

RGIPT SECURITY PROTOCOLS- FOR STUDENTS

S. No.	Issue	Security Department Role	Protocol/Action Steps	Remarks
1	Entry/Exit from Gates	- Monitor and record entry/exit of students - Verify identity using ID cards	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.	- Emergency contact list to be maintained at gates.
2	Loss of Personal Belongings in Hostel Premises	- Register complaint and assist Chairman- Council of Wardens in investigation	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.	- 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	- Deny unauthorized access and detain suspect if needed	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.	- Regular awareness for students to report suspicious activity.
4	Fighting among students	- Intervene, de-escalate and report	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.	- Zero tolerance for violence policy to be enforced.

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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.