

Operational Parameter for Campus Security Services



**THE GANDHIGRAM RURAL INSTITUTE
DEEMED UNIVERSITY**

(Ministry of Human Resource Development, Govt. of India)
Gandhigram - 624 302, Dindigul, Tamil Nadu

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Foreword

Campus safety is a vital concern for a higher education institution besides its focus on academic, administrative and financial matters. Through proper security arrangements, safety of the students, prevention of loss to the university, smooth conduct of functions/conferences/dignitaries visits, cultural events, etc. have to be ensured.

The university campus has to be protected from anti-social elements, tree poachers and other unwanted elements. Continuous patrolling for maintenance of discipline and a calm atmosphere is essential for smooth functioning of educational institution. Keeping this in mind security personnel are employed in GRI to provide round the clock security in 3 different shifts through private security agencies. In addition, surveillance camera in 36 strategic locations have been fitted in the campus including hostels and library.

An operation manual for the security agencies certainly provides guidelines and proper discharge of duties by the security personnel engaged in the tasks.

I believe that the (security) manual shall enable the security agencies and the university employees engaged in security activities to discharge their duties in a fitting manner.

(S.Natarajan)

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OPERATIONAL PARAMETER

Physically securing the campus is the most obvious function of security agency. The area in which their professionalism of the security force will be tested are “mediating in potentially hostile situations”, “conducting small investigations in the times of theft or any small robbery” and “voluntary action against misdeed” as per the University policy.

High visible security guards would send the message to potential perpetrators that the institution takes security seriously and this makes the students/staff feel safer all the time. The areas where there is a need of experienced security personnel are Administrative Office, VC quarters, Main Gate, academic Block, Hostel Blocks, Library etc.

OBJECTIVES OF SECURITY SYSTEM

The main security objectives of Gandhigram Rural Institute-Deemed University, Gandhigram are as under:

1. Ensure the safety of the students and assist them, if required.
2. Ensure access control in restricted areas.
3. Prevention of loss of the University and private property by thefts, burglaries, dacoits, etc.
4. Prevention of injury, assault and violation of the person, especially women residents and legitimate visitors.
5. Providing protection to everyone on the campus, considering the nature of various units.
6. Ensure smooth conduct of functions, conferences, dignitaries' visits, cultural events etc.

7. Freedom of the campus from cattle, tree poachers and other unwanted elements.
8. Protect the University campus from anti-social element.
9. Providing information regarding any pilferage/unusual activity on the campus.

The broad security parameters will have the following components.

- (1) Theft related
- (2) Patrolling related
- (3) Discipline
- (4) General

The security agency in discharge of its duties will be bound by operational parameters.

FUNCTIONS AND ROLE OF SECURITY AGENCY IN GRI

The Security Agency will have to play an important role for safety of the University, by performing the following functions and role throughout the university campus.

1. Round the clock security arrangement by supplying trained guards as per the direction of authorities of GRI.
2. Courtesy service (ie., assist VIPs and special guest in the university).
3. Maintaining security control in the visitor restriction areas and other vulnerable areas of the University if any.
4. The Security Agency shall maintain proper liaison and contact with the Security Officer of the University (Sergeant) for smooth and peaceful day-t-day working of the University.
5. The security personnel shall remain on duty for the hours as required under the contract and the personnel shall not leave his place of duty /duty point until his reliever reports for duty.

6. Deserting the place of duty/duty point by the security personnel without having been properly relieved will amount to neglect of duty.
7. The personnel deployed by the Security Agency in the University shall be removed immediately if the University considers such removal is necessary on administrative grounds.
8. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the University and only after due approval of the competent authority.
9. The responsibility for taking appropriate security measures shall be entirely that of the security Agency. The University is entitled for compensation against the security Agency, in case a proper joint inquiry establishes that the theft or loss or damage has been caused due to negligence of the security Agency or any of its employees.
10. The security agency shall ensure that before deputing the security staff, they will verify the antecedents of all their staff and provide to the University a complete database of each security personnel deployed.
11. The University shall have the right to check up, from time to time, the uniforms worn by the security personnel as well as their fitness to perform guard duty up to the satisfaction of the University.
12. The security personnel should be smart and properly turned out with boots/shoes, belt, caps, badge, whistle etc., and carry an identity card duly attested by the executive of security agency. A photo copy of these cards along with computer data be given to the University for record, verification etc.

Scope of Security Services (Indicative Only)

DUTIES AND RESPONSIBILITIES OF SECURITY AGENCY

1. Security agency will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
2. The security agency shall keep the proper record for inward and outward movement of guests, visitors, materials and vehicles.
3. The security personnel on duty shall check the ID cards of students at the time of their entry into the campus and ensure that unauthorized persons are not entering the campus.
4. The Security agency shall not allow taking out any material, equipment, etc. without proper Gate Pass issued by the authorized representative of the University.
5. The security personnel on duty will also take care of vehicles, scooters/motor cycles/by cycles parked in the parking sites located within the premises.
6. The security personnel shall maintain the keys of Offices, Departments, Faculties and Centres in the common place as authorized by the administration.
7. The security personnel shall prevent the Entry of the street-dog and stray cattle into the premises. They should be driven out at once.
8. The security personnel on patrol duty should take care of all the water taps, valve water hydrants, etc. installed in the campus / premises / in open areas, etc.
9. The security personnel shall ensure that lights, ACs, Computers, other electrical equipments, etc. those installed in open areas, Halls, etc. are not left open/on after closing of the working hours on normal working days as well as on off days.

10. The security personnel shall ensure that flower plants, trees and grassy lawns are not damaged either by the students, staff or by the outsiders or by stray cattle.
11. The security personnel should be trained to extinguish fire with the help of fire extinguishers and other fire fighting material available on the spot.
12. The security personnel are required to display mature and polite behavior with every visitor.
13. The security staff will take effective care of movements of VIPs and dignitaries visiting the campus from outside and higher officials of the Institute.
14. The security personnel on duty shall not leave the premise until his reliever reports for duty.
15. The security Officer will be responsible for all police liaison work in case of any theft in campus/premises and they would lodge complain/FIR to Law/Order Authorities.
16. The security agency shall keep the University informed of all the matters of security and cooperation in the investigation of any incident relating to security.
17. The security personnel shall escort of valuables of the University, if required.
18. The security shall inform the authorities all untoward incidents / dharnas / accidents / movement of persons unrelated to university affairs instantaneously after such occurrences.
19. Outside guests except VVIPs must be allowed to meet the Vice-Chancellor / Registrar only after prior permission.
20. The Security Officer (Sergeant) is responsible for overall security affairs in the campus.
21. Guard and honour shall be performed by the Sergeant, and Security personnel at specified times every day.

Comparative statement for Duty Post, Duty Personnel, Duty Time, Shift and Responsibilities

SL. No.	DUTY POST	DETAILS OF PERSONS	DUTY TIME	SHIFT	SHIFT TIME	DUTY / RESPONSIBILITY
01	MAIN GATE	01 Supervisor	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should manned	<ol style="list-style-type: none"> 1. Check and maintain all registers. 2. Maintain Issue of Key to and from all departments / centers 3. Regular rounds to check all the personnel on duty. 4. Liaison between the guards / field officers / Sergeant every day.
		02 Security Guards	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should manned	<ol style="list-style-type: none"> 1. To check all personnel wearing ID card around the neck, while entering the main gate. 2. Without ID personnel (students) to be advised to follow the administration instruction. 3. Without ID personnel guest / visitors to make entry in the register concerned. 4. VIP, Higher official movements will informed in advance to give mark off respect and traffic arrangement to be made accordingly. 5. To check all the vehicles while entering the main gate to guide / direction to concern Faculty, Departments and persons in a proper way.

SL. No.	DUTY POST	DETAILS OF PERSONS	DUTY TIME	SHIFT	SHIFT TIME	DUTY / RESPONSIBILITY
						<p>6. Barrier should always manned by the guard according to the situation (as per the instruction given by the authorities of GRI)</p> <p>7. Triples in bike (two wheeler) Staff, Students and others are not to be allowed inside the campus.</p> <p>8. Material movements from inside or coming in should have gate pass signed by sergeant.</p> <p>9. Entry of material purchased by the department to be recorded along with details of the items, vehicle and particulars should enter in the register.</p>
02	VC Residency	01 Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should manned	<p>1. Take complete rounds around the residential area (check the door lock, lights)</p> <p>2. Lights Switch ON /OFF as per requirement</p> <p>3. During off working hours visitors / students not allowed.</p> <p>4. All movements should be entered in the IN/OUT register.</p> <p>5. All VC movements he should be given proper mark of respect.</p>

SL. No.	DUTY POST	DETAILS OF PERSONS	DUTY TIME	SHIFT	SHIFT TIME	DUTY / RESPONSIBILITY
						<p>6. During working hours VC movements should inform to next security Post / guard (Main gate) by signal.</p> <p>7. If any difficulties to face the duty place immediately inform to Supervisor / Field Officer / Sergeant.</p>
03	Admin Block	01 Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should manned	<p>1. Check keyboard cross check with key register</p> <p>2. Portico area both side no vehicle parking other than authorities of institute vehicle.</p> <p>3. Guest/ Visitors to meet authorities to make entry in visitors book.</p> <p>4. Students / others should take prior permission from authorities</p> <p>5. Lights ON / OFF as per instruction given by sergeant.</p> <p>6. Receiving / send off the authorities / VIP / Guest to give proper mark off respect.</p>
04	Silver Jubilee Hall	01 Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should manned	<p>1. To check all personnel wearing ID card around the neck, while entering through Ooliyaragam.</p> <p>2. Without ID personnel guest / visitors to make entry in the concern register. (As per instruction by the sergeant, GRI)</p>

SL. No.	DUTY POST	DETAILS OF PERSONS	DUTY TIME	SHIFT	SHIFT TIME	DUTY / RESPONSIBILITY
						<p>3. Lights ON / OFF as per instruction given by sergeant.</p> <p>4. Seminar, programme any other</p> <p>5. function receiving the authorities / VIPS to give proper mark of respect.</p>
05	Ladies Hostel	01 Lady Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should be manned	<p>1. To check all students wearing ID card around the neck, while out from the hostel gate.</p> <p>2. Without ID personnel (students) are not to be allowed/Informed accordingly.</p> <p>3. Guest /visitors / parents not allowed inside the hostel.</p> <p>4. Routine works should be entered in the register.(As per instruction by the Warden, GRI)</p> <p>5. Other than hostel students no one is allowed inside the hostel / Dining hall.</p> <p>6. Lights ON / OFF as per instruction given by the Warden.</p> <p>7. During night time inside rounds based on the instruction given by the Warden.</p>

SL. No.	DUTY POST	DETAILS OF PERSONS	DUTY TIME	SHIFT	SHIFT TIME	DUTY / RESPONSIBILITY
06	Guru Dev Block / Prayer Maithan	01 Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should be manned	<ol style="list-style-type: none"> To check all students wear the ID while entering the class room. During the break time take rounds in all floors, after completion of classes check all the class rooms to ensure locking lights/fans are other power equipments are to be switched OFF. During the Exam time students belongings to be maintained.
07	Computer Center	01 Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should be manned	<ol style="list-style-type: none"> To check all students wear the ID while entering the computer Science / Center. Outsider of the worker/ maintainer / other than students, staff to carry the pass issued from the main gate. Lights ON / OFF as per instruction given by sergeant. Around the computer center/Physics/ scholar hostel up to Water tank maintain standard for taking rounds.
08	AGRI Farm Office / Jatropha	01 Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should be manned	<ol style="list-style-type: none"> Check in/out vehicles from outside and University vehicles Round the clock rounds along the roads. Check Rajiv Gandhi Building for lights and security in the night.

SL. No.	DUTY POST	DETAILS OF PERSONS	DUTY TIME	SHIFT	SHIFT TIME	DUTY / RESPONSIBILITY
09	B & C Farm	01 Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600	During working hours / days "B" Farm should Manned	(During off working hours/ holidays) All three shifts should manned	<ol style="list-style-type: none"> 1. Check in/out vehicles from outside and University vehicles 2. Round the clock rounds along the roads.
10	RTC	01 Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should manned	<ol style="list-style-type: none"> 1. Check for any trespassers along the roads. 2. Secure the materials in the RTC 3. Check for students and staff movement without ID card 4. Switching on/off of lights and securing the buildings after office hours.
11	Anna Nagar / Rear Gate	01 Supervisor	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should manned	<ol style="list-style-type: none"> 1. Check and maintain all registers. 2. Maintain Issue of Key to and from all departments/centers 3. Regular rounds to check all the personnel <ol style="list-style-type: none"> a. on duty. 4. Liaison between the guards/field officers/Sergeant every day.

SL. No.	DUTY POST	DETAILS OF PERSONS	DUTY TIME	SHIFT	SHIFT TIME	DUTY / RESPONSIBILITY
		01 Security Guards	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should be manned	<ol style="list-style-type: none"> 1. To check all personnel wearing ID card around the neck, while entering the Rear gate. 2. Without ID personnel (students) to be advised to follow the administration instruction. 3. Without ID personnel guest/visitors to make entry in the concerned register. (As per instruction by the sergeant, GRI) 4. VIP, Higher official movements will be informed in advance to give mark off respect and traffic arrangement to be made accordingly.
						<ol style="list-style-type: none"> 5. To check all the vehicle while entering the Rear gate to guide / direction to concerned Faculty, Departments and persons in a proper way. 6. Gate/Barrier should always be manned by the guard according to the situation (as per the instruction given by authorities of GRI). 7. Triples in bike (two wheeler) Staff, Students and others are not allowed inside campus.

SL. No.	DUTY POST	DETAILS OF PERSONS	DUTY TIME	SHIFT	SHIFT TIME	DUTY / RESPONSIBILITY
						<p>8. Without gate pass signed by sergeant, by hand/vehicle materials should not be allowed.</p> <p>If any material purchased by the department allow inside after making details of the items vehicle all particulars entered in the register.</p>
12	"K" Quarters	01 Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should manned	<ol style="list-style-type: none"> 1. Entry restricted for all except residents. 2. Routine workers like (Paper, Vegetable, Milk vendors) are allowed by entry in the register. 3. Lights ON/OFF as per instruction given by sergeant. 4. Guest/Visitors are allowed to enter in the register.
13	Agri (Dept) / Co-operation / Rajiv Gandhi Pool	01 Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	Roaming sentry	<ol style="list-style-type: none"> 1. Patrolling for keeping discipline

SL. No.	DUTY POST	DETAILS OF PERSONS	DUTY TIME	SHIFT	SHIFT TIME	DUTY / RESPONSIBILITY
14	Sanitation faculty (SF)	01 Security Guard	During working hours 0600PM to 2200h 2200h to 0600	Shift "B" Shift "C"	During Holidays All three shifts should be manned	<ol style="list-style-type: none"> 1. Secure the buildings after office hours 2. Check for electrical appliances switched OFF after office hours 3. Hostel and other buildings of the University to be secured by patrol.
15	(Old) J.C Kumarappa building	01 security supervisor	0600 TO 1400 1400 TO 2200 2200 TO 0600	A, B & C SHIFT	All three shifts should be manned	<ol style="list-style-type: none"> 1. To check all registers maintained properly. 2. Regular rounds to check the duty security guard personnel on duty. 3. Every rounds of every day (all the shift) to make entry in the daily report book.
		01 Security Guard	0600 TO 1400 1400 TO 2200 2200 TO 0600			<ol style="list-style-type: none"> 1. To check all personnel wearing ID card around the neck, while entering the main gate. 2. Without ID personnel guest / visitors to make entry in the concerned register. (As per instruction by the authorities, GRI). 3. Secure the buildings after office hours. 4. Check for electrical appliances switched OFF after office hours.

SL. No.	DUTY POST	DETAILS OF PERSONS	DUTY TIME	SHIFT	SHIFT TIME	DUTY / RESPONSIBILITY
						<p>5. Material movements from Campus to Department or Department to campus it should be proper entry in the registers.</p> <p>6. Entry of material purchased by the department to be recorded along with details of the items, vehicle and particulars should enter in the register.</p>

ROLE OF SUPERVISOR :

1. Check and maintain all registers,
2. Maintain Issue of Key to and from all departments / centers
3. Regular rounds to check all the personnel on duty.
4. Liaison between the guards / field officers / Sergeant every day.

ROLE OF FIELD OFFICER :

1. Attend parade on every shift
2. Duty allocation for individuals
3. Maintain attendance for all security personnel
4. In the absence of Sergeant, the Field Officer will supplement the activities
5. Surprise visits and daily routine rounds on all days and time to check the personnel on duty

ROLE OF SERGEANT :

1. Verification and check the personnel as per the agreement.
2. Maintain the Shift wise / Daily duty statement / attendance register every day.
3. To make effective arrangement for all major events in GRI Campus.
4. Any incidents inside the campus inform the Registrar for further direction / action.
5. To take surprise rounds inside the campus to check the duty personnel / places.
6. Responsible for forwarding the salary bill along with attendance for security payments.
7. Regular parade for every shift and cross check with the attendance entry for further payment.



