



National Institute of Social Development Policy on General Administration

Policy Title: Policy on General Administration

Policy Number: 07

Functional Area: Security Administration

Effective Date: 11.07.2024

Approving Authority: The Governing Council, National Institute of Social Development

Administrative Responsibility: Director of Admin and Finance, Security Officers

7.1. Rationale and Purpose:

Security stands as a pivotal function of the Institute, tasked with safeguarding both movable and immovable properties, as well as the lives of the Institute community. This policy is established to provide comprehensive guidelines aimed at assisting in the realization of the Institute's Vision and Mission.

7.2. Policy Scope:

This policy applies to all Officers, Security Guards, and staff members of the National Institute of Social Development.

7.3. Policy Statement:

This policy serves as a guiding framework to achieve the objectives of the Institute. Key areas of focus include:

- 7.3.1 Communications: Ensuring effective communication channels among security personnel and relevant authorities.
- 7.3.2 Adherence to Standing Orders: Following established protocols and procedures consistently.
- 7.3.3 Training and Skill Development: Providing necessary training and skill development opportunities to enhance security capabilities.

- 7.3.4 Record Keeping: Maintaining accurate records pertaining to security incidents and activities.
- 7.3.5 Safety and Protection: Prioritizing the safety and protection of lives and property within the Institute premises.
- 7.3.6 Emergency Response: Acting promptly and effectively in emergency situations to mitigate risks and ensure safety.
- 7.3.7 Control of Ragging: Enforcing measures to prevent and control instances of ragging, in accordance with relevant legislation and guidelines.
- 7.3.8 Legal Compliance: Ensuring adherence to all legal requirements and regulations governing security operations.

7.4. Performance Measurement:

Performance will be measured based on Key Performance Indicators (KPIs) outlined in the Corporate Plan of the Institute.

7.5. Related Documents/Policies:

- 7.5.1 Legislative Context: Institute Act, Establishment Code, relevant Instructions, Circulars, and the Prohibition of Ragging and other forms of violence in Educational Institutions Act No. 20 of 1998.
- 7.5.2 Associated Documents: Corporate Plan of the NIDS 2023-2027, Internal Quality Assurance Unit, Internal Audit reports for monitoring purposes.

7.6. Implementation:

Implementation of this policy will occur through the following actions:

- 7.6.1 Reporting to relevant authorities including the Director-General, ADG, Registrar, and other relevant officers.
- 7.6.2 Inclusion of general administration policies relevant to students, such as safety and protection measures and ragging control, in the Student Handbook.

7.7. Note:

This comprehensive policy on general administration sets forth guidelines and procedures essential for ensuring the security and well-being of the Institute community, while also aligning with legal requirements and institutional objectives.