



COIMBATORE INSTITUTE OF TECHNOLOGY
(GOVERNMENT AIDED AUTONOMOUS INSTITUTION)

CIVIL AERODROME POST, COIMBATORE-641014

SECURITY DUTY – SOP

1. Introduction: CIT campus (UG & PG campuses, Poly-technique campus, Hostels and Messes) has about 5000 UG, PG, Diploma students and Part-Time BE students undergoing courses of instruction on campus. In addition about 500 staff members at various levels including teaching, non-teaching, housekeeping and conservancy staff frequent the college daily. Parents, guest faculty, visitors, speakers, recruiters, sportsmen etc visit campus from time to time. Further events like sports competitions, symposiums, technical events, competitions, conferences, conventions are conducted from time to time.
2. The college occupies an area of 57 acres and is bounded by the Avinashi road, GPT, railway line and road bounding Dr. Jaganathan Nagar. While most of the perimeter is walled the area towards the rear and behind the Poly-Technique is fenced. The college has various facilities including academic blocks, labs, power station, computer centers, vehicles etc with a variety of equipment drawing power from the power house backed up with DG sets with fuel and battery systems. Security measures need to be put in place to regulate access, carry out crowd control, ensure student and staff safety, equipment safety measures, traffic control and parking especially for 2 wheelers, hostel access and movement in and out thereof and surveillance against theft.
3. Towards this end security personnel have been deployed at the locations indicated in the Sketch attached along with video surveillance access. Various details relevant to the college, responsibilities of key stake holders are indicated below:
4. College Timings:
 - a. I Year: 8.30 am to 4.00 pm
 - b. II & Final year: 9.00 am to 4.30 pm
 - c. Part Time BE: 6.00 pm to 9.00 pm
5. College Break Timings
 - a. 1st Year: 10.20 am to 10.35 am
 - b. II nd Year: 10.50 am to 11.05 am
 - c. 1st Year Lunch Time: 12.25 pm to 1.30 pm
 - d. II nd Year to V Year: 12.55 pm to 2.00 pm
6. Security Duties:
 - a. Deployment: A total of 12 points will be manned during the day time and during the night time. The same have been indicated in the sketch attached. The main gate intercom number is 390 and is staffed by 3 personnel.
 - b. Main Gate:
 - i. Entry of all equipment, materials, machinery will be restricted to the main gate only.

- ii. Entries of all outsiders entering college (Non ID card holders) with mobile numbers of should be made in appropriate registers.
- iii. After the entry of the college bus in the evening, the Main gate should be partially closed.
- iv. The Main gate should be closed after the evening class students leave by 9 pm.
- v. Only day scholars are allowed to go out of the campus after 7.00 pm.
- vi. Students are strictly prohibited from climbing over the bank gate.
- vii. Students having permission for Project work or Library study are allowed to stay in the college after 7.00 pm.
- viii. Video surveillance should be continuously monitored for trouble spots by the SO/ASO.
- ix. In case of any event/function list of invitees/ participants may be made available after permission is accorded.
- x. All posters should be torn down outside the campus wall before 5.00 am in the morning.
- xi. Other college students are not allowed inside the campus
- xii. Students are not allowed to crowd near the main gate and in the parking area or outside the campus and in OIT grounds. Security should check from time to time.

c. Main gate Security Staff

- i. Doors should be closed in the Main building block after the evening class (6.00 pm to 9.30 pm) gets over.
- ii. College door and Library Block door should be opened around 6.00 am.
- iii. All the lights should be switched off/on before 6.00 am and 6.00 pm.
- iv. Students' ID Cards must be checked regularly from 8.00 am.
- v. All Staff and Students' Vehicles are allowed to park only in the parking area, only staff vehicles are allowed inside the campus.
- vi. Online delivery vehicles such as Swiggy, Zomato, Flipkart, and Amazon are not allowed inside the campus; they are allowed only near the parking area.
- vii. Parents, visitors, and guests' entry with mobile number should be recorded in the allotted register and they should be directed to their concerned departments or places inside the campus.
- viii. Visitors during Admission, Hostel visitors, and Materials inward with mobile number should be entered in the allotted note in the Main gate.
- ix. Housekeeping Attendance register should be maintained.
- x. Security guards should salute higher authorities such as the Principal, Advisor, Secretary, Correspondent & Coordinator.
- xi. All the allotted security are required to be in rounds during the break & lunch time.
- xii. Cake cuttings functions are strictly prohibited inside the college campus/OIT area.

d. Polytechnique gate

- i. Polytechnique gate door should be opened after 6.00 am only.
- ii. Vehicles passing through gate are allowed only near the parking area.
- iii. Students and Staff vehicles are allowed in the Polytechnique gate.
- iv. Material vehicles are not allowed inside the Polytechnique gate.
- v. Polytechnique students are to be checked and informed to wear their ID Cards.
- vi. No food orders, cake cutting, or climbing the gate inside the Polytechnique gate.
- vii. Students are not allowed to stand or talk near OIT Ground. Security should check from time to time

e. Ladies Hostel & Boys Hostel Gates:

- i. Security is required to sit in front of their allotted hostels and not enter the hostels.
- ii. Security should collect all the couriers and submit it to their respective hostel tutors.
- iii. Hostel In/Out lights should be checked,. during the night time security is required to visit inside the hostel once every three hours.
- iv. Security should be alert during 7.00 pm and 8.00 pm in the evening. Girl students are not allowed to stand near any playgrounds.
- v. In case of any emergency in Hostel, information should be passed immediately to the main gate. Vehicles are allowed inside the hostel only during medical emergencies.
- vi. In case of emergency, matron permission is important, and it should be registered in the Outing note.
- vii. All the ladies' Hostel students should get a sign from their Matron in the Home pass while going home, and they should also enter it in the Home note in the Main gate.
- viii. LH-1 Hostel gate should be closed after 7.00 pm. First-year students are not allowed outside the hostel after 7.00 pm. LH-II Hostel gate should be closed after 8.00 pm.
- ix. Students should never wash their clothes after 9.00 pm.
- x. Boys are not allowed to stand or come outside the hostel after 9.00 pm.
- xi. Parents/ visitors are not allowed inside the hostel; they are allowed only till the Visitors Room.
- xii. Day scholars are strictly prohibited from entering inside the Hostel campus.

7. Back gate

- a. Housekeeping attendance should be maintained in the morning and evening.
- b. No one is allowed to go in the back gate during day time and after 7.00 pm.
- c. Students should get permission from the college to go in the back gate only during their Project works.
- d. Housekeeping workers are not allowed to sit under the shed.
- e. Palani Hostel should be locked before 7.00 pm and volleyball ground's light should be turned off before 7.30 pm.
- f. Back gate Security should have monitor and control access from Palani Hostel to Hostel office.
- g. Mess workers are not allowed to go outside through the back gate.
- h. Security guards should be aware of anything or any materials found in any place and hand them over to the Hostel office.
- i. All contractors staff, mess staff and other conservancy staff phone numbers should be recorded in case they do not have institute ID.

8. Guidelines for exit and entry of Hostel Students

- a. Parents are not allowed to visit the hostel after 8.00 pm.
- b. Outside vehicles are not allowed to enter the hostel campus. If found, information should be passed immediately to the Main gate.
- c. Hostel Students are required to wear their Green color ID Card compulsorily.
- d. Students should enter the Hostel before 9.00 pm or 4.00 am in the morning.
- e. Hostel students should go out with the permission of Matron/Tutor signed in the outing pass during college timings.
- f. Hostel girls after outing should return to the campus before 8.00 pm, boys before 9.00 pm. Hostel students need to sign in the outing note in their hostel in case they are returning late.
- g. Students going home should be recorded in the Home In-Out Register in their hostel. Suitable home pass should be provided by the hostel.
- h. Matron should inform security about the late entry of the Hostel girls (after 8.00 pm) especially after placements.

- i. Food ordering is allowed till 9.00 pm for boys and 8.00 pm for girls.

9. Power and Electric supply:

- a. Power cut during night time should be informed to the Power house.
- b. Arc lights should be checked - on/off (before 8.45 pm).
- c. Non-functional street or security lights should be repaired through the maintenance in charge, those at main gate, rear gate and near hostels should be accorded priority.

10. Responsibilities of Security Guards

- a. Security should be in rounds during break and lunch hours.
- b. Night shift Security is not allowed to sleep during working hours.
- c. Security should not be distracted by activities like reading papers or using mobile phones.
- d. All staff member/guests are to be received politely. Entry to be made, in case of altercation mobile number/ vehicle number to be noted and conveyed to SO.
- e. Students are not allowed to talk or sit near the ground during class hours.
- f. New members entering the campus should be questioned and their details recorded including mobile numbers.
- g. During the arrival of Principal, Coordinator, Advisor, Correspondent students should not form groups.
- h. SO and ASO are asked to take rounds during day time and night time. Guest house must also be checked 2 times a day.
- i. Specific attention should be paid for first year students during admission time, there should be no instance of any physical or mental ragging/teasing of the new students. Guards are expected to intervene immediately and report the matter.
- j. All security guards are expected to be familiar with fire safety instructions.
- k. All guards should report to the SO/ASO on intercom two times a day and should be familiar with mobile numbers of SO/ASO/Hostel Wardens and AO.
- l. Security guards must be in proper dress code and should always be polite and friendly with both students and staff.
- m. All security guards are expected to speak to the SO/ ASO at the main gate on the intercom two times a day once in FN session and AN session.
- n. Whistle should be in possession and used in the night.
- o. In case an ambulance is required SO/ASO must be contacted immediately.
- p. Students/staff participating in events from outside institutions may be checked for their ID cards and details entered in register with mobile numbers

11. Fire Security: In case of fire, the SO or ASO as available will contact the Civil & Estate Maintenance workers to activate the fire safety drill procedure. First aid fire-fighting measures will be put in place and any assistance in operating fire extinguishers, fire hydrants, hose reels as available will be made. The fire brigade office and the In-house doctor/ compounder through the hostel warden will be intimated simultaneously in case of serious fires that are out of control. Any assistance for the evacuation of people to any open ground and any medical assistance will be made immediately.

12. Guest House: CIT has a guest house with facilities for both hosting small events and catering to guest lunches, tea etc. for 15-20 faculty members. In addition 2 rooms exist in the ground and 3 rooms in the first floor which are occupied for various events. The guest house in charge is required to allot the rooms and look after the cleanliness of the rooms and venue. Food is catered on order and from the college canteen or mess. Consumption of alcohol is prohibited in the guest house. Security staff is

required to monitor the activities in the guest house including access, stay and exit thereof two times a day. Misbehaviour and unauthorized access is to be reported to the SO/ASO immediately.

13. Register maintenance

- a. Material Register for College
- b. Material Register for Construction
- c. College visitors record
- d. Hostel visitor record
- e. College Housekeeping record
- f. Hostel/Polytechnic Housekeeping record
- g. Boys Home going note
- h. Boys Home Return Note
- i. Boys Outing Note
- j. Girls Home going note
- k. Girls Home Return Note
- l. Girls outing Note
- m. Visitors Register
- n. Students Late Entry Register
- o. Security guards Attendance Register

Responsibilities of security guards:

Day Shift:

1. Main Gate Security: Security at the main gate maintain record of movement of vehicles and handles inquiries. The lady guard present maintains all registers.
2. Main Building Security: The individual is responsible for activities at the Auditorium and Main Building Ground Floor and is required to patrol and control activity.
3. Library Security: The individual is responsible for checking activities at the Blue Shed the area near the road and the IT Block.
4. Canteen Security: The individual is responsible for the maintenance bays , bus shed and patrols up to the Hostel Office.
5. Back Gate Security: The individual is responsible for the Palani Hostel and monitors the back gate entry and sections up to the Hostel Office.
6. Vellangini Security: The individual covers the area from the Boys' Hostel up to 'B' Mess.
7. Girls' Hostel Lady Guards: They are required to monitor the area inside and close to the First Hostel, the Second and Third Hostels.
8. Polytechnic Main Block Security: He covers the Hostel Road, New MSc Building and areas up to the OIT side.
9. Polytechnic Gate Security: He is required to maintains the gate register and covers the parking area and OIT.
10. Parking Area Security monitors the parking area.
11. Main Building Security: The security covers that the both the 1st and 2nd floor.

Night Shift:

1. Main Gate Security: He is responsible to monitor movement of personnel and vehicles, switches off lights, and ensures part-time class rooms are locked.
2. Main Building Security covers the Main Building, Library, IT, and Polytechnic sides.
3. Poly Gate Security covers the OIT and parking areas.
4. Each Girls' Hostels is patrolled by one security guard.
5. Boys' Hostels (Vellangini, Thirumalai, Maruthamalai, Palani) each have one security guard.
6. Back Gate Security covers the back gate area and the Hostel Office side.

SECURITY STAFF NUMBER'S

Name	Duty	Location	Mobile Number
M. Rajkumar	Day	Main Gate	8807916354
M. Priya	Day	Main Gate	9751422323
V. Selvaraj	Day	Library	9043116723
D. Gajambaram	Day	Poly Gate	8220828473
P. Chandrasekar	Day	Polytechnic	7639817971
M. Annadurai	Day	Back Gate	9790057669
V. Thonda	Day		9847302652
M. Priya	Day	L.H. I	8870069972
M. Ravi	Day	L.H. II	9361430501
A. Palanisamy	Day		9677660413
Thirunavukarasu	Day		9965071968
G. Srinivash	Night	Main Gate	8807726314
S. Ranith Kumar (Day & Night)	Night		9791036023
S. Murugesan	Night		NIL
P. Jeyabar	Night		NIL
Sekar	Night	Back Gate	7418790003
S. Devaraj	Night		9659840891
M. Soundarajan	Night		9952319548

HOSTEL STAFF NUMBER'S

Hostel Name	Tutor/Matron	Phone No.
PALANI	Mr. Shanmuga Vadivel	7402670892
ARUDHAMALAI	Mr. P. Magesh	8056996768
THIRUMALAI	Mr. Thamizh Oli	9787348007
VELLINGIRI	Mr. Ayyadurai	8148078907
KAILASH	Mr. Prasanth	9025650719
CLH - I	Mrs. Lakshmi	8526112585
CLH - II	Smt. Kanagaselvi	9941453506
CLH - II	Mrs. Sudhamalini	9751795464
CLH - III	Ms. Yamuna	9865542474
CLH - III	Mrs. Krithiga Devi	8056456055
SO	Mr. Santosh	9384656739
Hostel Warden (Boys Hostel)	Mr. K Karthik	9094976577
Hostel Warden (Ladies Hostel)	Dr. Devi Shree	9843157541
AO	Col. Jacob (Retd)	9585594321
Inspector Police	Mr Tamil Arasu	8300037577

