

SAFETY AND SECURITY POLICY

 **STANDARD OPERATING PROCEDURE**



**CHANDRA SHEKHAR AZAD UNIVERSITY OF
AGRICULTURE & TECHNOLOGY,
KANPUR**

SECURITY SOP

Objective:

The Security Section of the university mainly holds the objective to provide security and safety to all campus residents including students, faculty, staff members and the assets of the University. The Security Section is supervised and controlled entirely by a designated committee, namely, Security and Security Counseling Cell (SSCC). The Secretary of this committee is Security Officer at the deputation from the University itself. SSCC is to look after the following major corollaries of the security section:

1. To provide security surveillance strategically to the entire campus in such a way so that the campus always remains under the watch of the Security Section.
2. To implement and maintain security services all over the organization to avoid and reduce risks, response to emergencies and to reduce any type of 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 tranquility 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 access 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 Security 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 access control of which have been entrusted to Security Section.

ADMINISTRATION

Management committee in the security decisions

A management committee of well experienced and reliable group of people with extra personal skills are grouped together to assess the management decisions and review time-to-time the operation behavior of the entire security section of the university. Any managerial decision whenever required is taken by peer review of the committee by organizing meeting along with Honorable Vice Chancellor, Security Officers' and other dignitaries.

Contract agreement for security in the university

- **TENDER**

A notice is being advertised for the agencies desired and capable of fulfilling the demands asked. The agencies apply for the tender and then after the agency which seems to be compatible and eligible to the asked conditions is hired for the job.

- **WORK DETAILS**

The security work is fulfilled by the combination of the Ex-servicemen along with the guards from the University itself, deputed for the job.

A total of 35 Ex-servicemen (3 Supervisors and 32 Gunmen's & Guards) along with 51 University guards (3 Supervisors and 48 Guards) are deployed all over the campus for the job (all service deputation details are given in table 1).

****The number of Ex-servicemen security guards is liable to change as per the requirement of the campus security (minimum 35).**

- **ORDER COPY**

(Available on demand..)

Expenditure incurred in maintaining the security in the university

- **PER MONTH**

1. For Ex-servicemen: A total of Rs. 797,913.42 approximately is paid monthly for all the **35** deputed servicemen and guards.
2. For University Deputed Guards: a total of Rs. 335,473.42 approximately is paid monthly for all the **20** deputed guards.

- **ANNUAL**

1. For Ex-servicemen: A total of Rs. 9574961.00 approximately is paid annually for all the **35** deputed servicemen and guards.
2. For University Deputed Guards: a total of Rs. 4025681.00 approximately is paid annually for all the **20** deputed guards.

**** All the payments are included of Bonuses and Arrears awards of the servicemen's which is variable and subject to change.**

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. Those in possession of motorized vehicles (Faculty, Staff, and 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 DSW.

10. 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.
11. Parking of four/two wheelers by students in the campus is not permitted. You will need prior permission from the Hostel warden/DOSA.
12. Avoid going out of the main gate at night as there have been many fatal accidents on the highway.
13. Please follow traffic rules in campus premises.
14. Please report any security related problems or suspicious activity to the control room on +919569544108. In case of any issues, you can talk to the Security Officer personally or call him on his personal mobile no. given on the website.

Rules Relating to Security:

General Rules:

1. To ensure issue of Identity cards to all faculty, employees and students by cent percent.
2. Entry of vendor's/service providers only after proper Identification and entry in visitors register at university gate.
3. To ensure staffs/employees (who so ever) in uniform while on duty for better recognition and identification.
4. To Ensure circulation of existing rules regarding vehicle entry at gate including proper inquiry and justification for entry of vehicles.
5. To ensure disciplinary action against habitual offenders and maintenance of discipline at university campus.
6. To issue instructions at regular interval for restricting entry of student's vehicles at main gate. Entry of vehicles without checking other than pass holders is not permitted.
7. Guest of campus residents/Employees will only be allowed entry on confirmation through mobile phone and necessary entry in visitor's register.
8. Service providers will be allowed entry only on confirmation from residents/employees on his/her mobile phone.
9. Gate pass for Maid/Driver's is a must for entry through university gate.
10. 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 as well as Security Office.
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 CHANDRA SHEKHAR AZAD UNIVERSITY OF AGRICULTURE & TECHNOLOGY:

University provides security guards for all boys & girls hostels, residential area, main gates, other gates of University, Vice Chancellor residence, administrative blocks, different academic blocks, IT resource centres, student common utility centre's & all Areas within Campus through Security Agency, Purva Sainik Kalyan Nigam Ltd. Uttar Pradesh & University employees deputed for security purposes.

Security manpower employed in university campus:

Table:1

S.No.	Workplace	Supervisor	Gunman	Security Guard		Total
				Female	Male	
1.	Main Gate No. 1	-	-	-	2+2+2	6
2.	Gate No. 3	-	-	-	2+2+2	6
3.	Gate No. 5	-	-	-	2+2+2	6
4.	Gate No. 8	-	-	-	2+2+2	6
5.	Gate No. 9	-	-	-	1+1+1	3
6.	Main Administrative Building	-	1+1+1	-	1+1+1	6
7.	Vice Chancellors' Residence	-	2+2+2	-	-	6
8.	DAM Office	-	-	-	1+1+0	2
9.	Comptroller Office	-	-	-	1+1+0	2
10.	Registrar Office	-	-	-	1+1+0	2
11.	DSW Office	-	-	-	1+1+0	2
12.	Dean Office	-	-	-	1+1+0	2
13.	Director Agril.	-	-	-	1+1+0	2

	Experiment station					
14.	Director Extension/Guest Houses	-	-	-	1+1+0	2
15.	College of Horticulture	-	-	-	1+1+0	2
16.	College of Home Science	-	-	1+1+0	1+1+2	6
17.	College of Agro-Forestry	-	-	-	1+1+0	2
18.	Agronomy Deptt. & Processing Plant	-	-	-	1+1+0	2
19.	SIF & ODF	-	-	-	1+1+0	2
20.	Hostels & Recreation Hall (Circling)	-	-	-	0+0+1	1
21.	Security Office (Spare)	2+2+2 (On regular Inspection)	-	-	2+2+2	12
22.	Kailash Bhawan (Ocasionaly)	-	-	-	-	-
23.	International Guest House	-	-	-	1+1+1	3
24.	Gate No. 4 with Farmer's & Teacher Guest House	-	-	-	1+1+1	3
	Total	6	9	2	66	86

Work Description:

1. Through Security agency-

- a. S/S Security Supervisor (Skilled).
- b. S/G - Arms Security Guard with Arms (Semi-Skilled).
- c. S/G -Security Guards (Non-Skilled).

2. Through University Employees deployed for security.

- a. S/S -Supervisor without Arms (Semi-Skilled).
- b. 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 (Security Agency):

Security Supervisor from outsourced agency will work directly under the supervision of Security Officer. He will assist Security Officer 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 Security Officer.
9. To report all violation of University's rules and regulation and special orders as instructed to be enforced.

Security Guard (Security 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 Guards (University deputed) 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 overcharge.

RESPONSIBILITIES RELATED TO STUDENTS/TEACHING & NON-TEACHING EMPLOYEES etc.

Since, University is our common property; therefore we are also responsible for security of every asset and Law & Order maintenance in the University.

1. To ensure maintenance of dignity as a scholar in classes, hostels etc.
2. To protect any of the assets of the University from destruction.
3. To co-operate and behave with security personnel's in safeguarding the University Campus.
4. To watch any suspicious activity inside campus, if any, immediately inform related authorities.
5. Avoid accompanying burglars or any suspected persons inside hostels or campus.
6. Should not keep or bring with yourself any type of unnecessary items such as weapons etc., in the hostel or campus.
7. Follow anti-ragging rules and regulations.

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 no. 1, Gate no. 3, Gate no. 8, Both side of admission cell, All the girl's hostels, First year boys hostels, old gates etc. High University campus pose many unique challenges when it comes to security. The Security Department oversees and coordinates the use of CCTV in the campus. Our CCTV surveillance system goes a long way in ensuring the safety of students, faculty, and facilities on campus.

A well developed and high-tech surveillance system is adopted and built in the university to assist the security personnel's, 24x7. Each and every section of the university is under vigilance of this technology. Main Gates, Administrative sections, Offices (VC, Deans & Directors'), Students Arenas (Canteens, Hostels, etc.), are under regular observation by the security body

inside the university. A regular touch of the security personnel's is built in between them through the wireless Walkie-Talkie system, so that in case of any emergency they can intimate and information can be conveyed from guards to the apex benches without any delay.

FIRE EMERGENCY

For any fire emergency the university is keen to protect the assets along with the life of the residents in the university. Fire extinguishers and well developed fireproof pipeline system in every building of university also the manual sand buckets are the arrangements made and updated regularly by the security officials. 200 m fire proof house pipes of 20mm are also available in the security office for water conduction in the campus in emergency.

Along with this, an emergency number, +919454418398 (Add: Fire Station, Cornalganj, Kanpur Nagar) is made displayed at every location of the university. Fire station is almost 5 km from the university so that a regular contact can be made in any emergency. Several water ambulances are also present in the university for immediate water supply in case of any emergency.

SECOND LINE OF SECURITY FOR UNIVERSITY

Since, all personnel in the university are dedicated for safety and security of the university assets. Therefore, along with the well-developed security system in the university, the NCC and NSS students are regarded and also mentored in their regular training sessions that they are the second line of the security in the university. Youth is the very effective and important section of any section. Therefore, they are motivated and made built as the very effective care takers of the organization.

AMENITIES (related to security)

Ambulance

University has its self-owned hospital with doctors and assisting staffs for any emergency in the university. Students and other residents of the university are made available the service 24×7 anyhow for any health issues. A time-to-time regular health campaigns and other related camps such as eye checkups, blood donation camps, heart checkups, etc., are organized by the university and nearby medical college.

Water supply resources

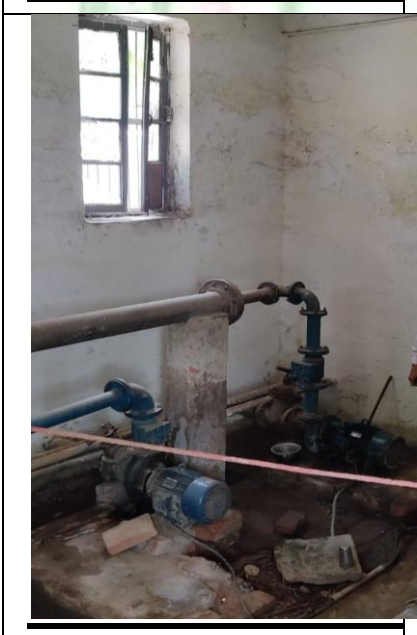
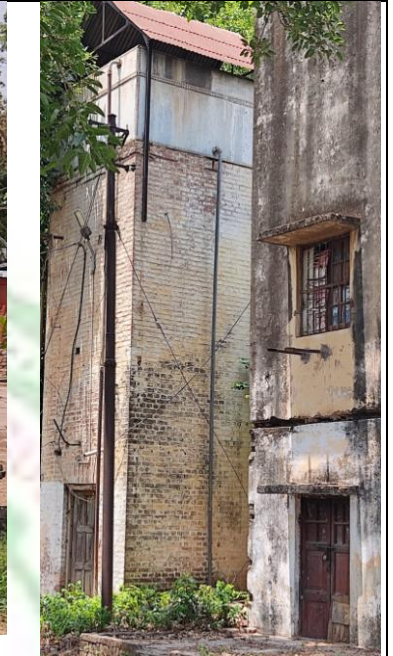
Campus is rich in the water availability all over the corners. Overhead tanks, mobile water trolleys, underground water storage etc., are the structure developed to fulfill the water requirement inside the university. In any emergency situation these resources are used by the security, residents and also the fire brigade for overcoming and controlling the fire situation.

Table: 2

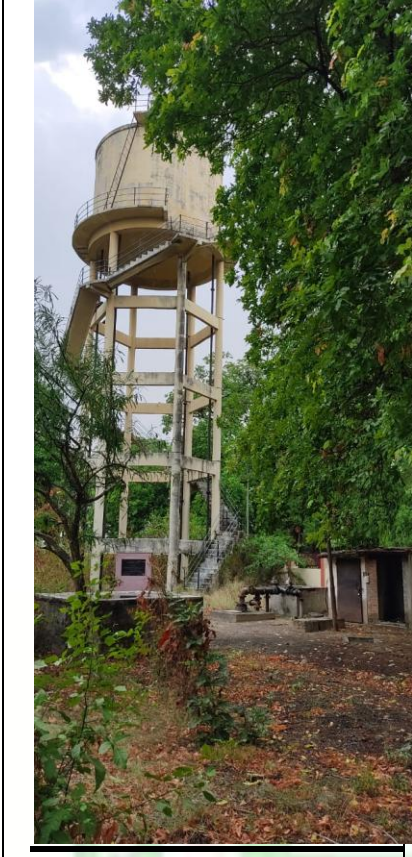
Particular	Capacity	Number
Overhead tank	2000 – 3 Lakh ltrs.	5
Mobile units	5000 Ltrs.	1
Underground resources	2 Lakh ltrs.	1
Tubewells / Submersibles (deep bored), 350-1500 ft deep	-----	17

Several submersibles of daily use capacity are also installed all over the campus as per requirement and their number count is more than 10.

Water availability







Emergency

