# Security Manager – ASGI

Adi Shankara Group of Institutions, Kalady

## 1. Qualifications, Experience, Knowledge and Skills Required

### A. Educational Qualifications

- A Bachelor's degree in any discipline from a recognised university; a degree in Security Management, Criminology, Police Administration, Disaster Management or a related field is preferred.
- Certification or formal training in Security Management, Industrial Security, Fire and Safety, First Aid, Disaster Management or Emergency Response will be an added advantage.
- Training in CCTV surveillance, access control systems, security technology and incident management is desirable.
- Knowledge of applicable security-related laws, labour regulations and statutory requirements governing private security agencies is essential.

### B. Professional Experience

- Minimum 5–8 years of relevant experience in security operations, preferably in educational institutions, large campuses, industrial establishments, hospitals or other multi-facility organisations.
- At least 2–3 years in a supervisory or managerial role, handling security personnel and outsourced security agencies.
- Proven experience in managing campus security, visitor management, access control, vehicle movement, surveillance systems and incident response.
- Experience in preparing security plans, conducting risk assessments, developing emergency response procedures and coordinating mock drills.
- Experience in vendor management, contract monitoring, deployment planning, manpower scheduling and performance evaluation.
- Exposure to liaison with police, fire and rescue services, local administration and other emergency response agencies is desirable.

### C. Technical Knowledge

The candidate should possess working knowledge of:

1. Security systems: CCTV/IP surveillance, video recording, access control, biometric systems, visitor management and electronic security solutions.
2. Campus security operations: Gate management, perimeter protection, identity verification, vehicle control and restricted-area monitoring.
3. Emergency management: Fire response, evacuation procedures, crowd management, disaster preparedness and crisis communication.
4. Statutory compliance: Private security agency regulations, applicable labour laws, police verification requirements, and relevant fire and safety provisions.

5. Security documentation: Incident registers, visitor logs, duty rosters, inspection reports, occurrence reports and compliance records.
6. Contract and vendor management: Security agency agreements, service-level agreements (SLAs), key performance indicators (KPIs), billing verification and deployment compliance.
7. Technology and reporting: MS Office, Excel, digital reporting systems, dashboard preparation and data-based performance monitoring.

## D. Essential Managerial and Operational Skills

- Leadership, team management and effective supervision of security guards and supervisors.
- Strong observation, situational awareness and risk identification capabilities.
- Sound judgement and quick decision-making during emergencies.
- Effective communication, conflict resolution and interpersonal skills.
- Ability to coordinate with principals, directors, department heads, administrative teams, students, employees, parents and visitors.
- Competence in preparing standard operating procedures (SOPs), security manuals and emergency response plans.
- Ability to manage multiple campuses, facilities and security service providers.
- Integrity, discipline, confidentiality, impartiality and a strong sense of responsibility.
- Ability to work in shifts or respond to emergencies outside normal working hours when required.

## E. Personal Attributes

- High ethical standards and professional integrity.
- Alertness, physical fitness and mental composure.
- A proactive and preventive approach to security management.
- Firm but courteous behaviour, particularly when dealing with students, parents and visitors.
- Sensitivity towards the safety, dignity and privacy of students, staff and visitors.
- Commitment to creating a safe, inclusive and disciplined learning environment.