



Job Title: College Security Guard (Campus & Female Hostel)

Job Summary:

The College Security Guard maintains a safe and secure environment across the college campus, including the female hostel. This role involves monitoring access, preventing unauthorized entry, responding to emergencies, and protecting students, staff, and property.

Key Responsibilities:

1. Patrol College premises (buildings, grounds, and female hostel) to deter theft, vandalism, and misconduct.
2. Monitor CCTV cameras and report suspicious activities.
3. Control access to the female hostel, verify visitor identities, and ensure only authorized individuals enter.
4. Respond promptly to security incidents, disturbances, or emergencies.
5. Report safety hazards for immediate action.
6. Escort students or staff when requested for safety reasons.
7. Cooperate with local law enforcement if necessary.
8. Maintain logbooks for visitors, deliveries, and after-hours entries.
9. Issue temporary passes when required.
10. Secure campus gates at designated times.
11. Handle disputes or misconduct professionally.
12. Document incidents and submit detailed reports to the college administration.
13. Work closely with hostel wardens regarding student safety concerns.

Required Skills & Competencies:

- Vigilant and physically fit for guarding duties.
- Strong observation and problem-solving skills.
- Prior security experience (preferred).

Work Conditions:

- Shift-based (day/night) with rotating schedules.
- Must be on-call for emergencies.