



# TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

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## Standard Operating Procedure (SOP)

for

## Security Department



## **Rules Applicable in campus for Hostel students from Morning 07:00 A.M to 06:00 P.M**

- 1- Guardians of all hosteller student's vehicle entry is permitted from morning 07:00 A.M to evening 06:00 P.M from university gate after necessary endorsement in visitor's register till hostel gate only.
- 2- Guardian's vehicles will not enter girl's hostel.
- 3- Guardians can meet their children's in visitor's room from morning 08:00 A.M to 06:00 P.M. Male guardian's entry in girl's hostel is not permitted. Only female guardians are allowed in the hostel for maximum 20 minutes with prior permission of warden.
- 4- No students are allowed to keep vehicle in the university premises in case found their vehicles will be seized.
- 5- Parents /guardians can visit student's room in boy's hostel also for maximum of 20 minutes.
- 6- Stay of guardians in hostel rooms with students is strictly prohibited.

## **From Evening 06:00 P.M till Morning 07:00 A.M**

- 1- Entry of guardian's vehicles from University gate from 06:00P.M to 07:00 A.M. is strictly prohibited.
- 2- Permission to leave the university premises to students from 08:00 P.M. to 07:00 P.M will be granted by the undersigned in extra ordinary circumstances only.
- 3- Students returning from leave will be allowed entry through university gate only on production of Identity cards.
- 4- Roaming in university campus by boy's hosteller students beyond 10 P.M. and girl's hosteller students beyond 06:00 P.M is prohibited.
- 5- Students on duty at hospital will be allowed out of the hostel premises after 07:00 P.M after punching of Biometrix exit at hostel gates.
- 6- Students will be allowed exit from university gate till hospital only on endorsement of entry in register.
- 7- All the guardians are informed of disciplinary action as per existing laws against students leaving the campus without gate pass.
- 8- In case of any In-convenience please contact **chief hostel warden** on phone number-9837763888.

## **Rules Relating to Security**

1. Ensure issue of Identity cards to all faculty, employees and students by cent percent.
2. Ensuring of biometrix impressions by all students on exit and arrival including register entry at main gate.
3. Ensure usage of RFI Barriers at University gate at all times.
4. Ensure issues/wearing of uniforms by all students.
5. Entry of vendor's/service providers only after proper Identification and entry in visitors register at university gate.
6. To issue instruction to faculty /Employees for not lending their vehicles to students time to time.
7. To appoint trained fireman and ensure maintenance of existing firefighting system and equipment.
8. Ensure issue of University bus pass to students availing bus facility by cent percent.
9. Shifting of gate canteen elsewhere to provide space for Doctor's vehicle parking for smooth transition.
10. To ensure availability of duty roster/card to students on duty at hospital.



11. To increase height of available tower at architecture including provisioning of two more at veer Singh side and work shop side one each.
12. To ensure housekeeping staff in uniform while on duty for better recognition and identification.
13. To ensure operation of Jubilee dhaba gate at morning 08:00 A.M and evening 03:45 P.M for entry & exit of the University buses.
14. To ensure proper visibility near boundary walls by getting wild grass and vegetation cleared time to time.
15. To Ensure circulation of existing rules regarding vehicle entry at gate including proper inquiry and justification for entry of vehicles other than green pass Holder after 06:00 P.M.
16. To ensure disciplinary action against habitual offenders and maintenance of discipline at university campus.
17. To ensure marking of fire exit in hospital and other university building.
18. To issue instructions at regular interval for restricting entry of student's vehicles at gate.

### **Rules for Campus Residents/Employees**

1. Entry of vehicles without checking other than green pass holders is not permitted.
2. Bringing weapons, alcohol, non-vegetarian and tobacco in campus premises strictly prohibited.
3. Residents are instructed not to lend their vehicles to students.
4. Guest of campus residents/Employees will only be allowed entry on confirmation through mobile/Intercom and necessary entry in visitor's register.
5. Service providers will be allowed entry only on confirmation from residents/employees on phone/intercom.
6. Maid/Driver's Identity card is a must for entry through university gate.
7. Hospital staff is advised to carry identity card at all times and produce on requirement to security.
8. Switch off vehicles headlight and switch on cabin lights after sunset on approaching check Posts/during introduction.
9. In case of any in convenience at entry/gate please contact **Dy. Director Security** on mobile number 9639236666.

### **Rules in campus Premises for arrival & Departure**

- 1- You are entering a secured area and under CCTV surveillance Hence.  
Introduce yourself due to security reasons entry of:-
  - . Carrying Weapon's, meat, fish, eggs, bidi, cigarette, tobacco and alcohol in the campus is prohibited.
  - . Please co-operate in security check.
  - . Please endorse entry in visitor's register.
- 2- Entry of all vehicles in campus premises except green pass holders after 06:00 P.M. Prohibited.
- 3- Students on night duty at hospital will be allowed exit from university gate as per duty roster available with warden and gate.
- 4- Photography in university campus without permission is prohibited.
- 5- Please follow traffic rules in campus premises.
- 6- Entry of guardian vehicle from university gate after 06:00 P.M is prohibited.
- 7- Exit of students from gate after 07:00 P.M without gate pass is prohibited.
- 8- Trespassing will be viewed seriously.

### **SOP IN CASE OF FIRE**

- 1- A fire alert will be sounded by alarm/siren on discovering a fire incidence and information to higher authorities will be given.
- 2- Assessment of the fire will be carried out on reaching the spot by security & trained personnel present on the scene.



- 3- Civil fire authorities will be informed on **101** for back up.
- 4- Ensure switching off main electrical lights from panel room with the help of electrical department.
- 5- Ensure evacuation of people from the accident area through fire exit etc.
- 6- Firefighting/combat to be carried out with available hydrants /fire extinguishers as per magnitude of the fire.

### **SOP IN CASE OF NATURAL DISASTER**

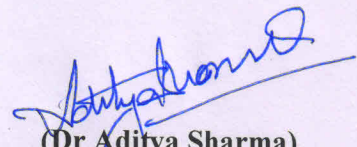
- 1- In case of natural disaster an alarm/siren will be sounded to alert all personnel.
- 2- Residents/students to take shelter in open in case of earth quake etc.
- 3- Use of lifts/escalator's to be avoided in such circumstances.
- 4- In case of high magnitude in the area the emergency gates at jubilee dhaba side and at rear field will be opened and can be used for evacuation /exit.

### **SOP IN CASE OF MOB ASSAULT**

- 1- Ensure closing of all the gates/entrances to the university.
- 2- Inform Police station/control room on **100** about the mob and its capacity.
- 3- Use fire extinguishers water hydrants as water cannon to stop the mob.
- 4- Weapon guards to take position at altitude and resort to arrival firing if there be a need.

### **SOP IN CASE OF FOOD POISONING**

- 1- Rush the affected students to hospital.
- 2- Stop further consumption of food poisoned/contaminated
- 3- Destroy the contaminated food/water.
- 4- Inform CMO/civil authorities for back up.
- 5- Inform University higher UPS.



(Dr Aditya Sharma)  
Joint Registrar (Governance)

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