

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	1. Issue vehicle and pedestrian passes (annual/temporary). 2. Maintain entry log for visitors. 3. Confirm identity using RGIPT 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	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	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 RGIPT pass.	- Separate parking zones for staff, visitors, and service vehicles.
4	Fire Incidents (Residential / Work Areas)	- Provide first response and initiate emergency protocol	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	1. Call medical emergency and shift to hospital. 2. Inform Chairman Internal Security Committee and RGIPT administration. 3. In case of death, secure area, notify police, and preserve scene.	- Maintain emergency contact database for all residents.

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			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.