

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY HISAR-125001

Policy: University-Campus Security Ordinance

The Guru Jambheshwar University of Science and Technology Hisar ordains:

Chapter 1. Definitions

- 1.01 University** The term "university" when used herein shall mean Guru Jambheshwar University of Science and Technology Hisar.
- 1.02 Vice-chancellor** The term "Vice-chancellor" when used herein shall mean the Vice-chancellor of Guru Jambheshwar University of Science and Technology Hisar.
- 1.03 Registrar** The term "Registrar" when used herein shall mean the Registrar of Guru Jambheshwar University of Science and Technology Hisar.
- 1.04 Proctor** The term "Proctor" when used herein shall mean the Proctor of the Guru Jambheshwar University of Science and Technology Hisar.
- 1.05 Campus Security Controller** A person nominated by the Vice-Chancellor from amongst the Professor of the University in case DDO power are not vested in Chief Security Officer. In absence of such officer, Proctor shall look after this additional responsibility.
- 1.06 Proctorial Board** The term "Proctorial Board" when used herein shall mean the Proctorial Board of the Guru Jambheshwar University of Science and Technology Hisar as constituted by the Vice-chancellor from time to time.
- 1.07 Outside person** The term "Outside person" when used herein shall mean the person who is neither student nor employee nor dependent of resident-employee on the campus.
- 1.08 Chief Security Officer** The term " Chief Security Officer" when used herein shall mean the Chief Security Officer of Guru Jambheshwar University of Science and Technology Hisar and he/she shall be the case presenting officer (CPO) before the Proctorial Board.
- 1.09 Person** The term "person" when used herein shall mean any individual, association, partnership, corporation, or other legal entity.
- 1.10 Campus** The term "campus" when used herein shall mean the lands, buildings, and property, both real and personal, and wherever situated, which is

under the ownership, jurisdiction, or control of the Guru Jambheshwar University of Science and Technology Hisar

1.11 Street/Road

The term "street/road" when used herein shall mean any road or driveway located upon the campus of Guru Jambheshwar University of Science and Technology Hisar.

Chapter 2. University Campus Chief-Security Office

2.01 Establishment: There is hereby established the University Chief Security Office to consist of a Chief Security Officer, Security Supervisors and Security Guards. The University Chief Security Office shall be charged with the responsibility for law and order enforcement on the campus and shall exercise all powers which may be necessary or incidental to the performance of that responsibility.

2.02 Arrest and Prosecution: The Chief Security Officer, Security Supervisors and Security Guards are authorized to apprehend and arrest persons who violate any law and order on the campus, to make complaints as to any such violation before the Proctorial Board/a court of competent jurisdiction, and to participate in the prosecution of any such law violator. Offenders may first also be referred to the university conduct system through its Proctorial Board and may be referred to Police through the Registrar of the University.

2.03 Search and Seizure: The Chief Security Officer, Security Supervisors and Security Guards are authorized to conduct lawful searches of persons and property on the campus incidental to the performance of their duties under intimation to the Officer concerned of the University.

2.04 Peace Officers: The Chief Security Officer, Security Supervisors and Security Guards are responsible for maintaining peace and order on the campus and are authorized to issue reasonable directives to any person to cease and desist from any breach of the peace. No person shall interfere with or obstruct any officer maintaining the peace, nor shall any person disobey any such directive. Offenders, if necessary, may be referred to the university conduct system through its Proctorial Board.

2.05 Traffic Control: The proper traffic control system shall be the responsibility of the Chief Security Officer, Security Supervisors and Security Guards. Further:

- (1) The Chief Security Officer, Security Supervisors and Security Guards are responsible for the control of traffic on the campus and are authorized to issue reasonable directives to drivers and pedestrians which will assist in the safe and orderly control of traffic and no person shall disobey any such directive.
- (2) The university, pursuant to the power conferred by the competent authority of the university, as amended from time to time, expressly designates the Chief Security Officer, in his or her discretion, to serve parking violation notices or citations for civil infractions involving the unlawful parking of motor vehicles on campus.
- (3) Persons appointed pursuant to subsection (2) are hereby authorized and empowered to enforce on campus any university ordinance pertaining to regulating or restricting the

parking of motor vehicles by way of the issuance and service of parking violation notices or citations. Such persons shall have no other legal authority to act on behalf of the university in any other capacity as a result of their expressly limited appointments and delegated authority as conferred by this section.

- (4) The Chief Security Officer, Security Supervisors and Security Guards shall ensure that all motor vehicles are properly parked at different notified parking places at different offices on the University Campus.

2.06 Traffic Controller: The Chief Security Officer, or the person serving in that capacity, is hereby appointed to serve the university as Traffic Controller. The Traffic Controller shall exercise the powers and duties as provided in the uniform manner which is consistent with prevailing traffic control and safety practices and which is in the best interests of the university. The Traffic Controller shall issue traffic-control orders which shall specify the rules and regulations as approved by the competent authority from time to time simply for the Uniform Traffic Code.

2.07 Fire Protection: The Chief Security Officer, Security Supervisors and Security Guards are responsible for the control of fires on campus and for the establishment of reasonable rules and regulations to minimize the hazards of fire. No person shall interfere with or obstruct any such officer engaged in fire control activities, nor shall any person disobey the fire protection rules so established. No person shall temper or damage fire-safety equipments installed at different locations on the campus.

2.08 Lost Property: The Chief Security Officer of the University is responsible for the collection and disposition of abandoned, lost and found, or stolen and recovered property on the campus. The university offices shall maintain accounting records for such property, and shall establish regulations and procedures for the identification of the owners and for the return to them of such property and for the orderly disposition of unclaimed or perishable property in accordance with university policies and the law.

2.09 Trespassers: The Chief Security Officer, Security Supervisors and Security Guards, under intimation to Officer concerned, are expressly authorized to eject or bar trespassers from the campus or any part thereof, and no person shall disobey any order of any such officer which may be issued pursuant to this authority.

2.10 Mentally-ILL Persons: The Chief Security Officer, Security Supervisors and Security Guards are authorized to take into protective custody any persons appearing to be mentally ill and a danger to themselves, other persons or property. The Chief Security Officer, Security Supervisors and Security Guards may hold any such persons until they can be placed in the care of the University Health Centre, the University Counselling Centre, or released to an appropriate public or private authority or a responsible family member.

2.11 Protection of Civil Rights: The Chief Security Officer, Security Supervisors and Security Guards shall provide assistance to all persons of the University in the protection and preservation of their constitutionally guaranteed civil rights.

2.12 Requirement of Identification: The Chief Security Officer, Security Supervisors and Security Guards are responsible for providing security to persons and property on the campus from unlawful acts by persons who are on the campus with or without authority or reason. In the exercise of that responsibility the Chief Security Officer, Security Supervisors and Security Guards may act to establish the identity of persons found in

areas of the campus outside of the customary hours of use of such areas or in circumstances that reasonably warrant alarm for the safety of persons or property. The Chief Security Officer, Security Supervisors and Security Guards are authorized to eject from the campus any persons unable to identify themselves and explain their presence and conduct and show that there is no reason to believe that their presence constitutes a threat to persons or property on the campus.

2.13 Impoundment of Vehicles: The Chief Security Officer, Security Supervisors and Security Guards are authorized to provide impoundment of motor vehicles from University Campus. The Vice-chancellor/Registrar/Proctor of the university may issue some specific direction in case of any unusual circumstances on the campus.

2.14 Abandoned Vehicles: The Chief Security Officer, Security Supervisors and Security Guards are hereby authorized to provide for the appropriate disposition of abandoned vehicles. The Vice-chancellor/Registrar/Proctor of the university may issue some specific direction in case of any unusual circumstances on the Campus.

2.15 Miscellaneous: The office of the Chief Security Officer will be responsible to prepare an annual report on campus security describing its achievements and failures/limitations, major violations of ordinance/crimes that took place on campus and actions taken, and submit the same to the competent authority. The report may also suggest measures to further improve the campus safety and security. The office of the Chief Security Officer shall conduct annual campus security awareness programme for the new students during the month of August and September and all essential information shall be displayed at notice boards of the teaching departments/offices and other public places on the Campus.

Chapter 3. Traffic Regulations on University Campus

3.01 Careless Driving: No person shall operate any motor vehicle on campus at a speed of more than 30 Kmph or in a careless or negligent manner likely to endanger to other persons or property. No underage person shall drive a motor vehicle on the Campus.

3.02 Speed: No person shall operate any motor vehicle on campus at a speed in excess of thirty (30) kilometres per hour, except as otherwise posted.

3.03 Roadways, Parking Lots: No person shall operate any motor vehicle including but not limited to motorcycles on campus except on streets or parking areas established for that purpose, and within driving lanes marked for that purpose, unless otherwise authorized by the security guard or a designee.

3.04 State Law or Ordinance: No person shall operate any motor vehicle on campus in any manner or under any conditions which would be contrary to State laws or other applicable law or the provisions of any applicable university ordinance. No person shall engage in the theft of any motor vehicle or theft of fuel from any motor vehicle parked in the University Campus.

3.05 Parking Signs, Directives: No person shall park any motor vehicle on campus outside of designated parking spaces or in any location or manner prohibited by any sign posted by authority of the Vice-chancellor or a designee, or contrary to the express direction of the Chief Security Officer.

- 3.06 Traffic Control Devices, Signs:** No person shall operate a motor vehicle on the campus contrary to the regulations indicated by any sign or traffic control device posted or placed by authority of the Vice-chancellor or a designee, or contrary to the express direction of the Chief Security Officer. Further, the office of the Chief Security Officer shall issue designated but numbered token to outsiders who come with vehicles for better management of traffic-movement on the Campus.
- 3.07 Blocking Roadways, Intersections:** No person shall drive a motor vehicle into an intersection or onto a marked pedestrian crosswalk unless there is sufficient space on the street ahead so that the motor vehicle can be driven clear of the intersection or crosswalk without the necessity of stopping in the intersection or upon the crosswalk.
- 3.08 Vehicular Sales, Repairs:** No person shall park a motor vehicle on the campus for the purpose of displaying or advertising the vehicle for sale or for the purpose of washing, polishing, lubricating, or repairing the vehicle; provided, however, that this prohibition shall not be applicable to emergency repairs, or to displaying, advertising, or selling merchandise from a vehicle as authorized by the Vice-chancellor or a designee.
- 3.09 Presumption of Ownership:** In a civil infraction action for the violation of any of this ordinance relating to the parking of a vehicle, proof that the particular vehicle described in the complaint was parked in violation of the ordinance together with proof that the Defendant named in the complaint was either the registered owner according to the vehicle registration records or the person to whom a university permit was issued was the person who parked or placed the vehicle at the time and place where the violation occurred.
- 3.10 Left-of-Way, Pedestrians:** Where traffic control signals are not in place or in operation, the driver of a motor vehicle shall follow the Motor Vehicle Act of India.
- 3.11 Applicability to Bicycles:** Except as otherwise provided, the operator of any bicycle upon any street shall be subject to all provisions of these ordinances which are applicable to the operators of motor vehicles and shall be entitled to the rights of motor vehicle operators as provided hereunder to the extent that the provisions of these ordinances can apply to the operation of bicycles.
- 3.12 Towing of Vehicles:** The Chief Security Officer is authorized to provide for the towing of any vehicle parked or stored in violation of this ordinance consistent with the necessities of uniform security on the campus. Any provision of this chapter which describes an act or omission which constitutes a civil infraction may attract to impose a civil fine of not more than Rs. 500/- and costs or other amount as determined by the Proctorial Board of the University. However, in the case of a civil infraction of the handicapper parking provision, the civil fine shall not be insisted upon.

Chapter 4. Campus Regulations

- 4.01 Aircraft:** No person shall land or take off in any manned or unmanned airplane, helicopter, hot air balloon, or other aircraft on the campus except with the express prior permission of the Vice-chancellor or a designee.

4.02 Assaults: No person shall threaten with physical harm, assault, strike or jeopardize the safety or well-being of any person engaged in lawful activities on the campus.

4.03 Athletics: No person shall engage in athletic events or activities or use sports or athletic equipment on the campus except in areas specifically designated for such use; however, this provision shall not apply to the university campus residents. No person shall engage in athletic events or activities in such manner as to disturb or endanger other persons engaged in the lawful use of the campus.

4.04 Bicycles: No person shall take or use a bicycle without the permission of the owner or operate a bicycle in such manner as to endanger persons or property on the campus.

4.05 Buildings: The Vice-chancellor or a designee is empowered to establish such rules, regulations or orders permitting, restricting, or prohibiting the use of campus buildings as may be supportive of the purposes, programs, and policies of the university and for the protection of persons and property on the campus and no person shall violate any such rule, regulation or order.

4.06 Camping: No person shall construct, erect, or occupy any tent, trailer, lean-to, or other temporary shelter on the campus except with the express authorization of the Vice-chancellor or a designee.

4.07 Computers and Other Equipment: No person shall intentionally and without proper authorization gain access to, alter, damage, or destroy a computer system or computer network or the software program or data contained in a computer, computer system or computer network or other equipments. No person is authorized to utilize in any manner university computer equipment and software and other university equipment, whether owned or leased by the university: when such use would be for personal financial gain and unrelated to any legitimate academic pursuit, unless the use is pursuant to a contractual arrangement in advance of use providing for appropriate compensation to the university; or when such use would be in violation of any university contractual arrangement with equipment or software vendors or computer network organizations. No outside-person without proper authorization may utilize computer equipment or programs to gain access to, copy, or obtain for personal use or information, records or information owned or possessed by the university.

4.08 Destruction of Property: No person shall destroy, deface, or damage any university property or property of any other person on the campus.

4.9 Dumping and Littering: No person shall dump or otherwise dispose of any refuse, litter, dirt, or waste materials of any kind on the campus except in receptacles placed and designated for such use by the university or at locations specified by the university. Use of university receptacles is designated for the disposal of university generated waste materials only. Disposal of personal waste materials (e.g., household waste, furnishings, appliances, or building materials) in university receptacles or anywhere on campus is expressly prohibited. Commercial vendors, suppliers, and contractors shall use only those waste receptacles which are expressly assigned for their use by the university. No person shall operate a truck or other vehicle for transporting goods or materials on campus from which all or any part of the contents are blowing, dropping, falling or otherwise escaping or which is otherwise causing dirt or litter to be deposited on the campus.

4.10 Fires: No person shall cause or allow open burning on the campus except under the supervision of or with authorization by the Chief Security Officer or a designee. No

person shall sound an alarm for fire or other emergency except upon reasonable information and belief that there is a fire or other emergency which necessitates an alarm. No person shall tamper with, damage or circumvent an alarm system or other emergency equipment.

4.11 Forgery: No person shall make, forge, manufacture, print, reproduce, copy, alter, or forge the signature of another on any official university record, document or identification form with the intent to use any such document, record or identification form for an improper or unlawful purpose. No person shall knowingly possess or use any such forged or altered document.

4.12 Gambling & Horsing: No person shall engage in unlawful gambling activities under conditions which are contrary to the provisions of state law or any applicable university policy. No person shall ride any tractor or horse or other animal on campus except with the express authorization of the Vice-chancellor or a designee.

4.13 Locks: No person shall possess, duplicate, make, or cause to be made or duplicated any key, card, or attempt to hack the electronic security system of any equipment or unlocking device to operate any lock or locking mechanism used or maintained by the university except with the authorization of the Vice-chancellor or a designee.

4.14 Misrepresentation: No person shall misrepresent himself or herself to any other person as a student or employee of the university. No person shall misrepresent his or her identity for an improper or unlawful purpose.

4.15 Pets: No person owning or controlling any dog, cat, or other pet animal shall permit such animal to be on the campus without a restraining leash or unless confined within a cage or other enclosure which will assure the protection of persons lawfully on the campus from contact with such animal, provided, however, that this section shall not apply to the deer herd living on the campus or other wild life programs established on the campus with the authorization of the Vice-chancellor or a designee. It shall be unlawful for any person in control of any animal upon the campus in developed or landscaped areas to fail to pick up, remove and properly discard of such animal's feces, manure or solid waste. The Chief Security Officer shall be responsible of evacuation all such wild-animals that become threatening to the persons or properties of the University.

4.16 Plants: No person shall break, cut, pick, or mutilate any tree, shrub or herbaceous plant or water disposing system or remove there from any identification sign or tag, except in accordance with duly established landscaping, forestation or capital improvement, or approved research or teaching programs of the university or except as otherwise authorized by the Vice-chancellor or a designee.

4.17 Selling and Advertising: No person shall sell or advertise for sale any goods, wares, merchandise, or services, or take orders or make contracts for such sales on the campus except as authorized by the Vice-chancellor or a designee. Identifying information contained in such material, such as the name of a person, business entity, or organization, shall create a rebuttable presumption that the person, business entity or organization is responsible for distribution on campus.

4.18 Signs: No person shall erect, place or post any sign, poster, or advertisement except on bulletin boards or at other locations authorized for such use by the university and in accordance with university procedures. Identifying information contained in such material, such as the name of a person, business entity, or organization, shall create a

rebuttable presumption that the person, business entity or organization is responsible for distribution on campus.

4.19 Smoking: No person shall smoke or facilitate smoking in an area where it is prohibited by signs posted in accordance with university policy and state law or in areas where it would be hazardous to smoke.

4.20 Playing Games: No outside-person shall play games, which jeopardize the safety or other persons, on any playgrounds or parks on the campus except in designated grounds as expressly authorized by the Vice-chancellor. This section shall not apply to residents and their dependents living on the university campus.

4.21 Telephones: No person shall use any telephone or other communications device to harass, offend, or disturb any other person, nor shall any person use threatening, obscene, immoral or insulting language over any telephone or other communications device. No person shall use any telephone or other communications device to summon emergency service of any type as a prank or otherwise when such service is not needed. No person shall make or send offensive/uncivil SMS/MMS to other persons on the University Campus. Use of obscene gestures on telephone shall also be taken an offence liable to disciplinary action.

4.22 Basic Rights of Women: No person shall get involve in incidents of eve teasing that violates the basic right of women to live with dignity. Any vulgar remarks or gestures to offend any female on the campus shall be treated as a crime and disciplinary action of highest order.

4.23 Theft: No person shall use, take or carry away, without permission of the Chief Security Officer or a designee, any property of another person or any university property.

4.24 Trespassing: No outside-person shall enter or remain on the campus without proper authorization of the Chief Security Officer/a designee or lawful invitation nor shall any person remain on the campus after being lawfully requested to leave. This section shall not apply to residents and their dependents living on the university campus.

4.25 Wildlife: The university campus is deemed to constitute a asylum for all forms of wildlife and no person shall kill or capture any wild animal, bird, or fish on the campus, except as otherwise authorized by the Vice-chancellor or a designee.

Chapter 5. Unlawful Use of Alcoholic Beverages

5.01 Unlawful Use of Alcoholic Beverages: The following provisions shall govern the general possession, consumption, and distribution of alcoholic beverages on the campus. Additional rules and regulations which are not inconsistent with these provisions may be promulgated by the Proctorial Board with the approval of the competent authority of the University, or the Vice-chancellor may pass necessary orders to put a ceiling on the use of alcoholic beverages on campus as the Vice-chancellor deems to be in the best interest of the safety and welfare of the university community.

- a) A bonafide student/scholar of the University shall not possess or consume any alcoholic beverage and tobacco on the university campus.

- b) No person shall provide any alcoholic beverage to another person on university campus.
- c) No person shall consume, possess, or distribute any alcoholic beverage on the campus except as established by this section. However, the lawful possession and lawful and responsible use of alcoholic beverages shall be permitted: In residences and leaseholds on campus; In private areas of University housing facilities including rooms, suites, apartments, and the private lounge provided to residents.
- d) It shall be a misdemeanour for a person to be intoxicated on the campus and acting in a manner that endangers directly the health or safety of another person or property or causes a disturbance which interferes with the normal and uninterrupted use of the campus. Such person, on complain of the Chief Security Officer, may be prosecuted accordingly by the University Proctorial Board as per established rules and procedures of the University. If necessary, such person may be taken to civil hospital by the Chief Security Officer for medical examination under intimation to the Registrar of the University.

5.02 Operation of a Motor Vehicle: No person shall operate a motor vehicle while under the influence of intoxicating liquor or a controlled substance when, due to consumption or use of intoxicating liquor or a controlled substance, the person's ability to operate a motor vehicle is visibly impaired. The offender, on written complain of the Chief Security Officer, may be prosecuted accordingly by the University Proctorial Board as per established rules and procedures of the University. If necessary, such person may be taken to civil hospital by the Chief Security Officer for medical examination under intimation to the Registrar of the University.

Chapter 6. Disorderly Conduct

6.01 Conduct at Performances: No person shall disrupt or interfere with any authorized performance before an audience on the campus, including concerts, plays, lectures, scientific demonstrations, athletic contests, and similar activities, by making of noise, display of signs, engaging in demonstrations, throwing or dropping projectiles, entering upon the stage, playing field, or other performance area, or by any other means.

6.02 Public Events: No person shall enter or attempt to enter into any concert, theatrical performance, lecture, dance, athletic contest or other event contrary to the rules or qualification for eligibility for entry as established by the sponsors, or without a ticket, where required.

6.03 Loitering or Prowling: No person shall loiter or prowl on the campus at a time or in a manner that is not usual for law abiding individuals and under circumstances that reasonably warrant alarm for the safety of persons or property. Among the circumstances that may be considered in determining whether such alarm is warranted is the fact that the person takes flight upon the appearance of a Security Guard, refuses to identify him/herself, or manifestly endeavours to conceal him/herself or any object. Unless flight by the person or other circumstances make it impracticable, a Security Guard shall, prior to any arrest for an offense under this section, afford the person an opportunity to dispel any alarm which would otherwise be warranted by requesting identification and an explanation for the person's presence and conduct.

6.04 Civilized Behaviour: No person shall mix-up or share room or food with the Chief Security Officer/ Security Supervisors/ Security guards for seeking unlawful favour. Further, no person shall misuse the human and material resources of the University other than the purpose for which such resources are designated by the University Authority.

Chapter 7. Drugs and Weapons

7.01 Drugs: No person shall possess, use, distribute, sell, or manufacture illegal drugs, narcotics or controlled substances on the university campus, except as permitted by law of the University for its Exclusive Applications in scientific labs..

7.02 Weapons and Explosives: No person shall possess a pistol or any other firearm, dangerous weapon, weapon, explosive or incendiary device on the university campus provided, as permitted by law of the land. A weapon is any object designed to cause physical injury or any other object capable of causing physical injury or death. A dangerous weapon is any weapon designed to be dangerous and capable of causing death or serious bodily harm, or any other object capable of causing death or serious bodily harm that is used as a weapon. This section shall not be applicable to the authorized display of fireworks or cannon fire at events approved by the Vice-chancellor or a designee.

7.03 Toy Weapons: No person shall possess a toy weapon on the university campus with the intention or effect of using such toy weapon to threaten, assault, intimidate or otherwise injure any other person.

7.04 Chemical or Gas Ejecting Device: No person shall possess any unlawful chemical or gas ejecting device or dangerous chemical, biological or radiological substance on the campus with the intention of using or threatening to use such substance to injure, assault or coerce any other person. This section shall not operate to prohibit the lawful use of a chemical substance device as described and provided by law of the University for its exclusive applications in scientific labs.

7.05 Confiscation: The Chief Security Officer, Security Supervisors and Security Guards are authorized and directed to confiscate any object or substance which may be located on the campus or in the possession of any person in violation of this chapter. The offender, on written complain of the Chief Security Officer, may be prosecuted accordingly by the University Proctorial Board as per established rules and procedures of the University.

7.06 Possession by Security Officers: The provisions of this chapter shall not be deemed to prohibit Security Officers or other law enforcement officers from bearing arms or law enforcement equipment on the campus.

Chapter 8. Promulgation of Procedures, Rules and Regulations

8.01 Standards for Regulations: All procedures, rules and regulations which may be promulgated by the Vice-chancellor or a designee or by the Chief Security Officer

pursuant to the authority delegated by this ordinance shall conform to the following prescribed standards:

- a) Such rules and regulations shall be reasonably related to the health, safety, and welfare of persons and properties on the university campus;
- b) Such rules and regulations shall be non-discriminatory in their nature and application and shall not be arbitrary or capricious;
- c) Such rules and regulations shall be supportive of the programs conducted at the university and consistent with the orderly conduct of the business of the university;
- d) No such rule or regulation shall deprive any person of any constitutionally guaranteed civil right except in those cases provided by law for the welfare and safety of the university community.

8.02 Procedure for Adoption: Procedures, rules and regulations of general application may be promulgated by the Vice-chancellor or a designee or by the Chief Security Officer pursuant to the authority delegated by this ordinance. Those rules and regulations shall be duly notified to all concerned on the campus at the time of adoption and a compilation of all such rules and regulations shall be maintained at the office of the University Proctor with the executive backing of the Chief Security Officer of the University.

8.03 Ad Hoc Rules and Regulations: Any rule or regulation which is established by the Vice-chancellor or a designee or by the Chief Security Officer pursuant to the authority delegated by this ordinance and which is directly communicated by the Vice-chancellor or a designee or by the Chief Security Officer to any person orally or in writing shall be deemed to be in effect as to such person.

Chapter 9. Prosecution Process and Campus Security System

9.01 Security and Discipline: The security and discipline are complementary to each other; hence, the Proctor of the University shall be the overall Head for University Campus Security System. The Chief Security Officer shall directly report to the Proctor of the University and shall work under the supervision and control of the Proctor of the University. The Proctor of the University shall exercise all powers as conferred upon by the competent authority of the University from time to time. If private agency is hired for the purpose of campus-security, it should be ex-service man based and the university should replace it with new one at least once in three year.

9.02 Proctorial Board: The competent authority of the University shall constitute the 'Proctorial Board' from time to time as per the laid rules and procedures of the University. It may be insisted upon that the board should provide fair representation of the statutory officers of the university; wardens; deans/chairpersons of faculties/departments; senior teachers and branch officers of the university.

9.03 First Stage of Prosecution by Chairpersons/Wardens/Chief-Warden: The cases of indiscipline, disruptive behaviour and security-lapses and like, especially relating to students, if any, shall be initially prosecuted and minor punishment, not more than Rs. 1000/- or warning/suspension or both, shall be awarded at the level of Chairperson concerned or Warden concerned under intimation to Chief-Warden or Incharges and if the matter is of usual nature.

9.04 Second Stage of Prosecution by Proctorial Board: The cases of indiscipline, disruptive behaviour and security-lapses and like, especially relating to students, if any, shall be immediately reported and referred to the 'Proctorial Board' when matter is of unusual/serious nature for its consideration and award of punishment. The Proctor, on the recommendations of 'Proctorial Board' shall award the punishment on case to case basis.

9.05 Third and Last Stage of Prosecution by Court of Law: The Chief Security Officer on the approval of the Registrar may prosecute the offender (insiders and outsiders) in the court of law through police but it should be under intimation to Vice-chancellor of the University.

Chapter 10. Penalty for Violations by Proctorial Board

10.01 Penalty: Except as provided in Chapter 3 of these ordinances (traffic regulations), any violation of these ordinances shall be a misdemeanour punishable by a fine of not more than Rs. 10,000/- or warning/suspension/rustication, or both, or as otherwise determined by University Proctorial Board as per established law from time to time.

10.02 University Prosecution and Judicial System: Any violation of this ordinance by a student or staff may also be referred to the University Proctorial Board through Chairperson of University Teaching Departments/Branch Officers/ Incharges. If complaint is made through Chief Security Officer of the University, then, the Chief Security Officer shall act as case presenting officer before the University Proctorial Board. The Proctor of the University shall be the designated authority to pass necessary orders on the advice of the Proctorial Board.

10.03 Appeal by the Aggrieved Party: The Vice-chancellor shall be the appellate authority and the decision of the Proctorial Board may be requested for reconsideration by the aggrieved party. The Vice-chancellor may or may not refer such request for reconsideration within 30 days of the notified decision of the Proctorial Board in the case.

10.04 Denial of Access to Campus: Any individual who violates this ordinance and whose actions pose a threat to the health and/or safety of the university community, or to university property, or whose actions constitute trespass may also be referred to the University Proctorial Board for a hearing which may result in an order denying the offending individual access to the campus for a specified period of time.

Chapter 11. Terms and Conditions for Private Security Agency

11.01 Campus Profile for Security Purpose: University has 372 acres of land for which it intends to hire private security. Total area of the University is enclosed with walls of proper height. More than 50% of the area is developed one. Though firm/agency is supposed to provide security cover to the entire campus but there are few strategic locations which needs specific attention like Gates (1,2,3), boundary wall (to stop infiltration of outsiders as well as stray animals etc.), Teaching Blocks, Hostels (Boys & Girls), Administrative Block, Library, Shopping Complex, Parking Places, Sports Complex, Residential area and so on.

11.02 Selection Criteria of Private Security Agency: The University intends to shortlist competent agencies for its security on the campus. The short-listing criteria would be based on:

- i) Past track record of the firm/agency/NGOs/Ex-services League with minimum of 10 years of service experience in reputed Institutes like Government University/IIT or other (Central/State) academic Institutions of like nature.

- ii) The firm/agency/NGOs should have more than 75 lacs of turnover for the business in this line during the previous year. The firm/agency/NGOs/Ex-services League must possess Income Tax No. (The Firm/Agency/NGOs/Ex-services League to submit income tax return of previous year).
- iii) The firm/agency/NGOs/Ex-services League should have preferably more than 150 Ex-servicemen on its role, so as to be eligible for applying this contract of university security.
- v) The Security Guards will provide holidays i.e.52 Sunday + 3 National Holiday + 3 Festival Holiday + 4 Sick leave from which 1/6 relieving charges will be paid.
- vi) One dedicated Manager (Security) will be provided by the Agency to look after the security system of the University with no extra cost not below the rank of Lt./Capt.
- vii) The financial bids will be submitted as per the proforma.
- viii) The firm/agency/NGOs/Ex-services League will submit the two bids envelop system i.e. one for Technical bid and another for Financial bid. The agency will clearly mark on top of each envelop Technical bids and Financial bids respectively. Financial bids will be opened only of those agencies, whose technical bids will meet the requirement of the university security terms and conditions.
- ix) The concerned firm/agency/NGOs/Ex-services League will be required to make a presentation in respect of the security arrangements it intends to provide to the University.
- x) Tender/Quotation will be invited only from such firm/agency/NGOs/Ex-services League which has submitted its **expression of interest** and further it pre-qualifies the short listing criteria. Further, decision of the Vice-Chancellor in this regard will be final. Firm/Agency/NGOs will also ascertain that they have trained manpower for the job.
- xi) The best suitable firm/agency/NGOs/Ex-services League shall be hired initially for one year on DC- Rates plus Govt. taxes as applicable from time to time and on satisfactory performance the contract may be renewed for another year but maximum for three years.
- xii) The successful bidder for Providing the Security services will have to deposit a sum of Rs.10 lacs on account of security.
- xiii) The firm/agency/NGOs/Ex-services League will provide one dedicated Manager (Security) to look after the security system of the University with no extra cost not below the rank of Lt./Capt.

11.03 Terms & Conditions for Private Security Services: The following terms and conditions shall apply on the selected private security agency for providing security on the campus of this university:

1. The contractor/agency shall submit himself to the orders of the University and to the Officers and authorities under whom he may from time to time be placed by University.
2. The contractor/agency shall follow the Haryana Govt. Reservation policy for deployment of Security Guards in letter & spirit.
3. That contractor/agency shall, wherever so required to do by the University, furnish cash security in such form, as University may required and execute a bond for the due performance of all the duties required from him.
4. The Contractor/agency shall maintain a wage register of each worker in such form as may be convenient, but the same shall include the following particulars:
 - (a) Rate of Daily or Monthly Wages.
 - (b) Nature of work on which employed.

- (c) Total No. of days worked during the each wage period.
 - (d) Total amount payable for the work during each wage period.
 - (e) All deductions made from the wages with an indication in each case of the ground for which the deduction is made.
 - (f) Wages actually paid for each wage period.
5. The contractor/agency shall maintain a “wage card” and also to issue an identity card for each worker deployed on the work.
 6. The Wages of a worker shall be paid to him without any deduction of any kind except the following:
 - (a) Fines.
 - (b) Deduction on account of absence from duty i.e., from the place or places where by the terms of his employment he is required to work.
 - (c) The amount of deduction shall be proportionate for the period for which he was absent.
 - (d) Deduction for damage to or loss of goods entrusted to the employed person for custody or for loss of money for which he is required to account, where such damages or loss is directly attributable to his neglect or default.
 - (e) Any other deduction which the University may from time to time allow.
 7. The Contractor/agency shall ensure the deployment of Security Guards/Supervisor etc. as per agreement to be signed with University.
 8. The Contractor/agency shall be subject to the overall superintendence, control and direction of the Proctor, Chief Security Officer/Incharge Security, G.J.U.S.& T., Hisar Or an Officer authorized in this regard by them. The Proctor, Chief Security Officer/Incharge Or their representatives shall have the right to check and supervise the work as and when they desire so.
 9. The Contractor/agency shall be responsible for checking and impounding the stray cattle entering the campus area in an un-authorized manner.
 10. The Contractor/agency before putting in place any security system or changing the security system regulating the security into or exit from the campus area shall consult the Chief Security Officer/Incharge Security before implementing the security system.
 11. If the Contractor/agency is found to have violated any terms of agreements the same shall liable to be cancelled.
 12. The Contractor/agency shall be liable for security of entire campus and to reimburse the University for any loss caused due to theft, damage, broken etc.
 13. The Contractor/agency will be liable for payment of various taxes to the Govt. Income Tax (including surcharge, if any) will be deducted at source by the University.
 14. The payment will be made to the contractor/agency every month on performance having been found satisfactory.
 15. The Contractor/agency shall have to maintain attendance register of security staff and also the work register.
 16. If a contractor/agency engages 20 or more than 20 security personnel, he will have to obtain the license from the Office of the Labour Commissioner, Haryana or competent authority of Haryana Govt.
 17. It will also be the responsibility and liability of contractor/agency to adhere to all provisions of ESI, PF, and other Labour Acts and shall furnish ESI & EPF account number to the University.
 18. The Contractor/agency will not be provided any vehicle by the University for this purpose but the Chief Security Officer/Incharge Security or their representative(s) shall have the right to check and supervise the work as and when they desire so.
 19. The contractor/agency will provide additional security arrangements of 4 to 5 security guards casual/temporary nature.
 20. The contractor/agency shall be liable for a penalty of Rs.1000/- if the presence of any stray cattle is spotted/found in the University Campus.
 21. The contractor/agency shall submit periodically returns as may be specified from time to time.

22. The contractor/agency will ensure the proper security arrangements for the area assigned to it.
23. The contractor/agency will ensure the antecedents verification of the security staff to be deployed by him in the University.
24. The contractor/agency shall supply proper uniform to the security staff deployed by him and ensure that they are in proper uniform while on duty.
25. In addition to the above, the University reserves the right to add more terms & conditions for the effective performance of the contract. Such conditions, if any, will be announced at the time of personal interview before the Chief Security Officer/Incharge Security or Advisory Committee on Campus Security.
26. The contractor/ agency, therefore, will ensure that he himself or authorized official of the agency (as the case may be) appears before the Chief Security Officer/Incharge Security or Advisory Committee on Campus Security for the personal interview for negotiation and the contractor/agency will abide by any new terms & conditions which may be announced at time of interview.
27. There will be a joint monitoring committee approved by the Vice-Chancellor time to time. The committee shall meet at least once in two month and shall submit its report/observation to the Vice-Chancellor for better co-ordination and smooth security system on the campus.
28. The contractor/agency selected by the University for providing the security services will be required to deposit a cash security of Rs.10,00,000-00 (Ten Lacs only) along with the contract deed.
29. The contractor/agency selected by the University for providing the security services will be required to implement the 'University Security Policy' in letter and spirit.
30. In case of any dispute between the parties, the same will be referred for the arbitration to the Vice-Chancellor and his decision shall be final. The provision of Arbitration & Reconciliation Act of 1996 will apply to such things.

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