

# SAFETY POLICY

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### INTRODUCTION

College is providing a secure, healthy work and learning environment to Teaching and non-Teaching Faculty and Students in order to achieve. The college has outlined its goals in its safety and security policy and guidelines. The safety and security principles and policy the college is established in accordance with UGC regulations.

The main purpose of the safety and security is to help students and faculty manage health and safety in the college environment by offering advice, support and assistance. We expect all of our employees, students, contractors and guests to support our ongoing efforts to improve by abiding by our policies, guidelines and processes. When it comes to health and safety, the institution expects and encourages its faculty, students and visitors to cooperate and behave appropriately while on campus.

### FIRST AID

- The college shall provide the services of a fully qualified nurse or doctor on the campus on call.
- The institution works hard to make sure that safeguards are in place to reduce risks to students' health and safety.
- If any accident occurs on our college premises the following contact points would be there.
  1. College information Centre
  2. Security Office or Gate:
  3. Accident Care & Transport Service
  4. Class Coordinator / HOD

### VISITORS

- The college extends a warm welcome to all visitors. All the visitors have to enter their details before entering the campus.
- The information centre could be approached by them for help or guidance. There are directions maps at each block entry and there is a board at the main entrance with information about the college.

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## SAFETY MEASURES ON CAMPUS

The following committees to look into the safety and security of the staffs and students on the campus:

- Internal Complaints Committee ICC (Anti-Sexual Harassment Committee) has been constituted as per laws of land to ensure gender justice and that no harassment is done on basis of sexual difference on campus.
- Grievance Redressal Committee functions to address the grievances of students and staffs of the college. This is specific mechanism for grievances regarding exam related matters.
- Grievance reporting on College Website: Students can report grievances, complaints or suggestions for improvement.
- Grievance Reporting: Suggestion boxes are fixed at the library, IQAC, Principal's office and women's retiring area where in suggestion chits could be deposited.
- They are examined by counsellor once in a week.
- Discipline committee helps the principal to maintain discipline in the campus. It formulates strategies for improving discipline and meets when required and conducts enquires and prepares reports regarding the action to be taken.
- Anti-Ragging Committee and ethics committee works in collaboration with discipline committee, foresees the possibilities of ragging and organizes awareness program to create a
- Friendly campus. It also documents activities done to prevent ragging and sends report to 16 concerned centres as required. In the event of any complaints or instance, it meets, make enquiries and suggests disciplinary actions.
- Vehicular traffic on the campus is restricted between 8.30 am to 4.30 pm. Vehicles are allowed to be parked only in the space provided. Helmet, noise related norms and other traffic regulation have to be strictly adhered to. Use of bicycles is promoted. Exit of student vehicles during the working hours is discouraged.
- Identity card for prevention unauthorized entry: Students and staffs should wear easily identifiable and authentic IDs and wearing of such cards in the premises mandatory.
- 24/7 camera surveillance and security personnel. College has a CCTV system that functions 24/7 and security personnel guarding all the campus round the clock, complete with a security room.

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- Visitor record and boom barrier gate: The entrance of the college is carefully monitored at all times to prevent unauthorized entry and keep visitor's record daily. Boom barrier gates are fixed at the main entrance of the campus.
- Fire extinguishers: Fire extinguishers and instructions to use the fire extinguishers are installed at decisive locations as per standards.
- Code of Conduct, Policy Documents and College Calendar are displayed in the college website.
- Separate Hostels are available for girls, boys and sports quota students. Hostel boundaries are protected by wall of such height that it cannot be scaled over easily. Entry point in the hostel is restricted to one gate and 24/7 security guard and CCTV is ensured. A register is kept to enter the details of visitors with contact details.
- Counselling service: The students can avail counselling service in all working days or in the mentor period if they face any mental tensions. Each batch are taken periodically for sharing their problems and stress to the counsellor and students were able to overcome their hurdles that they face in their life.
- Awareness programs are organized by competent: Talks by officials of police and public administration departments, various personalities and informative audio-video lectures and presentation arranged every year at least once, covering issues related to safety of personal belongings, vehicles, personal information, ATM, special event safety, defensive sprays, sexual harassment, violence against women, healthy relationships and healthy sexuality, importance of communication and respecting personal boundaries, menstrual hygiene and personal fitness.

## SAFETY MEASURES AS PART OF STUDENT ORIENTATION AND TRAINING

- All students will be briefed about the safety measures on the campus and would be asked to abide by them during initial phase of their entry.
- Together with Anti ragging orientation to senior students at the beginning of the year, safety orientation will be given.
- Staffs also will be oriented regarding safety measures on the campus on their induction.
- Mock safety drills shall be held periodically.
- Physical education department/NCC/NSS/Women Cell shall organize periodic sessions in safety and self-defence.

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## SAFETY OF STUDENTS WHILE THEY ARE ON EXCURSION/ TOURS /ACADEMIC TRIP

- Departments should make sure the expedition activities are undertaken under the guidance and supervision of at least two teachers, of whom one is a lady teacher. The number of students who can collectively embark on such expedition can be adjusted in accordance with the multiple factors like duration of the journey, the weather condition, type of route and manageability.

- Institutions/departments should work out the itinerary and travel plan well in advance and circulate them amongst the parents/guardians of the students who are setting out on journey.

- It is mandatory for institutions/departments to elicit consent letters from the parents/guardian of the students who are embarking on tour. Further no excursion/ trip shall be conducted unless

such assurance as world indemnifies students against various emergencies and risks.

- Before proceeding on tour all the students should be properly briefed by the way of training about geography, climate, hazardous location and risks zones existing in the proposed destination, code of environment protection, emergency procedures and basic first aid. Teachers should further remind the participants the importance of the importance of safety precautions, team spirit and discipline.