



# IILM UNIVERSITY



## Safety and Security Manual -2020



Management



Liberal Arts



Law

# SECURITY AND SAFETY MANUAL

At IILM University, Security and Safety is everyone's responsibility. As a team member, you will be required to learn and understand important safety information that is vital to your well-being and safe operation of the University. During your time at IILM you will also be required to participate fully in all safety related drills, thus ensuring that we are all fully prepared should an emergency ever arise.

Security and Safety policies and procedures are set in place to make University safer and to have a course of action to cater to events of unsafe situations. Students and staff, as well as parents, should understand the policies and procedures that are meant to help the Institution to maintain safety and be sure to follow them when needed.

## Security and Safety Policies

Several policies need to be implemented for a University to be accepted as being safe and secure for the students. These include policies about being healthy or staying home, practicing safe walking instead of running in hallways, not having food or drink to choke on or spill during classes. Other policies include rules against bullying and discrimination that lead to unsafe situations.

## Security:

The Head Security, working with the Administration Manager of the University, has direct control over the security team.

Responsibilities related to Safety/Security are as follows:

1. Implement and maintain security processes across the organization to reduce risks, response to incidents and limit exposure to liability, in order to reduce financial loss to the organization.
2. Implement and manage comprehensive location-wise safety and security education and awareness programs for employees and security personnel and prepare written incident reports on all significant incidents happening at the University.
3. Supervise all security personnel including outsourced security staff and educating them of the various procedures and systems approved by the management.
4. Updating and signing of all the Daily Security Report.
5. During the Fire Safety Drill ensure that the floors in the buildings are cleared of students/staff. During drill and emergencies, maintain control of the situation.
6. Assist and assign security personnel in medical emergencies.
7. Ensuring the safety and security of all assets and goods of the university including third party assets in the custody of the university and to ensure that the movement of such assets and goods are made in accordance with the procedures laid down.
8. Advising the management proactively on all security related issues.

## **Security Commando:**

Security Commando works under the supervision of Head Security. He will assist Head Security to maintain safe and healthy environment at the University. Security Commando will be trained and guided time to time according to the nature to duty.

Responsibilities related to Security Commando are as follows:

1. To ensure optimal safety, the security commando needs to work as a team with other security personnel, and not allow any personal differences to interfere with professional relationships. Each security commando should be able to rely on one another, especially in the event of an emergency.
2. A security commando should always maintain a professional manner, have a professional appearance and exhibit a positive attitude. Being physically fit is essential to the success of the security commando in this field.
3. When dealing with an irate person, the security commando should make all attempts to de-escalate the situation and take control.
4. Security commando stays calm and polite while dealing with students and staff.
5. To report all violation of university's rules and regulation and special orders he is instructed to enforce.
6. To be especially watchful while on night patrol and to check all suspicious persons, and allow no one to pass the gate without proper authorization.
7. To maintain highest level of professionalism, dignity within the department, while keeping the organization's vision of providing quality education that exceed the expectation of our students.
8. To receive, obey and pass on all orders and instructions received from Head Security.
9. A security commando should always respect the chain of command.

## **Security Supervisor (Outsourced Agency):**

Security Supervisor from outsourced agency will work directly under the supervision of Head Security. He will assist Head Security to maintain safe and healthy environment at the University. Security Supervisor will be guided time to time according to the nature to duty and of the various procedures and systems approved by the management.

### **Responsibilities related to Security Supervisor are as follows:**

1. Supervise the outsourced security staff and educate them of the various procedures and systems approved by the management.
2. Conduct training and development activities for the security guards.
3. Protect University's property, personnel, material and information.

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4. Maintenance & up keep of security equipment and gadgets & shall strive continuously for its up gradation.
5. Implementing University's rules & policies inside the premises.
6. Deploy security manpower for optimum use so as to ensure total security of university machinery and manage the outside environment.
7. Maintain Entry & Exit log.
8. Monitor inward and outward loading of goods, provision and other materials.
9. To receive, obey and pass on to the security guards all orders and instructions received from Head Security.
10. To report all violation of University's rules and regulation and special orders as instructed to be enforced.

### **Security Guard (Outsourced Agency):**

A security guard works under the supervision of Security Supervisor. He should always maintain a professional manner, have a professional appearance and exhibit a positive attitude. Being physically fit is essential to the success of the guard in this field.

The job of a security guard varies, so it is extremely important for the security guard to know exactly what the employer specifically expects of them. The standard operating procedures for a security guard varies with the type of work that the guard is doing.

If the guard works in uniform, then he is responsible for maintaining himself in a highly visible manner, deter crimes from happening on the property he is overseeing and ensure the people on the property are safe as well.

### **Responsibilities related to Security Guard are as follows:**

1. A guard should always maintain a professional manner, have a professional appearance and exhibit a positive attitude.
2. Take charge of his post and all University property in view.
3. To make proper entry in the visitor log and collect vendor/visitor Photo ID card after issuing vendor/visitor card. Politely advise vendor/visitor to wear the lanyard while moving in the University.
4. To perform his duty in proper manner, keeping always on alert and observe everything that takes place within sight or hearing.
5. To quit his post only when properly relieved.
6. To obey and pass on to other security guards all orders and instructions received from supervisor/head security.

7. To talk politely with students, staff, and vendors/visitors and assist them to provide any necessary information of the University.
8. To be especially watchful while on night patrol and to check all suspicious persons, and allow no one to pass the security gate without proper authorization.
9. To work as a team with other security personnel to ensure optimal safety of the University and communicate with one another so everyone is on the same page.
10. To immediately call supervisor in any case the situation is not covered by instructions.

## **Contractor / Vendor movement:**

Any contractor with prior permission from concern department will only be allowed to enter the University to perform their work. They are allowed only after 3 pm on regular basis. In special cases and looking at the urgency of work they can avail permission from Admin department to enter the University before 3 PM to perform their work. Contractor must provide a list of their items while entering the University and only clear their items after receiving proper authorization from concerned department. They are not allowed to remove their items from University on Sunday or any other day when University is observing a closed holiday.

## **FIRE PRECAUTIONS**

Preventing fire tragedies and disasters from happening in University, is the most important issue that a University must address, secondary to its academic mission. A University must always be a fire safety place for our students, fire safety measures, fire devices, fire drills, fire exits, fire escapes, fire alarms are just components of good fire safety measures. Fire tragedies and disasters can be prevented if proper fire safety measures are in place and religiously implemented.

We must ensure that the:

- Fire drills and evacuation plans must be practiced regularly; (once a month is an ideal frequency).
- Fire alarms and smoke detectors must be present at all levels of the premises.
- Fire devices such as, fire extinguishers, sprinklers, fire hoses must be always in good working condition. Regular maintenance for these devices is a must.
- Fire exits, egresses must always be free from any obstruction that can hinder fast flow of evacuation in case of fire break out. Exit signs must always be posted properly.
- Responsible personnel must have adequate training in handling fire devices such as fire extinguishers, fire hoses to apply initial remedy in case of starting fire break outs.
- Fire safety signs, especially exit signs, must be conspicuously located at all levels of the premises especially those pointing to fire exits; in cases of complex buildings, site maps leading to exits must be posted on the walls or appropriate sites.
- Elevators must not be used during fire break outs as these may get stuck in between floors if power supply is cut during fires.

## **To have an effective Fire Fighting system, the instructions listed below need to be strictly complied with:**

- a. Every fire extinguisher be stamped with the date of filling. This can also be done by allotting serial numbers to each extinguisher and keeping a record in the office.

- b. A fire chart is to be displayed in Admin Manager's office, depicting the location of each fire extinguisher and fire point. Fire exit markings must be affixed at vantage points for easy exit in case of fire.
- c. Fire practices must be carried out monthly and a record kept of the same in a fire fighting register. This record must show the numbers of individuals who attended the fire practices. After the event, all hoses/ coupling must be duly lubricated.
- d. The lift must have an extinguisher inside and a marking outside the lift door on every floor "DO NOT USE THE LIFT IN CASE OF FIRE".
- e. Practice evacuation drills once in three months.
- f. To prevent incidents of transformer fires, following must be done;
  - Check leakage of transformer oil once in a month. Campus electrician will be responsible for the same.
  - For transformers placed on the ground, these must be cordoned off to prevent access by putting barbed wire all around at 3 feet distance. Evolve drills in the campus to ensure that all ACs/ electrical appliances are switched off.  
Paste a neatly written notice in each faculty cabin/ office stating "PLEASE SWITCH OFF THE AC EVERY TIME YOU MOVE OUT"
- g. In areas of mass usage, such as library, conference halls, computer labs, bigger class rooms, auditorium etc. implement the system of one switch controlling multiple lights.
- h. In kitchens/ areas of cooking, the gas cylinders will be kept well outside and only a gas pipe would be allowed ingress to the kitchen.

## Safety of Students

Various Standing Committee's on safety of the students set up are as:

- Complaint Committee for Prevention of Sexual Harassment
- Committee for dealing with cases of Ragging.
- Committee for dealing with general cases of indiscipline
- Sports Committee
- Students Welfare Committee
- Hostel and Messing Committee

As soon as children enter the University grounds, their safety and security is one of our priorities. The organization is committed to ensuring a safe and happy environment for its students.

We believe that University learning environments should be free from bullying and harassment. Parents/ Guardians are urged to immediately report cases of bullying or harassment of their wards to the University officials. All Universities have discipline policies which outline the consequences for those who bully or harass.

## Type of checks practiced in IILM University campus:

### CCTV Surveillance

CCTV is an important tool towards ensuring security in a University campus. IILM has put in place CCTV surveillance system in all its campus. University campus pose many unique challenges when it comes to security. A video surveillance system must be carefully planned out in order to keep watch over the diverse assortment of facilities that comprise a typical campus community. From Hostels and libraries to sports complexes and sprawling student grounds, there's a lot to look after. Our CCTV surveillance system goes a long way in ensuring the safety of students, faculty, and facilities on campus.

### Benefits of campus surveillance equipment

**Maintain secure facilities** – University campus feature a variety of buildings, each with their own security needs. Campus security cameras help to secure these facilities, watching for suspicious behaviour and unauthorized access.

**Protect students** – Students have to cover a lot of ground when navigating their way through campus. This often involves traveling by foot, and sometimes the journey takes place late at night. Video surveillance is an invaluable tool, allowing students to wander under the safe watch of campus security cameras.

**Deter crime** – Campus security cameras can serve as a visual deterrent to crime such as theft and break-ins.

**Prevent vandalism** – With proper campus security cameras, the threat of vandalism to University property is lessened.

**Monitor parking lots** – Security cameras can prevent and deter criminal activity and theft in parking lots throughout a campus community. Footage from cameras throughout the campus can be viewed online from any computer with an internet connection and access to the network.

**Manual** - the uniformed staff maintains a high profile while patrolling the campus & their presence acts as positive deterrent against potential criminal actions

**Equipment** – this involves all physical equipment's that have been installed to enhance security effectiveness, such as fencing, gates, CCTV.

**Education** - We through regular communication with the community as well as meetings and workshops with students and staff, strive to ensure that there is awareness of security issues, and also provide information on how to deal with various situations.

**Enforcement** - in extraordinary circumstances the inspection committee is empowered to take whatever appropriate action is necessary to maintain order and security on campus.

### Crime Prevention

The best way for students and staff to prevent crime is to be aware of their surroundings and particularly the people in their environment. Students and staff are encouraged to be alert for suspicious persons in and around campus buildings and in parking areas.



They should ask themselves questions such as: -

- Are they new faces and hanging around for no apparent reason?
- Are they looking into cars as they walk through the parking areas?
- Are they from going from room to room finding something unusual?
- Are they carrying valuable property from buildings after normal working hours? If they suspect anything, they should call the Admin/Security Head.

## **Protecting your Property**

- Theft is the most common crime on campus. The best means of prevention is to be more vigilant and be responsible for your own belongings.
- Whenever you leave your office, laboratory or residence, lock the door and close windows.
- Never leave access doors open.
- When storing a purse or a wallet in the office, lock it in a filing cabinet.
- Do not leave any backpack or bags or laptops in open places unsupervised, especially in cafeteria and libraries.
- Keep a record of serial numbers and descriptions of your valuables.
- Engrave your property. Never leave items on display inside your car while it is parked.
- Invest in a steering wheel or gear-lock.
- Lock your door and windows even when leaving the room for a short time.

## **In residence**

- Keep emergency numbers next to your phone or fixed on your desk.
- Secure your doors and window when you are alone and while you are asleep.
- Do not leave house keys hidden in a traditional location, such as under the doormat.
- Do not put your home address on your key ring.
- Get to know your neighbours. You can keep an eye on each other's rooms when you are not there.
- Do not leave any messages on your door to indicate that you will be away for any length of time.
- Do not keep large sums of money inside your room.
- Take your valuables home when you go on vacation.

## Personal Security in General

### When Walking

- Remember you are safer when walking in a group, especially at night.
- Do not drink and walk.
- Avoid walking in dark and deserted areas and stay away from short cuts.
- Do not walk with headphones in your ears. This makes you a walking target.
- Do not walk and talk/SMS on your cell phone, this makes you an easy target. Do not stop or offer help when unknown people try to flag you down.

### Ragging is defined in the Act as under:

- a. "Ragging" means causing, indicting, compelling or forcing a student, whether by way of practical joke or other-wise, to do any act which detracts from human dignity or violates his person or to forbear from doing any lawful act, by intimidation, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him or by howling out to him any threat of such intimidation, wrongful restraint, wrongful confinement.
- b. "Ragging" means display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any University.
- c. "Ragging" in any form inside or outside the campus is banned.
- d. Any student found indulging in ragging will be summarily expelled from the university.
- e. Person found guilty of ragging could be punished with rigorous imprisonment for three years / fine of Rs 25000/- or both.
- f. Display Ragging Helpline Tele No's in all vantage area's in the campus.

### Rules & Regulations for Prevention and Prohibition of Ragging

In pursuance to the Judgement of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, the UGC had notified "Regulations on Curbing the Menace of Ragging in Higher Education institutions, 2009". We have instituted multiple mechanisms to ensure a ragging-free campus, like Constitution of Anti-Ragging committee, mention of Anti-Ragging warning in the Institution's prospectus and Website, Updating University website with names and contact details of the Anti-Ragging committee, submission of undertaking by each student and parents on Anti-Ragging Compliance. The campus has Zero Tolerance towards Ragging.

## Various Types of Ragging

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered with in the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered with in the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'freshers' in the run up to their admission to higher education and life in hostels also can be ascribed as a psycho-logical aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psycho-logical aspects of ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

## **Actions to be taken against students for indulging and abetting in Ragging in Universities: -**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulging in ragging should be debarred from taking admission in any educational institution in India.
2. Every single incident of ragging, a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
  - ■ Cancellation of admission
  - ■ Suspension from attending classes
  - ■ Withholding /withdrawing scholarship, fellowship and other benefits.
  - ■ Debarring from appearing in any test/examination/ other evaluation process
  - ■ Withholding results
  - ■ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - ■ Suspension/expulsion from the hostel
  - ■ Rustication from the institution for period ranging from 1 to 4 semesters
  - ■ Expulsion from the institution and consequent debarring from admission to any other institution.
  - ■ Fine of Rupees 25,000/-
    - Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness

## UNDERTAKING BY THE STUDENT

I,.....(full name of student with admission/registration/enrolment number)  
 S/o D/o Mr./Mrs./Ms.....,  
 having been admitted to.....(name of the institution)....., have  
 received a copy of the UGC “Regulations on Curbing the Menace of Ragging in Higher Education institutions,  
 2009”, (hereinafter called the “Regulation”) carefully read and fully understood the provisions contained in the said  
 Regulations.

2). I have, in particular, perused Clause 3 of the Regulations and am aware as to what constitutes ragging.

3). I have also, in particular, perused Clause 7 and Clause 9.1 (a) of the Regulations and am fully aware of the penal  
 and administrative action that is liable to be taken against may ward in case he/she is found guilty of or abetting  
 ragging, actively or passively, or being part of a conspiracy to promote ragging.

4). I hereby solemnly aver and undertake that:--

a) I will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as  
 ragging under Clause 3 of the Regulations.

5). I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Clause 9.1 of the  
 Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any  
 law for the time being in force.

6). I hereby declare that I have not been expelled or debarred from admission in any institution in the country on  
 account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that,  
 in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this .....day of .....month of.....year.

**Signature of student**

**Name:**

## UNDERTAKING BY PARENT/GUARDIAN

I,.....(full name of parent/guardian)  
 father/mother/guardian of .....(full name of student with admission/registration/  
 enrolment number....., having been admitted to.....  
 (name of the institution)....., have received a copy of the UGC “Regulations on Curbing the  
 Menace of Ragging in Higher Education institutions, 2009”, (hereinafter called the “Regulation”) carefully read  
 and fully understood the provisions contained in the said Regulations, carefully read and fully understood the  
 provisions contained in the said Regulations.

2). I have, in particular, perused Clause 3 of the Regulations and am aware as to what constitutes ragging.

3). I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations and am fully aware of the penal and  
 administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging,  
 actively or passively, or being part of a conspiracy to promote ragging.

4). I hereby solemnly aver and undertake that

- a. My ward will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the  
 Regulations.
- b. My ward will not participate in or abet or propagate through any act of commission or omission that may be  
 constituted as ragging under Clause 3 of the Regulations.

5). I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Clause 9.1 of the  
 Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law  
 or any law for the time being in force.

6). I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country  
 on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm  
 that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this .....day of .....month of.....year.

### Signature of Parent

**Name:**

**Address:**

**Tele / Mobile No :**

## Student Discipline and University Committee

To safeguard its ideals of character and personal behaviour, the management reserves the right to expel any student at any time for any reason deemed sufficient by the Management for misbehaviour in the University campus. Students are required to show due regard for the rights and property of the University.

The management at its discretion may appoint a committee to recommend action to be taken against a student involved in misconduct or misbehaviour. Orders passed by the management on the recommendations of the committee are final and binding. The management at its discretion has powers to alter, amend or modify the recommendations of the committee.

Parents and Guardians of hostel residents should be advised to visit the University regularly to monitor the progress of their wards.

Grounds warranting for disciplinary action

- a. Falsification of any documentation
- b. Cheating on or compromising any examination
- c. Consumption of alcohol.
- d. Insubordination
- e. Disorderly or immoral conduct
- f. Indecent conduct
- g. Fighting or verbal altercations
- h. Acts which jeopardize the safety of others
- i. Smoking in the campus.
- j. Willful damage to property, personal or government
- k. Any act that is racial, vulgar, or discriminatory in nature
- l. Sexual assault or Sexual harassment

## **Identity Card:**

On joining the University, each student will be required to obtain an identity card from the Registrar office. The card will have to be produced when using the library, entering the campus, cafeteria or attending special university functions and at any other time wherever identity card is required.

Students are requested to carry the identity card on their person in the University premises. Duplicate identity cards will be issued on payment of Rs.200/-. Students should not possess more than one identity card at any time.



## IILM University

1 Knowledge Center, Sector 53,  
DLF Golf Course Road, Gurugram, 122003

0124-2775656/55/45  
admissions@iilm.edu