars) should not allow any student to use it on campus. It will be seized by the Security Personnel and released only after permission from the DOSA.
11. Student will need to take permission from the Hostel Warden to allow a guest to stay with you at night. Security Guard will not permit unauthorized guests to stay overnight in the halls.
12. Parking of four/two wheelers by students in the campus is not permitted. You will need prior permission from the Hostel warden/DOSA.
13. Avoid going out of the main gate at night as there have been many fatal accidents on the highway.
14. Please follow traffic rules in campus premises
15. Please report any security related problems or suspicious activity to the control room on +918765783759. In case of any issues, you can talk to the O/C Security personally or call him on his personal mobile no. given on the website.

Rules Relating to Security:

General Rules:

1. Ensure issue of Identity cards to all faculty, employees and students by cent percent.
2. Ensuring all students on exit and arrival register entry at main gate.
Entry of vendor's/service providers only after proper Identification and entry in visitors register at university gate.
3. To issue instruction to faculty /Employees for not lending their vehicles to student time to time.
4. To ensure housekeeping staff in uniform while on duty for better recognition and identification.
5. To Ensure circulation of existing rules regarding vehicle entry at gate including proper inquiry and justification for entry of vehicles.
6. To ensure disciplinary action against habitual offenders and maintenance of discipline at university campus.
7. To issue instructions at regular interval for restricting entry of student's vehicles at main gate.
8. Entry of vehicles without checking other than pass holders is not permitted.
9. Guest of campus residents/Employees will only be allowed entry on confirmation through mobile phone and necessary entry in visitor's register
10. Service providers will be allowed entry only on confirmation from residents/employees on his/her mobile phone.
11. Gate pass for Maid/Driver's is a must for entry through university gate.
12. Switch off vehicle's headlight and switch on cabin lights after sunset on approaching check Posts/during introduction

Material Movements:

1. Material coming into the premises must be accompanied by a proper gate pass.
2. No item will be taken out without written permission of the department head.
3. Documents for material incoming and outgoing should be implemented with a list of authorized signatories.
4. Shifting of materials from one wing to another should be carefully monitored and a record of such has to be maintained to avoid confusion.

AREA COVERAGE FOR SECURITY SERVICES IN MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY:

University provides security guards for all boys & girls hostels, residential area, main gate, other gates of University, Vice Chancellor residence, administrative blocks, different academic blocks, IT resource centre, departmental computer centres, student common utility centres & all Areas within Campus through private Security Agency "Security and Intelligence Services (India) Limited, Annaurna Bhawan Road, Kurji, Patna, Bihar-800010".

Security manpower employed in university campus:

Sr. No.	Workplace	Supervisor	Gunman	Security Guard		Total
				Female	Male	
1.	Main Gate	1+1+1+1(Reliever)	1+1+1	1+1+0	1+1+2	13
2.	In front of administrative blocks	-	1+1+1	-	-	3
3.	Besides the administrative blocks/ Examination Cell	-	-	-	1+1+1	3
4.	Library	-	-	-	1+1+0	2
5.	I.T.R.C.	-	-	-	1+1+1	3
6.	Old Gate/Guest House	-	-	-	1+1+1	3
7.	Vice Chancellor Residence	-	1+1+1	-	-	3
8.	Colony Patrolling/ Water Tank	-	-	-	2+2+2	6
9.	Raman Bhawan	-	-	-	1+1+1	3

10.	Subhash Bhawan	-	-	-	1+1+1	3
11.	Visveswaraya Bhawan	-	-	-	1+1+1	3
12.	Tagore Bhawan	-	-	-	1+1+1	3
13.	Ambedkar Bhawan	-	-	-	1+1+1	3
14.	Tilak Bhawan	-	-	-	1+1+1	3
15.	Ramanujam Bhawan	-	-	-	1+1+1	3
16.	Saraswati Bhawan/ Kalpna Chawala Bhawan/ Kasturaba Bhawan	-	-	3+3+3	1+1+1	12
17.	Sarojani Bhawan	-	-	1+1+1	0+0+1	4
18.	Jungle Patrolling/ Boundary Wall	-	-	-	2+2+2	6
19.	Stadium	-	-	-	1+1+1	3
20.	Transit Hostel/ Security Office				1+1+1	3
	Total	4	9	14	58	85

Work Description:

S/S : Security Supervisor (Skilled)

S/G – Arms : Security Guard with Arm (Semi-Skilled)

S/G : Security Guards (Non-Skilled)

Shift Timings:

1st Shift : 06.00 hours to 14.00 hours

2nd Shift: 14.00 hours to 22.00 hours

3rd Shift: 22.00 hours to 06.00 hours

Security Supervisor (Outsourced Agency):

Security Supervisor from outsourced agency will work directly under the supervision of O/C Security. He will assist O/C Security to maintain safe and healthy environment at the University. Security Supervisor will be guided time to time according to the nature to duty and of the various procedures and systems approved by the management.

Responsibilities related to Security Supervisor are as follows:

1. Supervise the outsourced security staff and educate them of the various procedures and system approved by the University administration.
2. Conduct training and development activities for the security guards.
3. Protect University's property, personnel, material, and information.
4. Implementing University's rules & policies inside the premises.
5. Deploy security manpower for optimum use so as to ensure total security of university machinery and manage the outside environment
6. Maintain Entry & Exit Register.
7. Monitor inward and outward loading of goods, provision and other materials.
8. To receive, obey and pass on to the security guards all orders and instructions received from O/C Security.
9. To report all violation of University's rules and regulation and special orders as instructed to be enforced.

Security Guard (Outsourced Agency):

A security guard works under the supervision of Security Supervisor. He should always maintain a professional manner, have a professional appearance, and exhibit a positive attitude. Being physically fit is essential to the success of the guard in this field.

The job of a security guard varies, so it is extremely important for the security guard to know exactly what the employer specifically expects of them. The standard operating procedures for a security guard varies with the type of work that the guard is doing.

If the guard works in uniform, then he is responsible for maintaining himself in a highly visible manner, deter crimes from happening on the property he is overseeing and ensure the people on the property are safe as well.

Responsibilities related to Security Guard are as follows:

1. A guard should always maintain a professional manner, have a professional appearance and exhibit a positive attitude.
2. Take charge of his post and all University property in view.
3. To make proper entry in the visitor log and collect vendor/visitor Photo ID card after issuing vendor/visitor card.
4. Politely advise vendor/visitor to wear the lanyard while moving in the University.
5. To perform his duty in proper manner, keeping always on alert and observe everything that takes place within sight or hearing.
6. To quit his post only when properly relieved.
7. To obey and pass on to other security guards all orders and instructions received from supervisor/O/C security.
8. To talk politely with students, staff, and vendors/visitors and assist them to provide any necessary information of the University.
9. To be especially watchful while on night patrol and to check all suspicious persons, and allow no one to pass the security gate without proper authorization.
10. To work as a team with other security personnel to ensure optimal safety of the University and communicate with one another so everyone is on the same page.
11. To immediately call supervisor in any case the situation is not covered by instructions.
12. The guard coming on duty or going off duty will go through the log and entries of previous shift and discuss the progress plan with the reliever.
13. Both the security guards will check the entire building thoroughly.
14. Reliever guard should check all the documents which are related to security before taking over charge.
15. Security should check all the systems which are in the facility/under security.
16. Occurrences reports register to be maintained.
17. Reliever guard should check all the documents, systems, which are related to security before taking over charge.

Type of checks practices in university Campus:

CCTV Surveillance:

CCTV is an important tool towards ensuring security in a university campus. University has put high-definition CCTV video cameras surveillance system in almost all places of campus. Camera locations are university Main Gate, on road toward Main Gate, Both side of admission cell, All the girl's hostels, First year boys hostels, old gate etc. High University campus pose many unique challenges when it comes to security. The Security Department oversees and coordinates the use of CCTV on the campus with help of ITRC. Our CCTV surveillance system goes a long way in ensuring the safety of students, faculty, and facilities on campus.

