



G.L. BAJAJ
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA

**SECURITY MANAGEMENT
SYSTEM**

(Approved in the 20th BOG meeting held on 19-05-2018 vide agenda Item no. 20.8)

Registrar

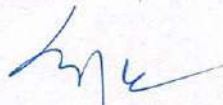
G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201306 (U.P.)

Managed By : Rajiv Memorial Academic Welfare Society, Mathura
Approved By : All India Council for Technical Education, New Delhi
Affiliated To : Dr.A.P.J. Abdul Kalam Technical University, Lucknow

SECURITY MANAGEMENT SYSTEM

GUIDELINES

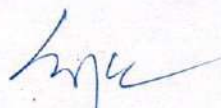
1. Security personnel should be groomed, active and in proper uniform.
2. Security staff should report 15 minutes earlier to their post and vacate their post after 15 minutes of duty hours or till the substitute arrives for duty.
3. Security service provider shall be responsible for the theft of goods or damage of the institutional property in the presence of security staff.
4. Security people should be aware of the duties of his/her post.
5. Proper and strong key system is to be maintained at the main gate under the supervision of the security supervisor.
6. Visitor's movement is to be registered at the main gate and allowed on the campus with the prior permission of the competent authority.



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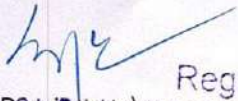
7. Material's Inward and Outward register are to be maintained at the main gate. Entry of the movement of all Inwards and Outwards goods to be made in the "Material Inward and Outward" register.
8. Material will move outside the campus through a prescribed out pass which will be issued by the store In-charge with the sanction of competent authority.
9. All vehicles should be parked in the parking area only.
10. Security supervisor must ensure that all offices, classrooms, the library and the common area should be locked properly after the closing hours of the institute. Keys to all the locks of the campus will be kept in the key box.
11. All terraces ENTRY should be locked 24X7, which will be opened only for maintenance purposes.
12. Security supervisor should be connected with the Administrative Office round the clock and provide all correct information to them.
13. Institute vehicle movement record to be maintained at the main gate in the prescribed format and the vehicle will move through the vehicle gate pass only.



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14. Staff Movement register is to be maintained at the main gate and all staff will be allowed through the employee out pass.
15. Student's entry to the campus will be allowed through a valid college ID card only.
16. Wearing a college uniform is mandatory for all students.
16. Outsourced employee's entry and exit records are to be maintained at gate number 1.
17. In case of any untoward incident that happened on campus, all security guards should report to their supervisor and the supervisor will report to Administrative Officer immediately through telephone or any other way of communication.
18. At the time of shift change, both supervisors (day & night) will hand over the charge to each other in written form.
19. Every Institute should be a safe place for both staff and students alike. With the right security measures like security personnel, CCTV cameras and visitor passes, you reduce the number of unwanted people entering the buildings, helping keep all members of the institute safe. We are well equipped with appropriate man-force and other types of equipment.


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