



## INSTITUTE OF TECHNOLOGY AND MANAGEMENT, GWALIOR

# STANDARD OPERATING PROCEDURE

# SECURITY SERVICE



## GENERAL

1. The gate must never be left unattended under any circumstances.
2. The following security registers must be maintained at the gate:
  - ❖ Visitors Register
  - ❖ Security Duty Register
  - ❖ Security Duty Handover Register
  - ❖ Attendance Register for Housekeeping & Security Staff
  - ❖ Housekeeping In-Out Register
  - ❖ Courier Receiving Register
  - ❖ Material In-Out Register
  - ❖ Material Bill Entry Register
  - ❖ Keys In-Out Register
  - ❖ Student In-Out Register
  - ❖ Staff In-Out Register
  - ❖ Vehicle 100/007 Register
3. **Contract/Agency Workers:** Properly identify, register, and issue badges to all external employees, keeping accurate records of the badges.
4. Maintain records of housekeeping activities.
5. **Visitors:** Security guards must confirm the purpose of the visit with the intended contact. If the contact person is available, the visitor is to be logged in the register and directed accordingly. Visitors with appointments will be directed to the secretariat and issued a visitor badge.
6. Visitors are not permitted inside workstations. Following security instructions, they will be directed to the appropriate office for their appointment.
7. Personal luggage should not be stored in the security cabin.



8. Security personnel may only use cell phones for communication purposes.
9. Student IDs must be checked daily.
10. Vehicles should be parked in designated areas, and traffic rules must be followed.
11. Security must check the gate passes of hostel students and log their entry and exit.

## MATERIAL MOVEMENTS

Material coming into or going out of the premises must be accompanied by a proper gate pass.

1. Proper gate passes are required for the movement of materials in and out of the institute.
2. No item may be transferred without written permission from the Head/Dean/Registrar.
3. Entry and exit documents must include a list of authorized signatories.
4. Transfer of materials between different sections must be carefully monitored, with all records maintained to avoid confusion.
5. Only goods approved by management or a higher authority are allowed. If unapproved products are found during inspection, the responsible party will be held accountable.
6. All arriving goods must be weighed against the bill or challan. Discrepancies must be addressed by inspectors and supervisors, who will then sign the bill or challan. Any improper actions due to external pressure are unacceptable.
7. The weighing scales used must always be in good working condition. Guards and supervisors are responsible for ensuring that bills and challans are regularly recorded at the gate.



## PATROLLING PROCEDURES

1. After the college closes, security must ensure that all unnecessary lights and air-conditioning units are turned off. If access is restricted, the appropriate personnel should be notified.
2. Hourly patrols should be conducted after institute hours.
3. Security guards must monitor the activities of temporary workers and contractors.
4. Any unusual or suspicious circumstances must be reported immediately to the administrative supervisor or security supervisor verbally, followed by a written report.

## FRISKING/ CHECKING PROCEDURES

1. All external personnel must be thoroughly screened before leaving the premises in the evening. Any resistance should be reported to the relevant authorities.
2. All trash removed by housekeeping staff must be carefully inspected before disposal.
3. Any suspicious items found must be reported to the administrative head immediately.
4. Housekeeping staff must be screened each time they enter or exit the premises.
5. Frisking applies to everyone, including vendors and housekeeping staff.

## HANDING OVER AND TAKING OVER

1. Guards starting or ending their shifts must review the log and entries from the previous shift and discuss ongoing tasks with the relieving guard.
2. Both security guards and the Supervisor should conduct a thorough inspection of the entire building.
3. The relieving guard must review all security-related documents before taking over.



4. Security must check all systems within the facility that are under their responsibility.
5. An Occurrences Report register must be maintained.
6. The relieving guard must verify all security documents and systems before assuming duty.
7. Ensure that the supply of water to campus hostels and guest houses is maintained during the night.
8. All campus keys must be registered and deposited in the key box.

## EMERGENCY

1. Security must have the contact information for the nearest police station, hospital, ambulance, and fire brigade readily available.
2. Any incidents of misconduct or misbehaviour must be immediately reported by security to the Security Supervisor or Admin Head.
3. Security personnel should be familiar with all emergency exits and the main entry gate to respond effectively in emergencies.
4. Security must assess the nature and severity of any emergency.
5. Whistles must be used in case of an emergency.
6. In the event of a fire, security should contact the ambulance service and fire station immediately and inform the appropriate authorities.
7. If a fight breaks out among students, security should intervene immediately and notify the Institute's authorities.
8. In unavoidable situations, security will call the police by dialing 100.
9. Security should inform the nearest police station about any upcoming programs scheduled at the institute.

