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	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	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	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	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	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	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	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	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	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.