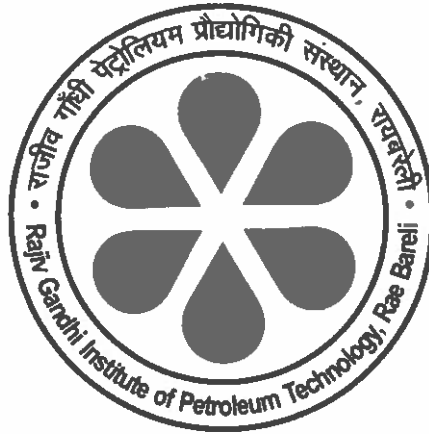


RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT)

(An Institute of National Importance)

Jais, Amethi, Uttar Pradesh

Website: www.rgipt.ac.in



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CAMPUS SECURITY POLICY

PREAMBLE:

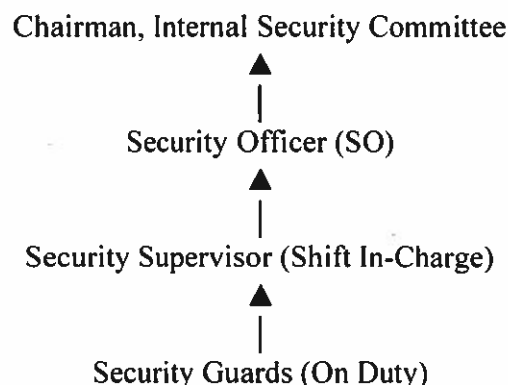
(a) The RGIPT believes that a safe, secure and cohesive learning climate is an inevitable precondition to quality education. It is the prime concern of educational administrators to ensure that students, faculty and staff members are safeguarded against any threats and accidents both man-made and natural. The Institute has formulated guidelines on the ways in which the campus can be transformed into a safe and secure place for learning and staying.

ORGANIZATION: STRUCTURE AND FUNCTION

Security Department – Structure, Reporting and Responsibilities

The Security Department is the operational unit responsible for campus security at the institute. Key personnel include the Chairman of the Internal Security Committee, appointed committee members, the Security Officer, and the Security Supervisor. The team comprises one full-time Security Officer and Security Supervisors.

Reporting Structure:



Responsibilities:

The department shall be responsible for:

- a. Ensuring the safety of faculty, staff, students, and visitors to the campus.
- b. Safety, security, and protection of institute property, including buildings, grounds, equipment, and other assets of the institute, as well as non-institute property located temporarily or permanently on institute grounds.
- c. Preventing and investigating the incident.
- d. Recommend the Competent Authority to take corrective measures to minimize the act of indiscipline on the campus.

CHAIRMAN, INTERNAL SECURITY COMMITTEE:

Chairman, Internal Security Committee – Role and Duties

The Chairman of the Internal Security Committee is responsible for safeguarding the institute's internal safety, security, and integrity. This includes overseeing security policy, managing risk assessments, addressing incidents, ensuring protocol compliance, and coordinating with RGIPT management and security personnel to promote accountability and continuous improvement.

Key Duties:

- a. Acts as the primary officer responsible for campus security and safety, supported by committee members appointed by the institute.
- b. Assist the respective departments in the investigation of any incident by taking appropriate action with the approval of the Competent Authority.
- c. Serves as the Institute's Security Team Leader and coordinates with the Dean of Students' Affairs and Chairman, Council of Wardens in student-related matters.

THE INTERNAL SECURITY COMMITTEE

Internal Security Committee- Composition and Duties

- a. The Internal Security Committee at RGIPT consists of members appointed by the Competent Authority to uphold campus safety and security. It typically includes the Chairman, Council of Wardens, Wardens (Male and Female), and the Security Officer. The committee collaborates to formulate policies, address security issues, and maintain a secure environment for students, faculty, and staff.

Key Duties:

- a. Assist the Chairman, Internal Security Committee in executing responsibilities and carry out tasks as assigned by the Competent Authority.
- b. Plan and oversee security arrangements and escalate matters to the Chairman when necessary.

SECURITY OFFICER – BASIC DUTIES

The Security Officer shall be responsible for ensuring the safety of individuals and property and responding to emergencies on campus. Key duties include:

- a. Patrolling campus grounds on foot or in an authorized institute vehicle.
- b. Conducting regular inspections to ensure building and campus security.
- c. Reporting damage, malfunctions, or suspicious activities to the Committee.
- d. Enforcing institute rules and regulations.
- e. Providing security for special events and crowd control as assigned.
- f. Supervising security staff and assisting in maintaining law and order.
- g. Liaising with local police and district authorities on security matters.
- h. Responding to incidents such as natural disasters or fires.
- i. Coordinating with local administration and police as directed by the competent authority.

SECURITY PERSONNEL ON DUTY - BASIC DUTIES

- a. Ensure 24/7 campus security through regular patrols, especially near guest houses, hostels, and residential areas: monitor CCTV cameras continuously.
- b. Lock and unlock buildings as per procedure and manage keys securely.
- c. Control access by monitoring entry/exit points and allowing only authorized individuals.
- d. Promptly report and respond to unusual or emergency situations.
- e. Maintain detailed logs of visitors and incidents during shifts.
- f. Assist with crowd control during events and emergencies.
- g. Protect institutional property and prevent theft or vandalism.
- h. Enforce institute rules and regulations.
- i. Coordinate with authorities or emergency services when needed.
- j. Verify IDs and issue visitor passes following protocols.
- k. Remain alert, professional, and courteous at all times.

SECURITY PROTOCOLS AND CONDUCT

1. Identification Requests

Security Officers are authorized to request identification from any individual on institute property, including employees, students, and visitors. Refusal to comply may result in disciplinary action by the institute.

2. Emergency Authority

In emergencies where no designated authority is present, the senior-most faculty member on the site shall assume temporary responsibility until the appropriate authority arrives.

3. Handling Complaints and Conduct

Security Officers are enforcers—not creators—of institute rules. They must avoid arguments or confrontations, even when issuing citations or reminders. Individuals wishing to contest a security officer's actions should be directed to the Chairman, Internal Security Committee. Officers must remain courteous and professional at all times, refraining from inappropriate behavior or language. As representatives of the institute, they are expected to exemplify proper conduct.

SECURITY DEPARTMENT CODE OF CONDUCT AND DUTIES

Security Officers must uphold the integrity of the Security Department and institute. Public disagreement with the directives of competent authority or institutional policies is strictly prohibited. The Security Officer acts as the liaison between the Security Department and the Chairman, Internal Security Committee.

PUBLIC CONDUCT AND RESPONSIBILITIES

- a. Be visible but unobtrusive.
- b. Remain courteous, patient, and professional, regardless of provocation.
- c. Avoid coarse language, bias, or inappropriate behavior.
- d. Represent the institute with dignity, fairness, and respect.

REQUESTS AND COMPLAINTS

All inquiries, complaints, or reports must be handled courteously and referred to the Chairman, Internal Security Committee before action, following proper procedures.

UNIFORM AND APPEARANCE

Security personnel must wear smart uniforms, name badges, and all assigned accessories while on duty.

DUTY PROTOCOLS

- a. **Neglect of Duty:** Personal activities that interfere with duty are not permitted.
- b. **Sleeping on Duty:** Guards must remain alert. Violators are subject to disciplinary action.
- c. **Tobacco/Alcohol Use:** Use of tobacco or alcohol while on duty or in uniform is strictly prohibited.
- d. **Enforcement:** Any attempt to bring alcohol or intoxicants onto campus must be reported up the chain of command.
- e. **Political Activity:** No political engagement is allowed while on duty or in uniform.
- f. **Personal Correspondence:** Institute letterhead must not be used for personal communication.
- g. **Misuse of Position:** Officers may not use their role for personal gain or to offer undue privileges.
- h. **Gifts/Rewards:** Acceptance of any form of compensation outside formal institute channels is prohibited.
- i. **Radio Communication:** Use walkie-talkies only for official purposes and follow all communication protocols.
- j. **Visibility:** Security Officer/ Security personnel must remain accessible and visible unless assigned to concealed duties.

DUTY SCHEDULE AND FITNESS FOR DUTY

Report for Duty:

- a. Security personnel must report on time, fully prepared, and in proper uniform, physically and mentally fit for duty. They must be equipped and informed to assume responsibilities immediately. Personnel from local areas should not be posted at the main gate or front-facing areas to avoid familiarity with local students. Duty assignments will follow a rotation system, reflected in the duty roster.

Fitness and Performance:

- a. Security personnel must maintain the required physical and mental fitness.
- b. A physical fitness test—covering blood pressure, running, jumping, exercise, and throwing—will be conducted. Those who fail must improve or face removal from duty.
- c. The institute's medical officer will conduct random health checks.

Unsatisfactory performance includes:

- a. Lack of knowledge of laws/rules
- b. Inability or refusal to perform duties
- c. Failure to meet standards or take appropriate action
- d. Absenteeism without leave
- e. Misconduct or repeated rule violations

REPORTING**Report Submission**

Security Officer must submit all reports on time, following institute protocols. Reports must be complete, factual, and accurate—no false or misleading information is permitted.

Report Format (for security/safety incidents):

Title: Type of incident

Date & Time: When the incident occurred or was noticed

Location: Precise spot (building, room, etc.)

Description: Brief summary of the event and how it was discovered

Persons Involved/Witnesses: Names and contact info

Affected Property: Details of any loss/damage (make, quantity, value)

Immediate Action: Steps taken (e.g., area secured, higher authority informed)

CCTV Footage: Availability and timeframe, submission details

Police/FIR: FIR date, time, police contact (if applicable)

Preventive Measures: Suggestions to avoid recurrence

Officer Details: Name, designation, signature, contact

Annexures: Supporting documents (photos, CCTV, FIR, statements, etc.)

Internal Violations

If any staff violates or is suspected to violate laws, rules, or directives, a written report must be submitted or handled confidentially to the Chairman, Internal Security Committee for further action.

Incident Investigations

All irregular or suspicious incidents must be reported and logged. This includes injuries, damage, suspicious activity, or presence after hours. Security personnel are not to conduct criminal investigations but must document and secure relevant details.

ISSUANCE AND CONTROL OF KEYS

Key requests must be submitted in writing to the Security Department by the staff concerned. Lost keys must also be reported in writing. Replacements will be issued at the discretion of the Chairman, Internal Security Committee. Key holders are responsible for their keys and must not lend them to others, including students or family members.

MANDATORY SECURITY REQUIREMENTS

- a. **Identity Cards:** Students must always carry their Institute-issued ID cards and present them to security personnel upon request.
- b. **Gate Passes:** Security Officer will issue time-bound gate passes to daily service personnel (maids, milkman, vendors, etc.), which must be reviewed periodically.
- c. **Temporary Passes:** Visitors must be issued a temporary pass after recording their personal and visit details, including entry/exit time and purpose.
- d. **Vehicle Passes & Driving Rules:** Vehicle passes (2/4-wheeler) will be issued to faculty, staff, and PhD scholars upon submission of vehicle registration, license, and insurance. Unauthorized vehicles used by PhD scholars is subject to disciplinary action (For PhD scholars' prior permission is required for driving vehicles within or outside campus).

Note: Speed limit on campus: 20 km/h and No person under 18 years may operate a vehicle on campus

- e. **Parking:** Vehicles must be parked in designated areas only. Violations may result in disciplinary actions.
- f. **Traffic Control:** Security is responsible for enforcing traffic rules and managing all internal roadways and parking as per institute regulations.

RGIFT SECURITY PROTOCOLS- FOR STUDENTS

S. No.	Issue	Security Department Role	Protocol/Action Steps	Remarks
1	Entry/Exit from Gates	<ul style="list-style-type: none"> - Monitor and record entry/exit of students - Verify identity using ID cards 	<ol style="list-style-type: none"> 1. Maintain a gate register or biometric system. 2. Allow exit only with valid student ID. 3. For late hours (post 8:00 PM), exit only with the approval of warden. 4. Entry after 10:00 PM must be logged and reported to hostel warden. 5. Log report shall be sent to Chairman-Council of Wardens in respect of students not returned to the Institute upto 10.00 PM without intimation. 	<ul style="list-style-type: none"> - Emergency contact list to be maintained at gates.
2	Loss of Personal Belongings in Hostel Premises	<ul style="list-style-type: none"> - Register complaint and assist Chairman- Council of Wardens in investigation 	<ol style="list-style-type: none"> 1. Register complaint in Lost & Found register. 2. Review CCTV footage if available. 3. Inform warden and suggest preventive measures. 4. Escort student to file police complaint (if item is valuable) after due approval of the competent authority 5. Recover item if found and hand over against signature. 	<ul style="list-style-type: none"> - Regular patrols to prevent theft. - Sensitise students to keep their belongings in lock and key and don't leave anything unattended
3	Unauthorized Entry / Trespassing	<ul style="list-style-type: none"> - Deny unauthorized access and detain suspect if needed 	<ol style="list-style-type: none"> 1. Verify ID of all individuals entering campus. 2. Stop and question unidentified persons. 3. Inform Chairman Internal Security Committee. 4. If required, hand over to local police. 5. Record incident in daily report. 	<ul style="list-style-type: none"> - Regular awareness for students to report suspicious activity.
4	Fighting among students	<ul style="list-style-type: none"> - Intervene, de-escalate and report 	<ol style="list-style-type: none"> 1. Separate involved students immediately. 2. Inform Chairman Internal Security Committee and Chairman-Council of Wardens. 3. Call institute medical aid if needed. 4. Submit detailed report to Chairman Internal Security Committee 5. Preserve CCTV footage. 	<ul style="list-style-type: none"> - Zero tolerance for violence policy to be enforced.

S. No.	Issue	Security Department Role	Protocol/Action Steps	Remarks
5	Student Protest / Agitation	- Maintain order and safety of students and property	1. Inform Chairman Internal Security Committee, Director, DoSA, and Admin. 2. Ensure students remain within designated safe areas. 3. Avoid use of force; prioritize dialogue. 4. Record video and maintain written log. 5. Monitor for external influence or unauthorized entry.	- Liaise with local law enforcement if protest escalates.
6	Fire / Natural Calamity	- Ensure evacuation and support emergency response	1. Activate alarm and emergency sirens. 2. Ensure evacuation plan. 3. Call fire department/emergency services. 4. Ensure headcounts with hostel wardens. 5. File incident report.	- Conduct mock drills every 6 months.
7	Emergency Health Situation	- Provide immediate support and coordinate medical aid	1. Call institute ambulance/medical officer. 2. Inform Chairman Internal Security Committee, Hostel Warden/Chairman Council of Wardens. 3. Accompany student to hospital if required. 4. Maintain emergency contact and medical info.	- First-aid kits to be available in hostels and security posts.
8	Ragging / Harassment Complaints	- Ensure student safety and initiate reporting protocol	1. Separate complainant and accused. 2. Inform Chairman Internal Security Committee, Chairman Council of Wardens and DoSA. 3. Ensure complainant's anonymity and safety. 4. Submit security report with evidence (CCTV, witnesses) if required to Chairman Internal Security Committee	- Awareness campaigns on anti-ragging.
9	Use of Intoxication / Narcotics	Monitor, report, and assist authorities	1. If suspected, inform Chairman Internal Security Committee, Chairman Council of Warden/DoSA immediately. 2. Detain student discreetly, ensure safety. 3. Do not allow escape or destruction of evidence. 4. Document incident thoroughly.	- Awareness and anti-drug campaigns to be supported.
10	Cultural, Sports, Science & Tech Events	Ensure crowd control and event safety	1. Prepare duty roster and deploy guards as per requirement. 2. Screen entry at venues. 3. Monitor crowd and respond to conflicts. 4. Coordinate with event in-charge. 5. Submit event summary report.	- Temporary passes for outside participants must be verified.

RGIPT SECURITY POLICY – FACULTY, STAFF, FAMILIES & OUTSOURCED PERSONNEL

S. No.	Issue	Security Department Role	Protocol/Action Steps	Remarks
1	Entry/Exit from Gates	- Regulate and monitor movement through all campus gates	<ol style="list-style-type: none"> 1. Issue vehicle and pedestrian passes (annual/temporary). 2. Maintain entry log for visitors. 3. Confirm identity using RG IPT ID or authorization letter if required. 4. Deny access without valid credentials. 	- Separate entry rules for faculty/staff vs. vendors/visitors.
2	Thefts in Residential / Work Areas	- Respond promptly, secure the area, assist in investigation	<ol style="list-style-type: none"> 1. Inform Chairman Internal Security Committee, Log complaint and inspect the site. 2. Check and preserve CCTV footage. 3. Assist victims in filing police reports after due approval of competent authority. 4. Maintain record of past incidents to detect patterns. 	- Encourage residents to report suspicious activity.
3	Vehicular Traffic Rules	- Enforce speed and parking rules on campus roads	<ol style="list-style-type: none"> 1. Speed limit of 20 km/hr strictly enforced. 2. Issue vehicle stickers after ID verification. 3. Impose warning/fines for repeated violations. 4. No vehicle will be allowed without RG IPT pass. 	- Separate parking zones for staff, visitors, and service vehicles.
4	Fire Incidents (Residential / Work Areas)	- Provide first response and initiate emergency protocol	<ol style="list-style-type: none"> 1. Activate fire alarm and inform fire brigade. 2. Evacuate the area as per safety map. 3. Use fire extinguishers by trained staff. 4. Inform Chairman- Internal Security Committee. 5. Submit report with cause and preventive recommendations. 	- Conduct fire drills every 6 months in residential zones.
5	Casualties in Residential Area (Injury/Death)	- Assist with emergency response and family coordination	<ol style="list-style-type: none"> 1. Call medical emergency and shift to hospital. 2. Inform Chairman Internal Security Committee and RG IPT administration. 3. In case of death, secure area, notify police, and preserve scene. 	- Maintain emergency contact database for all residents.

S. No.	Issue	Security Department Role	Protocol/Action Steps	Remarks
			4. Assist with documentation and formalities. 5. Maintain record and provide report to Director.	
6	Animal Menace (Dogs, Snakes, Monkeys, etc.)	- Contain and report animal-related threats	1. Coordinate with local municipal/pest control. 2. Isolate affected area and restrict movement. 3. Keep first-aid ready for bites. 4. Inform residents and circulate precautions. 5. Record incident and follow-up action taken.	- Install animal repellent measures where feasible.
7	Accidents within Campus (Vehicles / Slips / Falls)	- Provide immediate response and document the event	1. Reach the spot immediately and assess the situation. 2. Call medical aid and provide basic support. 3. Take statements and document cause. 4. Inform Chairman Internal Security Committee, Registrar/concerned department. 5. Preserve evidence and file internal report.	- Regular patrolling of accident-prone areas.
8	Outsourced Staff Verification	- Ensure only verified personnel enter campus	1. Maintain register with contractor's list and IDs. 2. Issue temporary work passes. 3. Do not allow without ID/escort. 4. Conduct random checks. 5. Report suspicious behaviour to Chairman Internal Security Committee and Registrar	- Re-verify contract staff database every 6 months.
9	Visitor Handling (Guests of Staff)	- Allow entry after verification and proper logging	1. Confirm with resident over phone. 2. Record visitor details in logbook. 3. Issue temporary visitor pass. 4. Deny entry if identity not verified. 5. Escort VIPs and vendors if required.	- No overnight stay without prior approval in case of vendors.

RGIPT SECURITY POLICY FOR REGULAR VENDORS, CONTRACTORS & CASUAL LABOURERS

S. No.	Issue / Scenario	Security Department Role	Protocol / Action Steps	Remarks
1	Entry/Exit at Campus Gates	Verify, allow only authorized personnel	<ol style="list-style-type: none"> 1. Allow entry only with valid gate pass or ID issued by Security Department/ Contractor. 2. Maintain entry and exit register. 3. No entry without proper attire or authorization. 	No verbal permissions allowed.
2	Gate Passes (Identity & Items)	Ensure gate pass system is followed strictly	<ol style="list-style-type: none"> 1. All workers must carry vendor/labour ID card. 2. All items leaving campus must be accompanied by a gate pass approved by IWD/ Concerned Department, Residential Owner etc.. 3. Verify items against listed details. 4. Do not allow movement of unauthorized items. 	Random checks are encouraged.
3	Age Verification (Child Labour)	Prevent illegal employment practices	<ol style="list-style-type: none"> 1. No person below 16 years allowed to work. 2. Check ID proof at time of issuing pass. 3. Report any underage labour to Chairman Internal Security and Registrar. 	Mandatory under child labour laws.
4	Intoxication / Use of Alcohol or Drugs	Monitor and take strict action	<ol style="list-style-type: none"> 1. Random checks in labour residential areas. 2. If found intoxicated, isolate and inform concerned contractor/ IWD 3. If repeated, cancel gate pass and blacklist person. 4. Inform police if substances are illegal. 	Signboards to be displayed banning such activities.

S. No.	Issue / Scenario	Security Department Role	Protocol / Action Steps	Remarks
5	Fights / Violence among Labourers	Intervene and report	<ol style="list-style-type: none"> 1. Separate individuals and ensure safety. 2. Inform Chairman Internal Security and IWD and concerned contractor. 3. Get statements and record CCTV if applicable. 4. Escalate to police if physical injury or major fight after due approval of the competent authority. 	Maintain discipline in residential and work areas.
6	Violation of Institute Rules / Discipline	Enforce institute norms	<ol style="list-style-type: none"> 1. Issue warning for first minor offense. 2. Inform Chairman Internal Security / IWD/ contractor/employer. 3. For major violations, cancel pass and initiate removal. 4. Maintain a defaulter list at the gate. 	Regular briefings to contractors advised.
7	Item Theft / Suspicion of Theft	Prevent and investigate	<ol style="list-style-type: none"> 1. Thoroughly check bags/tools on exit. 2. If theft suspected, detain and inform Chairman Internal Security 3. Verify tools/materials with issued list. 4. Maintain CCTV surveillance near stores and sensitive areas. 	Frequent offenders must be blacklisted.
8	Verification of Maids, Milkman, Newspaper Hawkers	Ensure background check and access regulation	<ol style="list-style-type: none"> 1. Allow only after ID and Police Verification submitted to Security Department. 2. Limit access to designated time slots (e.g., 6–10 AM, 5–7 PM). 3. Keep log of daily visits. 4. Report absenteeism or suspicious activity. 	Residential area access must be monitored.
9	Cultural, Sports, Science & Tech Events (Support Staff Entry)	Facilitate support role under supervision	<ol style="list-style-type: none"> 1. Verify vendor support list from Event Coordinator. 2. Allow temporary passes with date and time. 	Passes to be surrendered post-event.

S. No.	Issue / Scenario	Security Department Role	Protocol / Action Steps	Remarks
			3. Restrict movement to relevant areas only. 4. Escort sensitive equipment if needed.	
10	Labourers Residing Temporarily Inside Campus	Monitor activity, ensure code of conduct	1. Maintain daily attendance and log register. 2. Restrict movement after working hours. 3. Conduct periodic checks with contractor. 4. No outsider allowed in labour zones.	Housing rules must be followed.
11	Emergency Situations (Fire, Accident, Health)	Ensure safety and rapid response	1. Alert emergency services immediately. 2. Evacuate area and inform Chairman Internal Security/ Medical/ IWD/ Concerned Contractor. 3. Provide first aid and hand over to the concerned contractor for onward action. 4. File incident report with witness statements.	Safety briefing for all new workers is recommended.
12	Tools and Equipment Movement	Prevent unauthorized removal or misuse	1. Verify tools list with site supervisor daily. 2. Check outgoing tools against log register. 3. Random tool checks encouraged. 4. Escort heavy or sensitive items.	Equipment without approval must not be allowed out.
13	Outsourced Vendor Vehicle Entry	Check, record, and regulate vehicle movement	1. Verify with work schedule or delivery note. 2. Log vehicle number, driver name, purpose, time in/out. 3. Check vehicle contents before entry and exit. 4. No overnight parking allowed without prior permission.	Parking zones to be strictly followed.