

Security Section of Rajkiya Engineering College Sonbhadra

RECS Security:

The Security Section of the Institute is assigned to provide security and safety to all campus residents including students, faculty and staff members as also to the assets of the Institute. A committee namely *Security Advisory and Executive Committee (SAEC)* supervises and controls the work of the security section.

Proposed members of *Security Advisory and Executive Committee (SAEC)*:

- (1) Respected Director
- (2) O/C security
- (3) All HODs
- (4) All Hostel Wardens
- (5) Chief Proctor
- (6) Supervisor of Security Guards

Security Team:

Office of Security section is located in the Administrative Building of the college. Our institute is currently taking services of 14 guards at present and their names along with their phone number are listed below. We have also installed 16 cameras at various places inside the campus to keep under watch the activities of disturbing elements.

S/N	SECURITY TEAM	Designation	Contact no
1.	Mr. Nagendra Yadav	(Supervisor)	7800240025
2.	Mr. Manibhushan Tripathi	Guard	9451318661
3.	Mr. Rajneesh	Guard	9839401737
4.	Mr. Amresh	Guard	9519827320
5.	Mr. Amardeep	Guard	8423473756
6.	Mr. Amarnath Yadav	Guard	9651733997
7.	Mr. Sushil	Guard	8386041232
8.	Mr. Amit Kumar Kesri	Guard	7388551156
9.	Mr. Narendra Pandey	Guard	9956553061
10.	Mr. Balwant	Guard	7080781058
11.	Mr. Teju Prasad	Guard	8869944064
12.	Mr. Sinhasan	Guard	7523894937
13.	Mr. Amit Singh	Guard	9452055087
14.	Mr. Kisan	Guard	9695991787
15.	Mr. Satyendra	Guard	8795208359



The Security Section is to look after the following aspects of the security:-

- (1) To provide security surveillance at the strategic locations of the campus in such a way so that the entire campus always remains under the watchful eyes of the Security Section.
- (2) To manage and regulate traffic, both vehicular and pedestrian, on the campus.
- (3) To deal with entry / exit of various Hostels/ Residence as also the departments/ buildings control of which have been assigned to Security Section.
- (4) To investigate the case of unusual occurrences on the campus and to report such occurrences to the higher authorities.
- (5) To provide aid and assistance to the campus residents in their hours of need or in emergency situations.
- (6) To ensure maintenance of law and order on the campus and ensure that the peace of the campus remains inviolable at all times.

Security Guidelines for students:

1. Do not leave any valuables like laptops, mobile phones, watches etc. unattended.
2. Do not leave your room unlocked/unattended even for short periods of time. Try to lock your room while sleeping and if not ensure that your valuables are stored in a safe space.
3. Carry the Institute Identity Card with you on campus at all times and cooperate with the security personnel when asked to produce it. This would help the Security Personnel to ensure that you belong to the campus and identify those who don't.
4. Avoid drawing money from the ATM in the presence of others.

5. Ensure that your cycle is properly locked while parking it. Unlocked cycles will be taken into custody of the security guards and will only be released after proper verification of ownership after two days.
6. Driving Motorized vehicles is strictly prohibited for students in the campus, even for those with a valid driving license. You would require permission from the DSW to do so.
7. Those in possession of motorized vehicles (Faculty, Staff, and Research Scholars) should not allow any student to use it on campus. It will be seized by the Security Personnel and released only after permission from the DSW.
8. You will need to take permission from the Hostel Warden to allow a guest to stay with you at night. Security will not permit unauthorized guests to stay overnight in the hostels.
9. Parking of two wheelers by students in the campus is not permitted. You will need prior permission from the Hostel warden and DSW.
10. Avoid going out of the main gate at night. Girls and Boys of the college are not allowed to go out of the main gate after 7:00 P.M. and 9:00 PM, respectively without prior permission of respective Wardens/Deans.
11. To ensure the presence of students in the classrooms students are not allowed to go out of the campus without the permission of their HODs during the teaching hours (9:30 AM. To 5 P.M.)
12. Entry to Hostels for guests/visitors, including parents, shall be permitted only if accompanied by the concerned student.
13. All guests/ visitors, including parents, should fill particulars in the register kept at the entrance of the hall.
14. Night stay may be permitted for guests/ visitors only if prior approval of the warden is obtained.
15. The vehicles and cycles of hostel staff/ workers to be parked outside near entrance of the hostel.
16. Male students are not allowed to enter inside the Girl's hostel. Entry of staff/ sweeper /worker/ laborer inside Girl's Hostel is allowed only after approval of the Warden. These workers allowed by the Warden will mark their entry in the register. In special circumstances they may be asked to deposit their entry pass with the Security Personnel
17. No female student is allowed to enter in the Boy's Hostel.
18. Entry of staff/ sweeper /worker/ laborer inside Boys' Hostel is allowed only after approval of the Warden.

Vehicle pass

All vehicles entering the campus shall be required to obtain Entry Slip (for one time entry)/ permanent pass. For one time entry

Procedure for obtaining Vehicle passes:

1. For obtaining permanent pass please download the requisite form from website and submit the dully filled form recommended by Head of the Department/Section/ Unit to the security office.
2. Above application should be supported by - (i) copy of Vehicle Registration Certificate, (ii) copy of insurance cover note (iii) copy of Driving License of the owner and (iv) copy of Institute ID. The original copies of the above mentioned documents should be produced in the Security Unit at the time of submission.

Regular Entry pass

All contract workers/mess workers / vendors/sweepers/laborer working in the campus shall be required to obtain Entry Slip (for one time entry)/ (or for 30 days). This entry pass can be renewed on the recommendation of Wardens /Heads/Section in charge.

Procedure for obtaining Entry passes:

1. For obtaining regular pass for a period of time download the requisite form from website and submit the duly filled-in application form recommended by Head of the Department/Section/ Unit to the Security Unit.
2. Above application should be supported by -(i) Job letter/assigned work letter , (ii) Aadhar card and one recent photograph. The original/attested copies of the above mentioned documents should be produced in the Security Unit at the time of submission.