



TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar- 799022
Tripura

No.F.TU/REG/G-Admn/04/2015 (Vol-IV)

Date: 4th June, 2020

Manual on Internal Security Administration of the Tripura University

This manual brings out in-built safeguards to help in its internal administration within the framework of the Tripura University Act, 2006 as well as various rules and regulations notified by the Tripura University and the UGC and Government (Both State and Central) from time to time. The purpose of this manual is to enable security staff of the university to exercise their power and discharge their responsibilities in conformity with the avowed objectives of the force, guide internal security staff and disciplinary authorities in running their offices efficiently and effectively with the aim to facilitate functional aspects of working of the outsourcing manpower of security in the expeditious and correct disposal of their day to day work.

(1) **General Administration:** It is that function of command which deals with organization, discipline and well-being of security manpower and provision, maintenance and movement of internal security staff including outsourcing manpower and material. All ranks are subject to the Tripura University Act and Rules and to such rules and regulations as may be laid down from time to time by the authority of the Tripura University for maintenance of good order and discipline. All ranks on first arrival to assume security duty will make themselves acquainted with the standing orders of the University so that these are complied with at all times during their attachment in this University. It includes management and execution of all security matters pertaining to security coverage including personnel management, discipline, logistics, welfare as well as well-being, and redressal of grievances.

(2) **Contents:** The following areas have been covered in this manual:

- a. *Responsibilities and Duties of Staff.*
- b. *Maintenance of Posts and Deployment of Manpower.*
- c. *Inspection and Visits.*
- d. *Welfare and Redressal of Grievances.*

2 (a). Responsibilities and Duties of Staff:

Security Officer is responsible to look after areas covered in para (2) of this manual and help University Administration for planning, control, and command. Security inspector(s) is responsible for the execution of the administrative policies including training system and physical fitness of the staff and outsourcing security manpower. Security inspector(s) is to be assisted by security staff. Security staff in lower rank will ensure deployment of outsourcing manpower, carry out instructions, report problem areas and suggest remedial measures at field level. Commanding Officer including Security Inspector(s) are responsible to prepare operational profile about university system, its terrain, security layout of the campus, area map, vulnerable areas, road network, demographic profile of the area, deployment detail, likely pattern of operations, contingency plan, patrolling and observation plans, and problem being faced during conduct of duties. Documents like visitors' book, guest book, in-out pass registers,

Id-card registers, duties and guard register are being maintained and area of responsibility patrolled and safety and security of the unit is ensured. All aspects of security consciousness must be inculcated through training and strict observance of rules. The drill of activities like briefing, checking and training, firefighting, and quick response task be laid down. They must respect the law in letter and spirit. All ranks on arrival for duty be briefed and made conversant with the Standing Orders and instructions by the respective Officer Commanding. And finally, it is the duty of all Officers and Junior Staff to keep themselves legally well-informed and maintain good rapport with local civil and police administration so that they are able to take appropriate action within the legal framework.

2 (b). Maintenance of Posts and Deployment of Manpower:

The data pertaining to number of guard posts/units including patrolling party and the list of security staff and the outsourcing manpower must be made available. Nominal Roll of all internal staff and outsourcing manpower must be maintained at HQ level and at Sub-Unit/Post level as follows-

Nominal Roll of -----Post/Unit/Party -----Date

S. No	Post No	Rank	Name	Available	Not Available	Reason for Non-Availability	Remarks

Signature of
Preparer

Signature of
Verifying Officer

Signature of
Approval Authority

Security Staff assigned to keep record must ensure details of deficiencies and surpluses at each unit /post, patrolling party, covered unit and HQ with reasons of deficiencies and action taken by unit/sub-unit to make up deficiencies. The problem areas must also be brought to the notice of the higher authority. The data given in the nominal roll must be checked with Master Ledger/Register and should be recorded in summary and be placed regularly before the authority. Details of instructions, distributed work load details, reserve of special unit, training unit, leave registrar, causality register, record of training and courses, stores record including fire extinguisher, camera, and other equipment and materials, MT log book, Condemnation Board proceedings, etc. be updated regularly. Long roll be made as per nominal roll and entries of individuals posted out are to be deleted immediately. All entries of punishments/ rewards should be recorded in respective performance profile and or service records.

2 (c). Inspection and Visits:

Inspection and visit be done regularly to ensure that security staff remain fit and alert at all times to carry out assigned role and task and the discrepancies if any are removed in time. Any Official of the University including Security personnel during inspection and visit will point out deficiency and defect noticed by them during their course of visit and suggest the correct action to be taken. Security Officer and Staff should ensure quality of the work done by the unit/post, its combat worthiness and its preparedness to meet contingencies. Visit can be done any number of time and staff can be detailed frequently with a view to assess unit problems and initiate remedial measures. Inspection Note, Inspection File/ Visit Register and Progress Report File with details of inspection points pending with reason duly typed and checked and action taken on point observed be made available as when required.

2(d). Welfare and Redressal of Grievances:

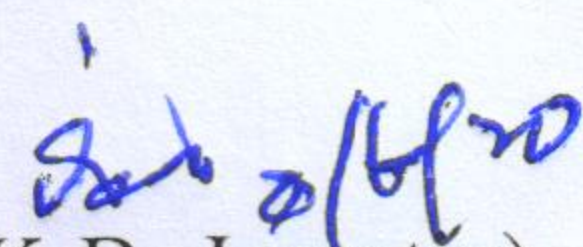
It is important to improve the work performance, morale and efficiency of the unit. The main area of care and concern are physical fitness, accommodation, dressing room/ rest room and welfare. Consolidated welfare scheme be drawn and Welfare Committee meetings be held in time and proceedings of the meeting be submitted to the Authority through chain of command which merit consideration at appropriate levels of administration. Minimum primary medical and health care be provided to boost. Along with health and hygiene education, regular medical inspection of all ranks be done regularly. It is essential for Commanders at all levels to ensure that genuine concern and problems of troops serving under command are attended on priority. The staff stay closer to the troops should know the problems and convey to their senior Commander. The senior commander during their briefing, conference, visit and inspection should talk to the troops to ascertain the genuine problem areas. Every week one day will be observed as Security Officer's interview day, and in emergency case interview can be sought any day. Commanders at all levels should explain to troops various channels being followed for redressal of grievances and warn them not to resort to unethical means of writing anonymous complaints. Such complaints reflect poor discipline and lack of character and no action is supposed to be taken on anonymous complaints. However, if Officer Commanding desire they can investigate the complaint without prejudice to ascertain the facts for future course of action.

3. **Security Officer and Security Inspector(s)** should also follow the terms and conditions of their working laid down in their appointment letters.

4. **Security Officer and Security Inspector(s)** should also comply with any other duty assigned to them by the University Authority

This will come into force with immediate effect.

This is issued with the approval of Hon'ble Vice Chancellor, Tripura University.


(Dr. K.B. Jamatia)
Registrar (i/c)
Tripura University

Copy to:

1. The Head/Head (i/c), Department of _____, T.U. with a request to circulate the order among the faculty members/staff/students.
2. All Officers/Branches/Section, Tripura University.....
3. The Security Officer, Tripura University.
4. The Security Inspector, Tripura University.
5. Sri Suman Das, Sr. Technical Assistant, T.U. for uploading in T.U. website.
6. P.S. to the Vice-Chancellor, T.U. for kind information of Hon'ble Vice-Chancellor.