

SECURITY SERVICES

Purpose:

To process involved managing security services

Scope:

To provide Security services in and around college premises.

Responsibility:

Security Head, Secretary

Procedure:

A strong and efficient security service is provided in the campus. Securities are also provided in the Hostel (BOYS/GIRLS).The general Duties of the securities are

- To avoid entering of strangers
- To check students with ID cards enter the campus
- To collect attendance slip from classes and given to principal
- To close and open all major rooms in the campus
- To Conduct security checks in and around the campus during night hours
- To close and ensure students in the hostel on or before curfew time. else to be reported to warden/matron
- To distribute notices from principal

Reference:

Quality Manual