



STANDARD OPERATING PROCEDURES

SECURITY SERVICE





General

1. The gate will not be left unmanned under any circumstances.
2. The following security registers will be maintained at the gate:
 - Visitors Register
 - Security Duty Register
 - Security Duty Handover Register
 - Attendance Register Housekeeping & Security Staff
 - Housekeeping In-out register
 - Letter Receiving Register
 - Gate Entry Register
3. Contract staff/ casual laborers – Security to identify the person, make an entry in the register and issue the badge. Keep record of the badge.
4. Housekeeping movements register to be maintained.
5. Visitors- Security will confirm with the person whom the visitor wants to meet. If the person is available in the office, security will make an entry in the register and direct him/her to right person. Visitors who have an appointment with the resident will be directed to the Secretary only. Visitors will be given visitors badge.
6. Visitors are not allowed to enter inside any workstation. The concerned staff will take directions from the security to meet the persons in the office.
7. Visitors are requested not to leave their personal baggage at security cabin.
8. Use of mobile by security persons must only be for communication.

Material Movements

1. Material coming into or going out of the premises must be accompanied by a proper gate pass.
2. No item will be taken out without written permission of the department head/registrar.
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.

Patrolling Procedures

1. The security must ensure that once the college is closed, all the unwanted lights and Air conditioning units are put off. In case of inaccessibility, the security will inform the concerned person.
2. Patrolling should be taken on an hourly basis once the college is closed for the day.
3. Security will keep a watch on the activities of the casual laborers/ contractors.
4. If security finds anything unusual/ untoward, a report must be given to the Admin Head/ Security Supervisor first verbally (in case urgent) & then in writing.

Frisking /Checking Procedures

1. All outside staff will be thoroughly frisked at the time of their leaving the premises in the evening. In case of any person resisting, the same will be clearly informed to the concerned authority.
2. All garbage being removed from the premises by the housekeeping personnel else must be thoroughly checked before they are being taken out.
3. If anything, untoward is found it must be reported to Administration head
4. Housekeeping personnel should be frisked/checked on their each in and out movements
5. Frisking is applicable for all, Vendors and Housekeeping staff.

Handing over and Taking Over

1. 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.
2. Both the security guards/Supervisor will check the entire building thoroughly.
3. Reliever guard should check all the documents which are related to security before taking over charge.
4. Security should check all the systems which are in the facility/under security.
5. Occurrences report register to be maintained.
6. Reliever guard should check all the documents, systems, which are related to security before taking over charge.

Emergency Procedures

1. The security should have all the addresses and contact numbers of nearest police station, hospital, ambulance and fire brigade.
2. Security will immediately report if any untoward incident/misconduct of misbehaviour occurs to Security Supervisor / Admin Head.
3. Security person should know the entire emergency exits doors and main entry gate, so that he can take suitable action at short notice.
4. The security must identify the emergency and its gravity.
5. In case of emergency, ring the alarm bell / siren.
6. In case of Fire accidents, the security should call Ambulance team and Fire Station and should immediately inform the authorities.
7. In case of any fight between students of the Institute, the security will immediately interfere and will inform the authorities of the Institute.
8. Security will call the Police by **dialling 100** in case of any unavoidable circumstances.