

Policy on General Administration

Policy Title – Policy on General Administration

Policy Number – 09

Functional Area – Security Administration

Effective date – 01.03.2024

Approving Authority – The Council, Lincoln Institute of Graduate Studies

Administrative Responsibility – Chief Security Officer

Rationale and Purpose –

Security is one of main functions of the Lincoln Institute of Graduate Studies in engaging to protect movable and immovable properties and lives of Lincoln Institute of Graduate Studies Community. It is required to use proper guidelines to assist to achieve the Lincoln Institute of Graduate Studies Vision and Mission.

Policy Scope –

This policy will apply to the Officer, Deputy Chief Security Officer, Security Inspectors and Security Inspectors and Security Guards.

Policy Statement –

This policy will guide in achieving objectives of the Institute.

Key areas of focus of this policy will be:

- Communications
- Follow standing orders
- Training and skill development
- Record keeping
- Safety and Protection of lives and property
- Act in emergency situation
- Control ragging
- Legal activities

Performance Measurement:

- Based on the KPI of the Corporate Plan

Related Documents/ Policies –

a). Legislative Context:

Establishment Code/ appropriate Instructions/Circulars/ all forms of violence in Educational Institutions Act No. 20 Of 1998

Guidelines introduced to control ragging in Universities and other Higher Educational Institutes

b). Associated Documents:

Corporate Plan of the Lincoln Institute of Graduate Studies 2024-2025

- Internal Quality Assurance Unit, Internal Audit – may be for monitoring



Implementation:

Implementation will occur through the following actions:

- Reporting to the Vice-Chancellor/Registrar/Relevant Officers
- Inclusion of general administration policies relevant to students (Safety and Protection of lives and property, controlling ragging) in Student Handbook