



# MUASt

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**MARONDERA UNIVERSITY**  
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

## **SECURITY POLICY**

**POLICY NO. SP/05/23**



# MUA

MARONDERA UNIVERSITY  
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

TITLE	MARONDERA UNIVERSITY OF AGRICULTURAL SCIENCES AND TECHNOLOGY SECURITY POLICY
POLICY NUMBER	MUA /-----/23
COMPILED BY	Chief Security Officer
APPROVED BY	Senate/Council
DATE	Approval date

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## PREAMBLE

Marondera University of Agricultural Sciences and Technology (MUASt) is a modern and unique institution of higher learning established through an Act (Chapter 25:29). The University is driven by the vision to be a leading global Centre of excellence in the provision of technology driven sustainable green agricultural solutions". Underpinned by its unique CORE VALUES: Excellence, Diversity, Innovation, Ethics, Ubuntu, Sustainability and Integrity; the University aims at producing globally acceptable and competent graduates grounded in agricultural, entrepreneurial and technological skills through excellence in teaching, research and extension services, innovation and industrialization.

This policy shall ensure that MUASt security adheres to anti-corruption circulars, policies and measures as directed to the attention of the University by other agencies of the State. The policy shall also abide by growth, prosperity and inclusive development to the country in prompting good governance buttressed by transparency, accountability, integrity and rule of law. This policy also acknowledges the responsibility to lead by example in the fight against corruption and to ethically render services with integrity

The Security department plays a pivotal role by ensuring that a secure and peaceful academic atmosphere prevails, all the university assets are well secured and losses are averted. The five pillars of Education 5.0 which are research, teaching, community service, innovation and industrialization can only be achieved in peaceful environment hence the importance of the security section.

### **Definition of Terms**

University - refers to Marondera University of Agricultural Sciences and Technology (MUAAT)

University Community - refers to Marondera University employees, students, visitors and contractors.

Student - a registered learner who has been enrolled at MUAAT for academic purposes.

University Property - refers to any property owned by the University or any property that is used for University business. It includes moveable and immovable objects as well as land.

Visitor - refers to a person who is not a member of staff or student who has been lawfully granted access to the University premises.

Restricted Area- refers to any area of the University which unauthorised people are not allowed to enter.

## **SECTION A**

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### **1.0 Purpose of the Policy**

The purpose of the Security Policy is to set out the parameters for protecting the assets, staff and students of Marondera University of Agricultural Sciences and Technology from potential threats, breaches and unauthorized access. It outlines guidelines, measures and responsibilities to ensure a peaceful academic environment prevails.

### **1.1 Scope of the policy**

The policy is applicable to all university assets, infrastructure as well as university staff and students. This policy ensures a holistic approach to security. The Policy parameters outlined in this Policy are applicable to the university' three campuses.

### **1.2 Regulatory frameworks**

- Constitution of Zimbabwe
- Constitution Of Zimbabwe Amendment (No. 20) 2013
- Criminal Procedure and Evidence Act [Chapter 9:07]
- Criminal Law Codification and Reform Act (Chapter 9:23)
- MUASt Act [Chapter 25:29]
- MUASt Risk Management Policy.
- MUASt Student Ordinance 5.0.

### **1.3 Objective of the policy**

The main objective of the policy is to contribute to the success of MUASt as a leading Agricultural and Technology academic institution by committing ourselves to creating a secure and safe teaching learning and working university environment

## **SECTION B**

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### **2.0 Responsibilities of the Security Department**

The Security Department has the responsibility of creating an atmosphere conducive for academic purposes and any security breaches will not be tolerated.

The security department shall:

2.1.1 Protect the university staff, students and property through patrols, use of electronic security systems and crime awareness campaigns.

2.1.2 Enforce the Security Policy.

2.1.3 Detect crime.

2.1.4 Apprehend offenders.

2.1.5 Investigate security incidents in a professional manner without fear or favour and prejudice.

2.1.6 Carry out escort duties in a professional manner without exposing the consignment.

2.1.7 Respond immediately to any calls of a security nature.

2.1.8 Foster a mutual relationship with other Stakeholders and security agencies.

### **2.2 Security of Property and Buildings**

2.2.1 Office bearers are responsible for securing all university's property that includes furniture, records, materials, vehicles, university animals, machinery and tools, as well as protecting them from damage.

2.2.2 Entrance to executive offices shall be by invitation.

2.2.3 Security staff shall prevent unauthorised access to buildings and premises they

are guarding in line with the security procedures.

2.2.4 Boundary fence patrol checks shall be carried out and observations endorsed in the relevant book.

### **2.3 Asset Management:**

2.3.1 An inventory of university-owned physical assets shall be maintained, including computers, servers, networking equipment, and other valuable items.

2.3.2 Asset tracking mechanisms shall be implemented to monitor the location of university assets and prevent theft, abuse or loss.

### **2.4 Movement of University Property**

2.4.1 All university property shall be moved upon completion of a Goods Removal Form which shall be produced to the Security personnel.

### **2.5 Identification of Staff, Students and Visitors**

2.5.1 University staff and students are required to wear a lanyard with a current University identification (ID) card at all times for identification purposes and when accessing University facilities and Halls of residence.

2.5.2 Staff and students should be prepared to show their ID card when requested by security personnel.

2.5.3 Visitors shall report to the security on entering the premises and identify themselves, state the purpose of their visit and agree to have their particulars logged in the visitors' log book.

## **2.6 Incident Reporting**

2.6.1 All incidents of a security nature shall be reported to the Security Office either by direct contact with the office or through Security sergeants at the three University Campuses.

## **2.7 Security Awareness and Training**

2.7.1 Regular security awareness and training programs shall be conducted for all university personnel to educate them on security best practices, potential risks, and their role in maintaining a secure academic environment.

## **2.8. Management and Safekeeping of Office keys.**

2.8.1 Keys for offices used by staff shall be kept by the Central Services Department to control access into offices.

2.8.2 If an individual loses a key or it is stolen, the individual must report this loss to the Security Department immediately.

2.8.3 Individuals are not allowed to make duplicate keys without the authority of the Central Services and Security Department.

## **SECTION C**

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### **3.0 Compliance with University Policy**

MUAST Security Department commits to compliance of this policy. Failure to comply with the policy is an act of misconduct which is subject to disciplinary action.

Periodic security audits and assessments shall be conducted to evaluate compliance with this policy and identify areas for improvement.

### **3.1 Monitoring and Review of the Policy**

This policy shall be reviewed after every four years and as and when the need arises.

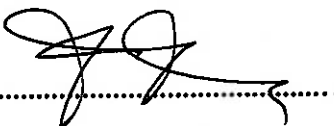
**3.1 Compliance with University Policy**

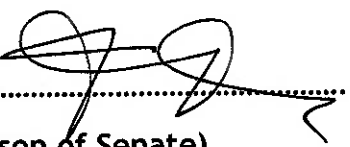
3.1.1 This policy is informed by the relevant Standard Operating Procedures and Guidelines.

3.1.2 Failure to comply with the policy is an act of misconduct which is subject to disciplinary action.

**3.2 Monitoring and Review of the Policy**

Policies are subject to review after every 4years.

Approved.......... Date.....03/12/23.....  
(Chairperson of VCEXCO)

Approved.......... Date.....03/12/23.....  
(Chairperson of Senate)