CAMPUS SECURITY AUDIT CHECKLIST

Name of the Institution:

VELAMMAL COLLEGE OF ENGINEERING AND TECHNOLOGY, MADURAI-625 009

S.No.	CAMPUS SECURITY DETAILS	YES/NO	REMARKS
1.	Is the entire campus enclosed with a compound wall?	YES	• The entire campus is fully enclosed with a well-constructed compound wall, clearly demarcating the institutional boundaries. • The compound wall ensures safety and security of students, staff, and infrastructure by preventing unauthorized entry.
2.	Is the perimeter of the college secured with fencing?	YES	• The partial portion of the college is secured with strong and durable fencing, ensuring complete boundary protection of the campus.
3.	Are the gates monitored throughout the day? Number of gates:	YES	• The college has **three gates**, including the main entrance and service/secondary entrances. • Security personnel are deployed at each gate to regulate and monitor the movement of students, staff, and visitors. • Entry and exit through the gates are controlled as per institutional security protocols to maintain discipline and campus safety.
4.	Whether the securities are trained personnel? Number of Securities: 15	YES	• The institution has **15 trained security personnel**, including **6 in the morning shift, 6 in the night shift, and 3 lady security guards**. • Security personnel are deployed at key locations covering both the **college and hostel premises** to ensure continuous safety. • An **in-out register is strictly maintained** for students, staff, and visitors for both the college and hostel to ensure effective monitoring and security control.

10/3/26

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5.	Have there been any security problems in the past? (Issues of weapons possession, vandalism, theft?)	NO	• There have been **no security-related problems** reported in the past.
6.	Whether local patrolling by security personnel is done daily?	YES	• Local patrolling by trained security personnel is carried out **daily** across the campus. • Patrolling covers academic blocks, hostels, common areas, and perimeter zones. • Security personnel maintain **patrolling and monitoring records** on a regular basis.
7.	Do you have sufficient number of CCTV cameras installed and functional at all strategic locations with proper control room for analysis and monitoring?	YES	• A **sufficient number of CCTV cameras** are installed at all strategic locations across the campus. • All CCTV cameras are **functional and regularly maintained** to ensure uninterrupted surveillance. • The cameras are connected to a **dedicated control room** for continuous monitoring and analysis.
8.	Number of CCTV Cameras:	YES	Main Gate: 15 Workshop Building: 16 Auditorium: 16 Library: 14 Canteen: 14 Admin Office: 13 Exam Center: 8 VIVEKANANDA BLOCK: 81 Dr.SIVAJI GANESAN BLOCK: 75 Hostel: 47 Welding Lab: 7

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9.	Does AMC is being taken for CCTV?	NO	• Routine monitoring and minor maintenance are handled **internally by the institution**. • Any faults or technical issues are addressed **as and when required** through service support. • The CCTV system remains **functional and effectively monitored** to ensure campus security.
10.	Any Person is deputed for the CCTV Monitoring?	YES	• A **designated person is deputed** exclusively for CCTV monitoring. • Continuous monitoring is carried out from the **centralized CCTV control room**. • The deputed personnel regularly observe live feeds and recorded footage for security purposes.
11.	Whether secluded and unsupervised spots within the campuses are covered with adequate lighting?	YES	• All secluded and less-frequented areas within the campus are provided with **adequate lighting**. • Proper illumination is ensured along pathways, corners, and open spaces to avoid dark spots. • Regular checks are carried out to ensure lights are **functional and well maintained**.
12.	Do you have a key system in place? How many keys to the building? How many keys to classrooms?	YES	• The building is secured with **2 master keys**, maintained under authorized control. • A total of **88 keys for classrooms** are available, and **laboratories have separate dedicated keys**. • All keys are securely stored and issued from designated **provision points at the office room and security room**, ensuring safety and accountability.

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13.	What hours does the Helpdesk staff work? • In-person • Online • Through Phone	YES	• **In-person:** Helpdesk staff are available **during regular college working hours** to assist students, staff, and visitors on campus. • **Online:** Support is provided **throughout working hours** via online platforms for queries and assistance. • **Through Phone:** Helpdesk services are accessible **during working hours** through phone calls for immediate support. • The helpdesk ensures **continuous assistance across all modes** (in-person, online, and phone) as per institutional requirements.
14.	How many complaint boxes are installed?	YES	• **A total of** 2 complaint boxes **are installed within the campus.** • **The complaint boxes are placed at** accessible and strategic locations. • **They allow students and staff to submit grievances confidentially.** • **Complaints are reviewed periodically and addressed by the concerned authorities.**
15.	Whether all the complaints are documented and resolved?	YES	• **A dedicated** Grievance Cell **is in place to handle and monitor all complaints.** • **The Grievance Cell** conducts meetings and support sessions for students **to address issues effectively.** • **Complaints are** reviewed, resolved in a time-bound manner**, and appropriate action is taken as required.**
16.	Is there a visitor procedure? Is it enforced and do you maintain documentation?	YES	• **The procedure is** strictly enforced by security personnel **at all entry points.** • Visitor details are documented **in a security register, including entry and exit information.**

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17.	Is there any proper monitoring system for workers involved in various services such as Plumbers, Electricians, Construction workers?	YES	• **All service and contract workers are engaged** only with prior approval **and under institutional guidelines.** • **Any construction or maintenance work is carried out** strictly under the supervision of the Infrastructure Cell.
18.	Do students have ID cards or other identification, which is always in plain view? Is this enforced?	YES	• **All students are issued** official institutional ID cards. • **Students are required to** wear their ID cards in plain view **while on campus.** • **Wearing of ID cards is** strictly enforced **by faculty members and security personnel.** • **This practice helps in** easy identification, **access control, and overall campus security.**
19.	Do all employees have I.D. cards?	YES	• **All employees are issued** official institutional ID cards. • **Employees are required to** wear their ID cards at all times **while on campus.** • **Compliance is** monitored and enforced **by the administration and security staff.**
20.	Do you have the local police monitor the campus after hours?	YES	• **The campus is under the** monitoring and jurisdiction of the nearby Silaiman Police Station, **ensuring after-hours security support.** • **The** local police carry out monitoring and patrolling after working hours **as part of routine security control.** • A College Security Officer (SO), who is a retired Sub-Inspector (SI), **coordinates with the police authorities.**
21.	Have the local police visited the campus and become familiar with the campus layout?	YES	• **Police personnel have been oriented about** entry/exit points, academic blocks, hostels, and common areas.

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22.	Are the students aware of college discipline codes? Are parents aware? How are they made aware?	YES	• **All students are made aware of the** college discipline codes through the College Handbook, **which contains the rules and regulations and is issued to every student.** • **The discipline codes are explained during** orientation programmes and regular academic interactions. • Parents are also informed **about the discipline rules, and in case of any misuse or violation, parents are immediately notified.** • **Such cases are** enquired into and appropriate advice or corrective measures are given to both students and parents, **ensuring awareness and compliance.**
23.	What is the college's knowledge about the surrounding neighborhoods or areas around the college?	YES	• **The college has** good knowledge of the surrounding neighborhoods and nearby areas **around the campus.** • **The institution is aware of** local residential zones, commercial areas, and access roads **surrounding the college.** • **Regular interaction with** local authorities and community members **helps the college stay informed about the locality.** • **This awareness supports** better security planning, student safety, and emergency preparedness.
24.	Is the main entrance to the college easily recognized?	YES	• **The** main entrance of the college is clearly visible and easily recognized. • **It is marked with** proper signage displaying the college name and identity. • **The entrance is designed for** smooth access and effective security monitoring. • **This clear identification helps** visitors, students, and emergency services **locate the campus easily.**

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25.	Is adequate exterior lighting provided as to eliminate all dark areas?	YES	• **Lighting is installed along** roads, pathways, building exteriors, and open spaces. • **Lights are** regularly inspected and maintained **to ensure proper functioning.**
26.	Are shrubs and trees trimmed as to minimize hidden areas on campus?	YES	• **Landscaping is maintained to ensure** clear visibility along pathways, buildings, and common areas. • **Trimming is carried out as part of** routine campus maintenance schedules.
27.	Are all items removed from outside the buildings and near exterior fences that could be used for breaking in or standing and climbing on? (i.e. Ladders, lumber, trash containers, etc.)	YES	• **Areas near** exterior walls and perimeter fences **are kept clear at all times.** • **Trash containers and maintenance materials are** properly placed away from buildings and secured locations. • **Regular inspections are carried out to ensure** no potential security hazards **are left around campus structures.**
28.	Are hidden areas of the college fenced in? (i.e. courtyards, areas not visible from the front)	YES	• Additional fencing provisions are provided in the hostel area **to enhance safety and restrict unauthorized access.**
29.	Is the campus located in a residential area? Commercial area?	YES	• The campus is **located in a residential area.** • The surrounding neighborhood mainly consists of **residential houses and community facilities.**
30.	Are all classroom / portable doors capable of being locked from the inside?	NO	• At present, **not all classroom and portable room doors can be locked from the inside.** • Existing doors are designed mainly for **external locking and supervised access.**

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31.	Do emergency lights work in the halls?	YES	• The emergency lighting system is connected to a **generator or UPS backup**. • Lights automatically operate during **power failures and emergency situations**. • Regular checks are carried out to ensure **continuous functionality and safety compliance**.
32.	Are parking passes / tags issued with the procedures in place to revoke parking passes?	NO	• **Parking passes / tags are not issued** to students or staff at present. • Therefore, **formal procedures to revoke parking passes are not applicable**. • Parking areas are managed through **general supervision and security monitoring**.
33.	Whether the hostel is monitored by authorised wardens?	YES	• **The hostel is** monitored by authorized wardens **at all times.** • **There are** 2 wardens for the Gents hostel **and** 2 wardens for the Ladies hostel. • **Wardens supervise** daily activities, discipline, and student welfare. • **Their presence ensures** safety, proper administration, and a secure hostel environment.
34.	Whether the proper monitoring system is maintained in hostels?	YES	• In-and-out records are strictly maintained **for hostel residents and campus movement.** • **Hostel activities are** regularly supervised by wardens and security personnel. • **In case of** any emergency or critical situation, parents are immediately informed and confirmed, **ensuring student safety and transparency.**

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35.	Whether all the faculty and students are downloaded the "KAAVAL UTHAVI" App and ' DRUG FREE TN" App	YES	• All faculty members and students are **encouraged and ensured to download the "KAAVAL UTHAVI" App and the "DRUG FREE TN" App**. • The institution has **conducted awareness programmes** to explain the purpose and usage of both apps. • Faculty and students are guided on how these apps help in **personal safety, emergency support, and drug abuse prevention**. • Continuous awareness and follow-up ensure **active participation and responsible usage** of these applications.

Date: 11/03/2026

Place: Madurai

11/3/26

Signature and Seal of the Head of the Institution

PRINCIPAL
Velammal College of Engineering and Technology
(Autonomous)
Madurai - 625009

Velammal College of Engineering and Technology (Autonomous) Madurai 625009

11/3/26

Signature and Seal of the Police Officer from nearby police station

ஆய்வாளர்
சிலைமான் காவல்
மதுரை மாவட்டம்