



NICHE
KANYAKUMARI
DEEMED-TO-BE UNIVERSITY

NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

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Policy for Code of Conduct and Responsibilities of Security Personnel

1. Purpose

This policy document establishes guidelines for the recruitment, appointment, roles, and responsibilities of security personnel to ensure the safety and security of all students, staff, visitors, and property at NICHE Deemed to be University, Kanyakumari. The policy aims to foster a secure and safe campus environment.

2. Importance

This policy applies to all appointed security personnel and covers their responsibilities concerning student safety, campus security, and adherence to university regulations. It is applicable across all university premises, including academic, residential, and recreational areas.

3. Appointment of Security Personnel

3.1 Qualification and Requirements

Security personnel shall meet the following minimum qualifications and requirements:

- Must be at least 30 years of age.
- Must have a high school diploma or equivalent.
- Previous experience in security or law enforcement is preferred.
- Must pass a thorough background check.
- Physical fitness sufficient to perform the duties required.
- Trained in basic first aid and emergency response.
- Background checks will be conducted on all candidates to ensure no criminal history or associations that may compromise campus security.
- Preference will be given to candidates with experience in handling large crowds, emergency response, and conflict management

3.2 Recruitment Process

- Security personnel shall be recruited through a transparent and fair process led by the university's HR and security committee.

- Applications shall be reviewed, and candidates shortlisted based on qualifications and relevant experience.
- Shortlisted candidates shall undergo an interview, physical assessment, and background verification.
- All final appointments shall require approval from the university's administration.

3.3 Training and Orientation

- Newly appointed security personnel shall undergo mandatory training covering university policies, emergency procedures, interpersonal skills, and conflict resolution.
- Regular refresher training sessions will be held to keep security personnel updated on best practices and legal compliance.

4. Roles and Responsibilities

4.1 General Responsibilities

- Ensure the safety and security of students, faculty, staff, and visitors on campus.
- Monitor entry and exit points and verify identification of students, staff, and visitors.
- Patrol campus grounds regularly to detect and report any unusual activities or security breaches.
- Maintain a visible presence to deter potential incidents and provide a sense of security for all campus occupants.
- Manage traffic and parking on campus, especially during peak hours and events.
- Respond promptly to alarms, emergencies, and suspicious activities in accordance with the university's emergency protocols.
- Maintain logs and submit detailed reports of daily activities, incidents, and security breaches.

4.2 Student-Specific Responsibilities

- Escort students upon request, especially during nighttime hours or in areas with limited lighting.
- Ensure safety protocols are observed in student residential areas and maintain a peaceful environment.
- Educate students on campus safety procedures and personal safety measures.
- Collaborate with university counsellors and student affairs personnel to address student concerns regarding safety.
- Respond to reports of bullying, harassment, or assault in a timely and sensitive manner, prioritizing the well-being of students.
- Safeguard students during university events, sports activities, and trips organized by the institution.

4.3 Emergency Response and Crisis Management

- Be the first point of contact during any emergencies, such as fire, medical emergencies, or intrusions.
- Coordinate with local law enforcement, fire, and medical services as required.
- Secure the incident site to prevent further risks and safeguard individuals involved.
- Aid in the evacuation of students and staff as per emergency procedures.
- Participate in scheduled drills and ensure that students are familiar with emergency exit points and shelter areas.

4.4 Additional Responsibilities

- Report any damage, safety hazards, or maintenance issues that could impact security on campus.
- Support the university's disciplinary committee in investigating security-related incidents.
- Uphold the university's code of conduct, treating students with respect and maintaining confidentiality.

5. Code of Conduct for Security Personnel

Security personnel must:

- Perform their duties without discrimination or bias.
- Maintain professionalism and integrity in interactions with students, staff, and visitors.
- Refrain from using excessive force, intimidation, or harassment.
- Respect the privacy of students and uphold confidentiality in security matters.
- Report any conflicts of interest or personal biases that could affect their duty performance.

6. Monitoring and Evaluation

- The Security Department, in coordination with the University Administration, shall conduct periodic reviews of security personnel performance.
- Students' and staff feedback on the security team's effectiveness and behaviour will be reviewed to identify areas for improvement.
- All security staff will be required to undergo annual training based on evolving security needs to stay current with best practices.
- The Vice-Chancellor may authorise staff members to check the functions and behaviour of security personnel.

7. Violations and Disciplinary Action

Any breach of duty, misconduct, or violation of university policies by security personnel shall be addressed through disciplinary action, which may include suspension or termination. Cases involving legal offences will be reported to law enforcement authorities. The decision of Vice-Chancellor is final in this regard.




Registrar

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