

**Shri Lal Bahadur Shastri Govt. Medical College & Hospital**  
**Mandi at Nerchowk**

**STANDARD OPERATING PROCEDURES (SOPs) FOR SECURITY GUARDS-  
HOSTELS, SLBSGMC MANDI**

• **General instructions :**

1. Guard will be in proper uniform, with ID card, whistle, torch and lathi at all times.
2. Duty will be 8- hour shift (8am-4pm, 4pm-12am, 12am-8am). No guard will leave post until reliever arrives.
3. Guard must not sleep, consume alcohol/ tobacco or use mobile phone while on duty.
4. Attendances register to be signed in presence of warden/caretaker.

• **Entry & Exit Management:**

A. **Boys Hostel:**

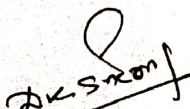
1. Only residents of that hostel allowed. Maintain entry Register for Visitors.
2. Entry of non-resident male students allowed only till 8pm upto common room only with entry in register.
3. Entry of female visitors strictly prohibited inside rooms. If parents/family, allow only their up to visitors room/common room till 6pm with permission of warden.

B. **Girls Hostel (Strict):**

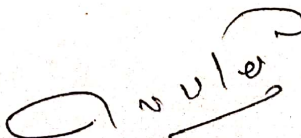
1. No male visitor allowed inside girls hostel premises beyond main gate at any time.
2. Father/Brother allowed only in visitors room till 6pm after entry in register and after informing warden on phone.
3. All girls must entry by 9:00pm (or as per hostel time).late entry to be recorded in late entry register and informed to warden immediately.
4. Any girls going out at night for emergency must have written permission/ phone From Parents permission from warden.

• **Gate & Keys:**

1. Main gate to be kept closed and locked from 10pm to 5am. Open only for authorized entry.
2. No duplicate keys to be made.
3. No vehicle without valid sticker/ without register entry.

  
Warden Boys

  
Warden Girls

  
Chief Warden

- **Daily Duties:**

1. Take round of entire hostel building, boundary wall, terrace and mess area every 2 hours, especially night shift.
2. Check for any unauthorized person, smoking, alcohol, drugs, gambling.
3. Ensure no outsider is staying in hostel rooms.
4. Check lights, water taps, fire extinguishers.
5. Immediately report any quarrel; ragging, medical emergency, fire, theft to warden, chief warden and control room.

- **Prohibited Activities:**

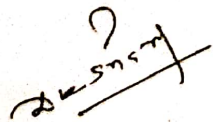
1. Strictly ensure no alcohol, drugs, cigarettes, hookah inside hostel.
2. No loud music/ DJ after 10 pm.
3. No ragging activity. If observed, immediately report and protect junior.
4. No gambling/ playing cards with money.

- **Emergency response:**

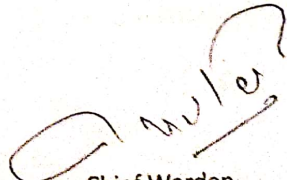
1. Medical Emergency: Call 108, inform warden, help shift student to emergency, keep gate clear for ambulance.
2. Fire: Activate alarm, use extinguisher, inform fire station and warden.
3. Fight/Ragging: Separate students, inform Warden/Chief Warden/Anti-Ragging Committee immediately, do not use force.
4. Maintain emergency Numbers Display at gate: Warden, Chief Warden, Principal, Women Helpline, Police 100, and Security Supervisor.

- **Registers to be Maintained at gate:**

1. Visitor Register (Name, purpose, Time In/Out, Mobile, Whom to meet).
2. Student Movement Register (Late entry/ night out)
3. Staff/ Worker entry register (Mess, Housekeeping, Electrician)
4. Night Patrolling Log Book.

  
Warden Boys

  
Warden Girls

  
Chief Warden

- Special Instructions for Girls Hostel Security (Female Guard Preferred at Night if available);

1. Male security will remain at outer gate only, not inside corridors after 9pm unless emergency.
2. Any delivery boy (Zomato/swiggy) will not go inside- girl must come to gate to collect.
3. Be respectful and polite. No misbehaviour/ harassment will be tolerated- will lead to immediate termination and police action.

- Handover:

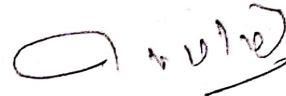
At the end of shift, brief next guard about any incident, pending visitors, late comers.



Warden Boys



Warden Girls



Chief Warden

No- HFW-(SLBSGMC) Boys Hostel / 351  
22/09/2026

By Order:



Principal  
SLBSGMC, Mandi at Nerchowk