



CAMPUS SECURITY POLICY

Preamble:

- The Guru Kashi University believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education. It is the prime concern of educational administrators to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural. With this in mind, it has formulated guidelines on the ways in which the campus can be transformed into a place of safety, security and study.
- In its attempt to step up security of students in hostels in educational institutes across the country, the University Grants Commission (UGC) has issued a set of guidelines, including higher boundary walls, barbed wire, biometric attendance, etc. The Guru Kashi University follows these for the security on campus.
- The University offer services to update students on how to report crimes, and provide resources on violent situations.

Objectives:

- To ensure the safety and security of staff, students and visitors
- To protect the property and assets of the University
- To prevent, investigate and detect crime
- To reduce the incidence of reported crime
- To take action against the security breaches

Security Team Leader:

- Dean Students Welfare will act as the Security Team Leader of the University. He will get the assistance of Director Students Welfare and Hostel Wardens.

- He will supervise the Security Personnel and their In-charge and matter was related to administration of security
- He will look into the provision of security hardware including keys, access control, CCTVs, and intruder/fire alarm installations.

Round the Clock Security on campus:

The security personnel will be responsible for the security duties as below:

- Monitoring of CCTV cameras
- Patrol by security personnel on all sites
- Locking and unlocking of buildings and a system for keeping of keys
- Monitoring of vehicles from security angle
- Monitoring of fire alarms, wherever operating
- Arrangement will be made to provide round the clock security on campus, Particularly near the guest house, Hostels and Residential Areas.
- At least 10% women security staff will be put on duty.

Entry Rules:

- The people who enter the GKU campus are needed to identify themselves to the security guards on Gate and must complete a security check process. A person who refuses to identify himself or show his belongings will be denied entry to the campus.
- Entry with vehicle/motorbike – Entering with a motor vehicle is permitted only with a valid permit.
- Animal entry is not allowed
- Bicycles – Entry with bicycles is permitted. Riding is allowed only on roads, parking is allowed only in designated places.

Deputation of Security Personnel:

- Care will be taken not to depute the Security Personnel from local areas on the main gate and front areas to discourage their contact with the local students.
- The Security Personnel will be deputed on rotation basis.

- The duty roster of Security personnel will consider this.

Physical Fitness Tests of Security Personnel:

- All the Security Personnel will undergo Physical Fitness Test to be held by the Dean University College of Physical Education.
- The test will involve monitoring of Blood Pressure, Performance in Jumping, Exercise, Running Exercise, and Throwing Exercise.
- The Security Personnel not qualifying in the Physical Fitness Test will be served a notice to improve their fitness failing which they will be relieved from their duties.
- Security Personnel will be randomly checked by the Medical Officer of the University from time to time.

Facility of Communication between Security Personnel:

- For need based communication between them the security personnel will be provided Walkie-Talkie sets.
- They will also be provided security whistles, high beam torches and staff.

Enhancing visibility and surveillance:

- Search lights will be provided at prominent places to enhance visibility and better services.

Avoiding emergency

- In case of a fire around campus – you are requested to report it immediately to the security department
- In case of an injury or a medical event you are requested to report it to the security department

Uniform of Security Personnel:

- The security personnel will be provided smart uniform for proper decorum.
- Each security personnel will wear a badge of his name and rank while on duty.

Issuance of passes to the Visitors:

- A system of issuing visitors' passes and Sling Visitors' Identity Cards shall be followed. The Security In-charge at the main gate shall issue the visitors' passes and Sling Visitors' Identity Cards to the visitors after recording the information on name of the visitor, Address, Mobile Number, e-mail, Vehicle Registration Number, to whom visiting at GKU, purpose of visit, Sling Visitors Identity Card No., Time of Entry, Time of leaving the University and Signature of Visitor.
- Director (IT) shall prepare the adequate Number of Sling Identity Cards and develop an online system to check the number of visitors along with their vehicles.

No Use of drugs and intoxicants on campus:

- The university has articulated a policy on prevention of alcohol abuse and drug use on campus and in the workplace. Any prohibited drug will not be allowed to enter in the Campus.
- The security personal are directed to enforce it on campus and report the offenders, if any, so that action could be taken as per University norms.

Stopping Criminal Offences

- Unlawful possession of prohibited substance
- Unlawful sale/supply of prohibited substance
- Unlawful use of campus for any criminal offence

Personal belongings:

- One is required to keep one's personal belongings safe and not to leave it unsupervised around campus.