



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



SAFETY AND SECURITY

Policy

Version 2.0



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

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NOTIFICATION

Ref: **SMVEC / IQAC / ADMIN / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for Safety and Security. This will come into force with immediate effect.


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POLICY FOR SAFETY AND SECURITY OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

Sri Manakula Vinayagar Engineering college (Autonomous) is committed in providing and maintaining a safe, healthy work and learning environment for faculty and students. Towards them, the college has set out its aim in safety and security policy and rendered its guidelines. Safety and Security policy and guidelines is constituted under the UGC guidelines. The campus is monitored 24 x 7 by using advanced sensors to pick up signals of any kind of unauthorized entry accidents and surveillance cameras are deployed to avoid any unforeseen problems. Skilled and experienced security personnel are in position who has the ability to avert any kind of problems, and protect the students during their association with the campus.

The primary function for Safety and Security policy is to advise, assist and support staff and students in effectively managing their health and safety inside and outside the college premises. We strive for improvement and we expect all our staffs, students, contractors and visitors to help us achieve by following our policies, procedures and guidance. The college encourages and expects staff, students and visitors to co-operate on matters of health and safety and to act responsibly whilst on college premises.

ACCIDENTS AND FIRST AID

- The college makes every effort to ensure measures are in place to control health and safety inside the college.
- If any accident occurs inside the college premises the following emergency numbers shall be contacted for immediate help and first aid assistance
 - Security Office : 0413- 2642000
 - Student Welfare officer : 8973005555
 - College information Centre : 0413- 2642000 (13 Lines)
- In case of any further medical help, the concerned person shall be shifted to Sri Manakula Vinayagar Medical College and Hospital, which is located at a distance of less than one km from the college.
- In case of any accident outside the college during educational visit / during internship, whilst on work placement or whilst on college business, then the incident may immediately be reported to concerned Head of the Department/Dean at the earliest possible time to facilitate immediate course of action.

FIRST AID

A qualified nurse and doctor are available with an ambulance vehicle in the wellness centre inside the campus to meet out any kind of health emergencies. First aid can be provided to the affected person and when situation calls for demand of hospitalization, they can be shifted to the hospital.

IN CASE OF ANY EMERGENCY

Emergencies can be natural or artificial which may include fire, smoke, earthquake, flooding, mob attack or threatening using weapons etc.,

- Always make sure to know the exit points wherever you are positioned with the help of signages.
- Proceed to the nearest and safest exit or as directed by the staff or block in-charges and leave the building immediately.
- Do not delay or stop to take personal belongings.
- Do not use lifts.
- Use escape routes or stairwells to evacuate premises.
- Do not run during emergencies.
- Keep calm and composed
- Do not take risks
- Proceed to designated assembly area.
- Do not re-enter the building until instructed to do so.

VISITORS

The college extends a warm welcome to all visitors. All the visitors have to enter their details at the entrance gate before entering the campus. For directions or assistance, they could approach the reception desk or information Centre. There are maps in every entrance of each block for directions and there are boards in the main entrance to get details regarding the layout of the college.

COMMITTEES TO ENSURE SAFETY

The following committees are formed to look into the safety and security of the staff and students on the campus:

- Internal Complaints Committee ICC (Anti-sexual harassment committee) has been constituted as per UGC 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 staff 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 concern HOD's or 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 the concerned centers as required. In the event of any complaints or instance, it meets, make enquiries, suggests disciplinary actions and provide remedies/solutions.

SAFETY MEASURES TAKEN

- No outside vehicle is allowed inside the campus. Vehicles are to be parked only in the dedicated parking space. Two wheelers will be permitted to park their vehicles in the parking space when they hold a valid license (checked at random intervals) and helmet. More noise producing vehicles are strictly prohibited to enter the parking area. No student vehicle is permitted to go out unless they carry a valid gate pass during the working hours.
- Students and staff should wear easily identifiable and authentic IDs and wearing of such cards inside the premises is mandatory. Visitors/Guests will be provided with visitor card when they enter the premises without which it would be considered as trespassing.
- College has a CCTV system that functions 24/7 and security personnel guarding all around the campus round the clock.

- Fire extinguishers and instructions to use the fire extinguishers are installed and monitored at decisive locations as per standards.
- Code of Conduct, Policy Documents and College Calendar are displayed in the college website. A handbook and academic calendar are given to all students at the beginning of the academic year. Important rules, regulations and helpline numbers are displayed in the website, digital display board, notice board, canteen etc.
- Separate Hostels are availed for girls and boys 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.
- The students can avail counselling service if they face any mental tensions. Students can approach the student counsellor for sharing their problems and can overcome their hurdles that they face in their life.
- Talks by officials of police and public administration departments, various personalities and informative audio-video lectures and presentation are 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 their induction period.
- Along with Anti ragging awareness, the senior students will undergo an orientation session on safety aspects taken inside the campus.
- Staff 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.

SAFETY OF STUDENTS WHILE THEY ARE ON INDUSTRIAL VISIT/INTERNSHIP/ TOURS /ACADEMIC TRIP

- Departments makes 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 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 on the importance of safety precautions, team spirit and discipline.
- The department should ensure that each student is medically fit to be a part of the excursion tour.
- If the expedition involves camping, such sites should be free from hazardous such as flooding, dangerous slope, falling rocks etc.
- Students are allowed to carry personal communication devices such as mobile phones and should be instructed to remain in constant touch with the parents/guardians. This would also facilitate causality handling and communication in case of emergency.

EMERGENCY CONTACT NUMBERS

- College Office 0413 2642000, 0413 2642001
- Information Centre 0413 2641151
- Accident Care 0413 2643000, 9843798449,9489368449, 1033
- Local Police 100, 9489205200
- Fire 101
- Ambulance 108