

# Policy on Facilities for Safety and Security

## 1. Preamble

The Institution is committed to providing a **safe, secure, inclusive, and supportive environment** for all stakeholders, including students, faculty, staff, and visitors. Safety and security are essential prerequisites for effective teaching, learning, research, and campus life.

This policy outlines the **institutional framework, facilities, and mechanisms** established to ensure physical, psychological, and digital safety within the campus.

## 2. Objectives

The objectives of this policy are to:

- Ensure a **safe and secure campus environment**
- Protect students and staff from physical, emotional, and cyber threats
- Establish preventive and responsive safety mechanisms
- Promote awareness of safety protocols and emergency procedures
- Comply with statutory and regulatory safety requirements
- Strengthen NAAC indicators related to **Student Support, Governance, and Institutional Values**

## 3. Scope of the Policy

This policy applies to:

- All students (UG, PG, and research scholars)
- Teaching and non-teaching staff
- Contractual employees, vendors, and visitors
- All academic, residential, and common areas of the campus

## 4. Safety and Security Governance Structure

The Institution shall constitute the following committees and cells:

- **Campus Safety & Security Committee**
- **Internal Complaints Committee (ICC)** (as per POSH Act)
- **Anti-Ragging Committee & Squad**
- **Women Empowerment / Women Safety Cell**
- **Grievance Redressal Committee**
- **Disciplinary Committee**
- **Disaster Management Committee**

These bodies shall function under the supervision of the Principal and IQAC.

## **5. Physical Safety and Security Facilities**

### **5.1 Campus Surveillance**

- CCTV cameras installed at:
  - Entry and exit points
  - Corridors and common areas
  - Laboratories and libraries
- Centralized monitoring system with data retention policy

### **5.2 Security Personnel**

- Trained security guards deployed 24×7 at:
  - Main gates
  - Hostels (where applicable)
  - Sensitive and high-traffic areas
- Visitor entry regulated through gate registers / ID verification

### **5.3 Access Control**

- ID cards mandatory for students, staff, and visitors
- Restricted access to laboratories, server rooms, and hostels

## **6. Women Safety and Gender Sensitization**

- Functional **Internal Complaints Committee (ICC)** in compliance with the POSH Act
- Women Safety Cell for awareness and grievance handling
- CCTV coverage near hostels and common pathways
- Self-defense and gender sensitization programs
- Zero tolerance towards harassment and discrimination

## **7. Student Safety Measures**

- Anti-ragging awareness programs and undertakings
- Mentoring and counselling support
- Code of conduct for students
- Helpline numbers displayed prominently across campus

## **8. Fire, Health & Disaster Safety**

### **8.1 Fire Safety**

- Fire extinguishers installed in all blocks and labs

- Fire safety audits and mock drills
- Clear emergency exits and evacuation signage

## **8.2 Health & Medical Facilities**

- First-aid facilities available in departments and hostels
- Tie-ups with nearby hospitals
- Emergency medical response protocols

## **8.3 Disaster Management**

- Disaster Management Committee
- Preparedness plans for fire, earthquakes, floods, and other emergencies
- Regular awareness programs and drills

## **9. Cyber Safety and Data Security**

- Secure IT infrastructure and firewall protection
- Awareness programs on cyber safety and responsible digital behavior
- Protection of academic and personal data
- Institutional policies on acceptable use of IT resources

## **10. Transport and Travel Safety**

- Safe and regulated transport facilities (where applicable)
- Driver verification and vehicle fitness checks
- Safety guidelines for educational tours and field visits

## **11. Emergency Response Mechanism**

- Emergency contact numbers displayed in all buildings
- Quick response team / designated coordinators
- Incident reporting and documentation mechanism

## **12. Awareness and Training**

- Orientation programs on campus safety
- Periodic training for security personnel and staff
- Student awareness programs on safety protocols

## **13. Monitoring and Review**

- Periodic safety audits
- Feedback from stakeholders

- Annual review of safety and security measures by IQAC

#### **14. Grievance Redressal**

- Confidential grievance reporting mechanisms
- Timely investigation and resolution
- Protection against victimization

#### **15. Policy Review and Amendment**

- This policy shall be reviewed once every **three years**
- Amendments shall be approved by the **Governing Body**

#### **16. Effective Date**

This policy shall come into force from **1 April, 2025**.

#### **17. Approval Authority**

Approved by the **Academic Council / Governing Body** of the Institution.