

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGIPT)

(An Institute of National Importance)

Jais, Amethi, Uttar Pradesh

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CAMPUS SECURITY POLICY

PREAMBLE:

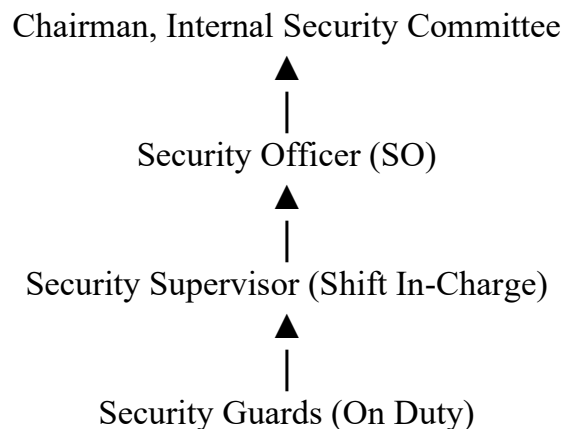
(a) The RGIPT believes that a safe, secure and cohesive learning climate is an inevitable precondition to quality education. It is the prime concern of educational administrators to ensure that students, faculty and staff members are safeguarded against any threats and accidents both man-made and natural. 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:

- 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.