



Delhi Metropolitan Education

Affiliated to GGSIP University, New Delhi & Approved by Bar Council of India



SOP- Security

- All Security Guards must report 'On Time' for the duties assigned to them and take over the charge from the night duty personnel.
- Proper handing and taking over exercise must be carried out on daily basis.
- Daily checking of the parked vehicles has to be carried by the patrolling party or by the guard detailed for patrolling duty.
- Security must ensure that all the Class-room, Offices, Directors Chamber, Computer Labs and library are proper locked.
- Switch off the lights, fans, hot blowers, air conditioners, computers and turn off the taps, in case left on, record it and inform the competent Authorities.
- Strict vigilance activity has to be carried during day/night duty hours.
- In case of any shortcoming or an incident taking place the same should be informed to the Administration and the Director.
- Ensure that all the security systems, street lights, alarms and CCTV are in working condition.
- Proper checking of all the students' ID Cards should be carried out on daily basis during their entry and exit from Gate No.1. (Students are not to be permitted entry from any other gate)
- Thorough & meticulous checking should be carried out of Sweepers, Pantry boys, Helpers, Plumbers, Electricians, Contractual worker, Labors, Drivers and Delivery Boys during their entry or exit.
- Ensure that all emergency exits are in working condition.
- Look out for suspicious persons, vandalism or hazards.
- Respond to all alarms and distress calls.

Ravi Kant Swami
4 December 2019



- Security Supervisor must ensure the upkeep of all the registers kept at Gate No.1 with day to day entries.
- Security supervisor has to prepare a report for higher authorities on the happenings/un toward incident that take place in the collage premises.
- Security guard has to maintain his or her visibility, as this would deter criminals.
- Security guard has to watch out for any strange thing that may mean harm. For this reason, he must have a very keen sense of sight, smell and hearing.
- The Security guard must be well dressed (in uniform), clean shaved and in sound health while on duty.

*Ravi Kant Swami
4 December 2019*

