

Security Management System

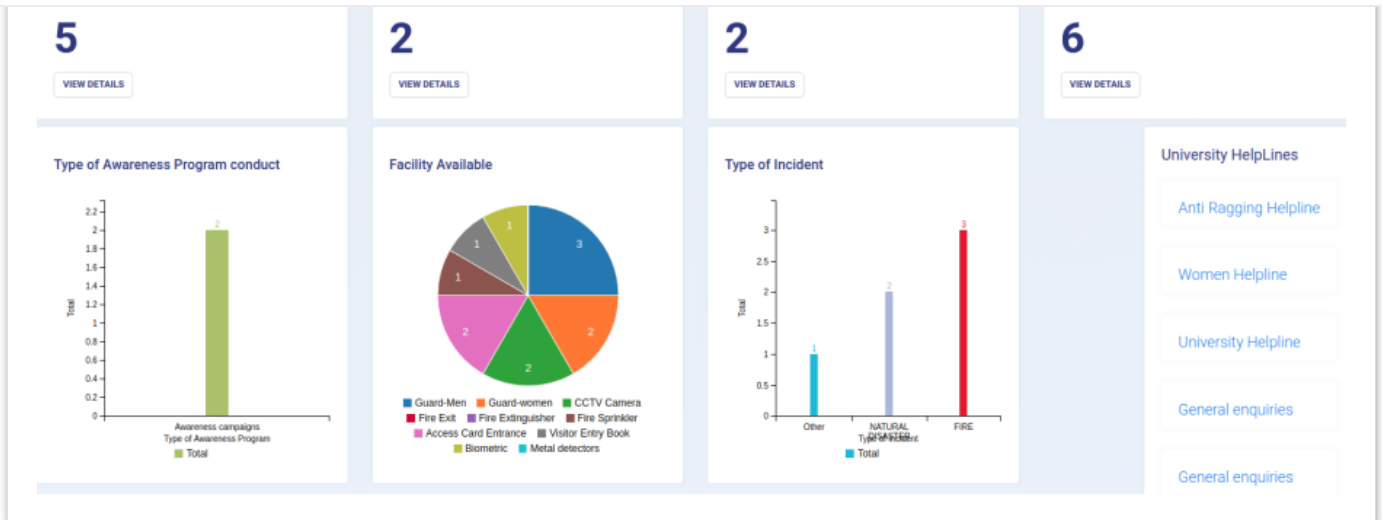
Introduction

The Security Management module helps to establish a place to protect the students, and university staff from all possible dangers, such as chemical, physical, or physiological, under all circumstances.

- It is necessary to recognize that the responsibility for safety and security does not solely rest on the shoulders of safety and security supervisors, but is rather a joint responsibility of all university staff.
- All university staff is to be informed of and trained in all aspects of prevention from incidents as it relates to their positions and work environment at the university.
- To provide a healthy and secure work environment within the university.

Dashboard

Admin Dashboard



Employee Dashboard



Settings

This section contains the configuration detail related to security. Only the admin of security can view and access it.

Name	Action
Facility-Type	
Incident-Type	
Awareness-Type	

Facility Type

In this field, we can define and configure the type of facility which will be available in each OU(University) for security purposes.

- **View:** Admin can view the details by clicking on “view” icon available in front of every entry.
- **Add facility:** Admin can add a new type of facility by clicking on the “Add Facility Type” button present on the top right side of the portal and fill in the required details:
 - Facility Name
 - Description (About the Facility)
 - Status(Active/Inactive)
- **Update:** Admin can edit/update the details by clicking on the “edit” icon available.
- **Submit:** Admin can submit the added/updated details by clicking on the “edit” icon available.

Note: Once the Submit button is clicked changes cannot be done.

Incident Type

In this field, we can define and configure the type of incident that can be reported by the employee/student/visitor of the university.

- **Add new Incident type:** Admin can add a new type of incident by clicking on the "Add Incident Type" button present on the top right side of the portal and fill in the required details:

a) Incident Name

b) Description (About the Incident)

c) Status(Active/Inactive)

- **Update:** Admin can edit/update the details by clicking on the "update" icon available.
- **Submit:** Admin can submit the added/updated details by clicking on the "submit" icon available.

Note: Once the Submit button is clicked changes cannot be done.

Awareness Type

In this field, we can define and configure the type of awareness program that can be conducted in the universities.

- **View:** Admin can view the details by clicking on "view" icon available in front of every entry.
- **Add awareness type:** Admin can add a new type of awareness program by clicking on the "Add Awareness Type" button present on the top right side of the portal and fill in the required details:-

a) Awareness Name

b) Description (About the Awareness Program)

c) Status(Active/Inactive)

- **Update:** Admin can edit/update the details by clicking on the "edit" icon available.
 - **Submit:** Admin can submit the added/updated details by clicking on the "submit" icon available.
-

University Helplines

In this section, Admin can add and manage the university helpline numbers which will be visible to all the employee/student dashboard for emergency purposes or any help.

Add Helpline

Admin can add a new helpline Number by clicking on the " Add Helpline" button present on the top right side of the portal and fill in the required details:

- Name
- Contact Authority
- Helpline Number
- Contact Number
- Email
- Address
- Description
- Status(Active/Inactive)

View

Admin can view the details by clicking on the icon available in front of every entry.

Edit

Admin can update/edit the details by clicking on "edit" icon.

Admin can modify/submit the helpline details and adding/editing by clicking on the submit button.

Note: Once the Submit button is clicked changes cannot be done.

Safety and Security Guidelines

In this section, we note down the procedure guidelines on how to maintain security/safety at one's end, how to react under any emergency, what all precautions could be taken, and other necessary information.

Add Guidelines

Admin can add guidelines by clicking on the "Add Guidelines" button present on the top right side of the portal and fill in the required details:-

- Title of guidelines
- Guidelines For(choose from the dropdown)
- Description
- Helpline(choose from the dropdown)
- Status(Active/Inactive)

View

Admin can view the details by clicking on "view" icon available in front of every entry.

Edit

Admin can update/edit the details by clicking on "edit" icon.

Print

Security and Safety Facility In Organisational Unit

Security and Safety Facility in Organisation Unit → [Add Facility in Organisation](#)

Showing 1-3 of 3 items.

#	Organisation Unit	Facility	Incharge Name	Incharge Contact No.	Remarks	Status	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Central Library	Guard-Men, CCTV Camera, Access Card Entrance, Visitor Entry Book, Biometric,	Mukesh Rawat	98741235		Active	<input type="checkbox"/> <input type="checkbox"/>

Add Facility in Organisation

Admin can configure security and safety facility organizational wise by clicking on the "Add Facility in Organisation" button present on the top right side of the portal and fill in the required details:

- OU Unit(Select from the drop-down)
- Facility
- Incharge Name
- Incharge Contact Number
- Incharge Email
- Remarks
- Status(Inactive/Active)

View

Admin can view the details by clicking on "view" icon available in front of every entry.

Edit

Admin can update/edit the details by clicking on "edit" icon.

In this section, admin can specify the guidelines of safety and security to university staff/students/visitors. It can be Anything like mock drills, campaigns, workshops, etc.

For Example guidelines for safety/security from fire is to know:

- How to respond to fire drills,
- Knowing the procedures of how to raise a fire alarm,
- Knowing how to use the fire fighting equipment available in the work environment,
- Knowing all emergency exit and entry points and the locations of emergency alarms, etc.

Add Awareness Program

Admin can add awareness program by clicking on the " Add Awareness Program" button present on the top right side of the portal and fill in the required details:-

- Title
 - OU Unit(Select from the drop-down)
 - Awareness program Type(Select from the drop-down)
 - Start Date(Select From Calendar)
 - End Date(Select From Calendar)
 - In-charged Name
 - Organized By(Organiser Name)
 - Description
-

-
- Number of Staff Participated
 - Number of Teacher Participated
 - Feedback/Outcomes
 - Status(Inactive/Active)

View

Admin can view the details by clicking on “edit” icon available in front of every entry and can add pictures for the notification/information by clicking the “Add Pictures” button present in the bottom right side of the portal.

Edit



Admin can update/edit the details by clicking on “edit” icon.

Incident Report



In this section, all the incidents reported by any staff/student are visible to the admin(as Security Admin login) but to the employee(as employee login) only those incidents are visible which is reported by himself/herself. Here:-

- Incident reports are reported/filed by the victim(employee).
- The immediate notification goes to the supervisor in charge.
- The status of whether the incident is resolved or pending is visible to the reporting person.

Admin:

#	Organisation Unit	Incident Type	User Incident Type	Date Time	Description	Resolution	Resolution Date	Reporting Person Name	Reporting Person Contact	Reporting Person Designation	Status	Actions
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	  
1	SCHOOL OF TECHNOLOGY	FIRE		Feb 12, 2020 2:45:00 PM	Consequatur nesciun			Harlan Farley	9874563210	Dolorem labore id blanditiis aut molestiae autem	Reported	  
2	SCHOOL OF EDUCATION AND TRAINING	NATURAL DISASTER		Dec 19, 1899 1:05:00 AM	Molestias sit cupidi			Venus Gallegos	1265479	Corporis sunt id perspiciatis temporibus debitis voluptates illum magna veniam quod rerum et	Reported	  

Employee:

Incident Records											Add Incident	
Showing 1-1 of 1 item.												
#	Organisation Unit	Incident Type	Other Incident Type	Date Time	Description	Resolution	Resolution Date	Reporting Person Name	Reporting Person Contact	Reporting Person Designation	Status	Actions
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	
1	Central Library	HAZARDOUS CONDITION -NO FIRE		Feb 12, 2020 10:30:00 AM	demo	resolved	2020-02-10	demo	9685741236	demo	Resolved	

Add Incident

An employee can add Incident occurred with him/her by clicking on the "Add Incident" button present on the top right side of the portal and fill in the required details:-

- OU Unit(Select from the drop-down)
- Incident Type(Select from the drop-down)
- Date & Time(When the incident occurred)
- Description(About the incident)
- Reporting Person Name(Victim Name)
- Reporting Person Contact(Victim Contact)
- Reporting Person Designation(Victim Designation)

View

Edit

Employees can update/edit the details by clicking on “edit” icon.

Add Resolution

Once the incident is reported by the victim, it goes to the in-charge of the OU where the incident happened. After that actions are taken on that incident by clicking on “tick” icon and fill in the required details:

- Resolution(What action was taken)
- Resolution date(When the action was taken)
- Status(reported-by Default/Pending/Resolved)

This status will be reflected in the victim dashboard.

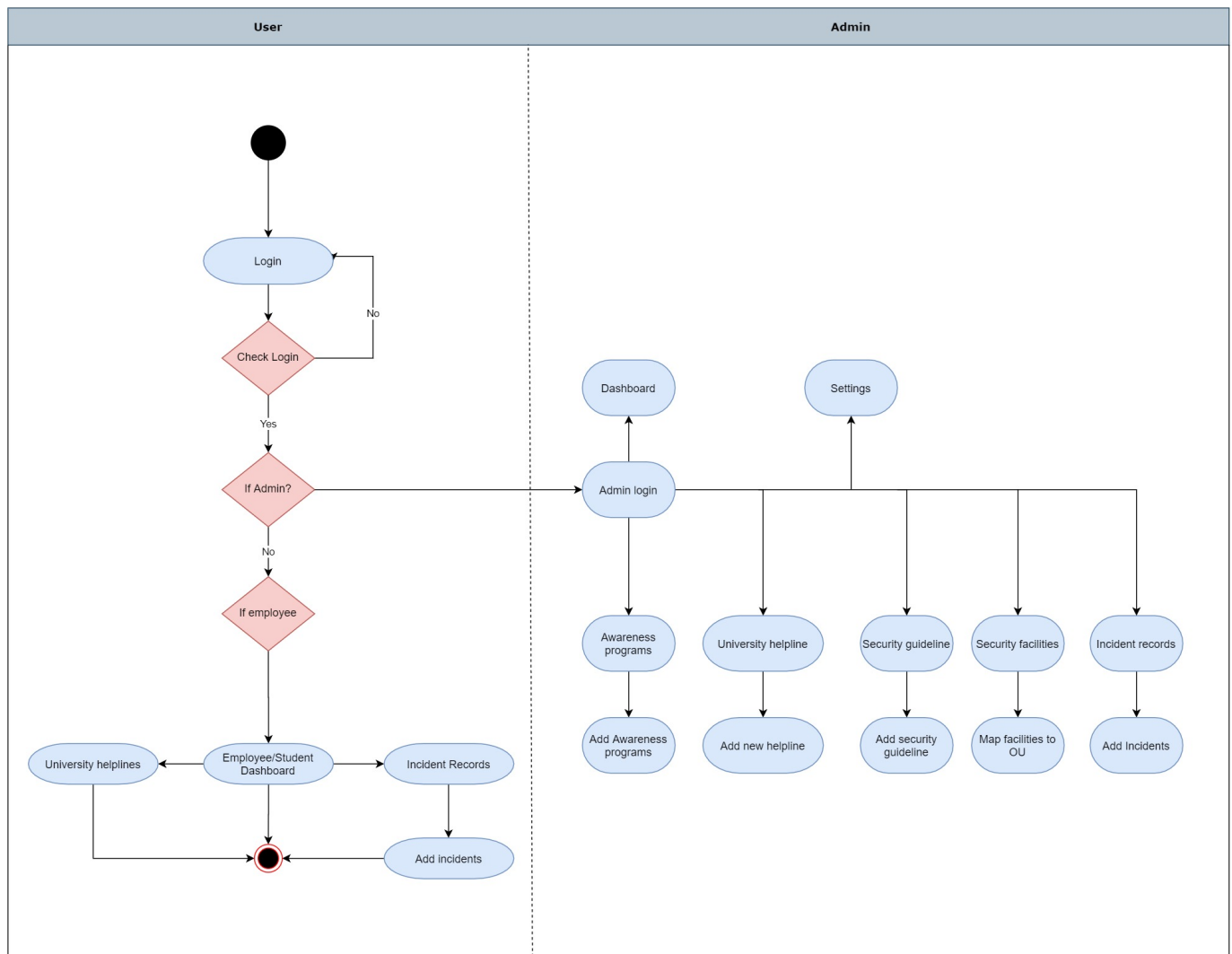
Annexure

Roles

Role Name	Description
<i>security_admin</i>	Can configure the setting like adding university helpline and safety guidelines
<i>security_admin_view</i>	Same role as Security_Admin but with viewing rights only
<i>employee</i>	Can report an incident, view safety guidelines

and take print out.

Activity Diagram



Use Case Diagram



External Resources

[Module Training Video ↗](#)

[Edit this page](#)

[← Screening Process of Teaching Recruitment- University of Delhi](#)

[Sports Management System →](#)

INTRO

Getting Started

Module Breakup and Prerequisites

ACADEMICS

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

ACCOUNTS & FINANCE

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

BASE MODULES

DATA MANAGEMENT

Content Federation System System
Minutes Resolutions Archive Retrieval System
University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme
Employee Management - Admin
Employee Management - Non Teaching
Employee Management - Teaching
Knowledge
Leave Management System
ToT Management

GOVERNANCE

Affiliation Management
Estate Management System
File Management & Tracking System
Inventory Management System
IT Service Desk
Legal Case Management System
Residence Allocation (E-housing)
RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching
Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment
Screening Process of Teaching Recruitment

UNIVERSITY FACILITY

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System