



21<sup>th</sup> May 2018

## CIRCULAR

The **Security Committee** of the Institution has been constituted with the following members for the Academic Year 2018-19. The functions and responsibilities of the Committee are appended overleaf.

### Security Committee Members:

S. No.	Name of the staff	Designation-Department	Nature of responsibility
1	Mr. M.GIRINADH	Assistant Professor-H&S	Convener
2	Mr. CH.CHANDRA SEKHAR	Assistant Professor-H&S	Member
3	Mr. K.V.SRINIVASA RAO	Assistant Professor-IT	Member
4	Mr. C.BALA BRAHMA CHARY	Assistant Professor-H&S	Member

### The Functions of the Security Committee:

- To brief the security staff of their duties, create role clarity and ensure that they discharge their duties effectively and promptly.
- To ensure that the security personnel attend to their duties on time and in proper uniform.
- To ensure that the security staff do not allow unauthorized persons and vehicles in to the campus without prior permission of the competent authority.
- To ensure that the security staff do not allow the students to enter the College after the stipulated time or leave the College before the scheduled time.
- To organize effective foot patrolling along the periphery of the College premises, particularly on the rear side of the building, since it is more vulnerable for unauthorized persons to intrude.
- To set up electric alarm bells and other security equipment and systems like cctv, cameras etc. at strategic locations to use in the event of any exigency and emergency.
- To make the security staff to verify the identity of the visitors and check them thoroughly before they are allowed inside.
- To ensure that the students, particularly those residing in the hostels, do not go out with strangers, without the approval of the warden, who will check up with their parents before they are permitted to go out on emergencies.
- To ensure that there is adequate illumination in the entire premises by putting/ switching off all the lights in time.



# PRAKASAM ENGINEERING COLLEGE

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- To ensure that the security staff maintain a register for all visitors, vehicles and students coming late to the College or leaving the College on special permissions etc.
- To ensure that the security staff keeps important and relevant telephone numbers of the Police, Fire Services and other Departments and Officers to contact in case of any emergency
- to make surprise checks in order to verify whether the security staff are performing their duties, effectively or not whether there is any laxity on their part and make an entry in the Register to that effect for taking further action.
- To ensure that the security staff moves in the premises frequently and see that stray cattle such as dogs etc... are not allowed inside.
- To ensure that the permitted students park their vehicles at the ear-marked sheds/stands(places) in an orderly manner, while others, who are not permitted to come on vehicles, do not park their vehicles along the front compound wall;
- To ensure that the security staff checks the outgoing vehicles to verify if any material is being transported in them unauthorisedly or clandestinely.
- To ensure that the security staff properly guide/direct the students while crossing the highway for boarding the bus to avoid untoward incidents.