

# KINGS

## ENGINEERING COLLEGE

**An Autonomous Institution**

**Affiliated to Anna University, Chennai**



### **Standard Operating Procedure for SAFETY AND SECURITY**

As per the Approval of Governing Council  
(Updated in 2025)

## **PREFACE**

Security and Safety policies and procedures should be evolved to make the institute safer and to identify / implement the course of action against undesirable outcomes of any unsafe occurrences. Faculty members, Students, Parents and other stake holders should be made aware of the safety and security measures which are to be strictly adhered in our Institute. The stakeholders who are visiting the campus should feel comfortable and safe inside the college premises. They should perform their duties / responsibilities / tasks more efficiently without any potential risk of danger to themselves or others.

A Standard / Safe Operating Procedure (SOP) would educate all our stakeholders to infer and practice the safety rules and regulations within our college premises. This SOP is prepared to extend guidelines for ensuring safe and secure environment for all stake holders.

## **OBJECTIVES**

The objectives of the Safety and Security SOP are:

- Monitor the campus to identify suspicious activities and provide a safe and secured environment.
- Responding to alarms and emergencies.
- Conducting security checks and fire safety drills.
- Preventing unauthorized access to the premises.
- Conduct workshops to sensitize the girls about safety & Security precaution.

## **STANDARD OPERATING PROCEDURE**

**Security officers have been posted in different locations. Security Guards work 24/7 in and around the campus and particularly in the girl's hostels.**

- The entire campus is under CCTV surveillance.
- Timing of students' entry and exit into hostels need to be strictly tracked by the Gate keeper and the Resident warden.
- Resident wardens in the hostel would ensure safe and secure stay of the students in the hostel.
- Workshops should be arranged to sensitize the girls about personal safety & Security.
- Self defense classes would be organized on a regular basis.
- Grievance Redressal Committee would be directed to probe the issues related to safety and security in the campus by taking remedial actions in coordination with respective in-charges.
- Only students who have availed bus facility and the faculty members should be permitted to travel in the College bus. Others should get the required permission from the Principal to use College bus facility.
- Security guards deputed in Gates should maintain separate registers for inward and outward of any items /equipment etc, of the college.
- Institution main gate would be opened fully from 08.00 AM to 8:30.00 AM in the morning and from 2:30 PM & 4. PM to 5.00 PM for mobility of vehicles and students. Gate would remain closed during the working hours other than the timings mentioned above. During the working hours it would be opened only after

checking the identity of the person seeking entry.

- Visitors would be allowed to get into the institution after making entry in the visitors' register. They should be issued Visitor pass and they should be advised to wear it, strictly, during their presence inside the campus.
- Suspicious movement of any person (trespassers) would be monitored through CCTV cameras and should be reported immediately.
- Unauthorized vehicle Entries would not be permitted by the security guards at the gate.

## **RESPONSIBILITIES**

### **Security Personals**

- At morning 7 A.M all the class rooms should be opened by the security guard in-charge.
- At morning 7.30 A.M housekeeping staff should report to their regular duty. Proper register has to be maintained for marking their arrival and the time of leaving the campus.
- A separate Register should be maintained for recording daily arrival and daily departure timings of college buses, at the institution main gate. It should be submitted for verification to the Principal.
- The Security person standing at the gate should insist the students to wear I.D. card during their entry into the College Premises.
- At around 9 A.M the College gates should be closed and the late comers (students) should be permitted only after entering their names in the late register. The names in the students' I.D. card would be checked with students' names entered in the register and they would be insisted to sign the register. No student is permitted to leave the College campus without submitting the gate pass signed by Class Advisor / HOD.
- The staff members moving out the college premises during working hours should submit the gate pass signed by the HOD and should make an entry in the staff in and out register.
- During lunch interval the hostel students are permitted to go to hostel mess for lunch. The day scholars should be insisted to take their lunch in the canteen and should submit gate pass, if they want to leave the campus for any other genuine reason during lunch break.

- Guest I.D. card should be provided to all Guests invited by Staff / student after entering their details in Visitor register. The official guest / parents to the staff / students should be permitted to the staff room, only after getting confirmation from the respective staff member through intercom. The Guest should return the ID Card and the Pass signed by the authority (they have met) to Gate Security Guard, before leaving the campus.
- The Security person standing in the front gate should check the dress code of the students during their entry and the students wearing T-Shirts and Jeans should be strictly prohibited from entering the campus, by the Security Guard.
- At around 6 P.M all the class rooms should be locked.
- The various reports maintained at the gate should be submitted to AO/Principal on Daily / Weekly basis.

### **Fire Fighting**

- Preventing fire mishaps in Institutes is an important step in maintaining the safety and security of the stakeholders. Fire extinguishers should be placed in all the corridors, library, labs, kitchen, mess, hostels etc.,
- Regular maintenance and filling of extinguishers should be done, periodically.
- Mock Drill should be conducted to brief the operation of fire extinguishers at times of need.

### **Safety of Students**

Various Committees to ensure safety and security of the students are

- ICC
- Grievance Redressal committee
- Anti ragging committee

### **CCTV Surveillance**

- CCTV's have been placed in all the corridors, lobbies, auditorium, AV rooms, all labs, library, digital library, waiting rooms, hostels, canteens, mess, kitchen and at places that are commonly accessed by stakeholders.
- The CCTV surveillance system would track and prevent the entry of anti-social elements and ensure safety & security to all the stakeholders (staff, students, faculty, parents, visitors, etc) and facilities of the campus.

In view of the above, Kings engineering College aims at:

- Providing a safe and secured premises (College Campus) for all its stakeholders
- Safeguarding the interest of the management and people
- Ensuring peaceful environment for effective Teaching and Learning Experience.



  
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