



**DE PAUL INSTITUTE OF
SCIENCE & TECHNOLOGY, ANGAMALY
(DiST)**



SAFETY AND SECURITY POLICY

1.0 Introduction

De Paul Institute of Science and Technology is dedicated towards creating and maintaining a safe and healthy work and learning environment for its staff and students. The college's goal and rules for attaining it are outlined in the Safety & Security Policy. The college's Safety & Security Policy and rules are based on UGC standards. The major purpose of the safety and security policy is to provide guidance, assistance, and support to staff and students in maintaining health and safety within the college and on the premises. Our institution is constantly striving for improvement, and we encourage all of our stake holders to assist us in this endeavor by adhering to our rules, processes, and guidelines. Institution's stake holders are encouraged and expected to work together on issues of health, safety, and security while on college premises.

1.1 Composition of Safety and Security Committee

- 1) Principal
- 2) Vice Principals
- 3) Finance Director
- 4) HoD's of all departments
- 5) PRO
- 6) Security
- 7) College Maintenance Manager
- 8) Convener – Internal Committee for Students with Disabilities (ICSD)
- 9) Chairperson – Women Non-Harassment Committee (WNC)
- 10) Member – Grievance Redressal Committee (GRC)
- 11) Member – Anti-Ragging Squad (ARS)
- 12) HR

1.2 Accidents & First Aid

The institution takes every effort to ensure that safety & security concerns are controlled on campus. The following contact points can be utilised in the event of an emergency on the college premises:-

- 1) Security
- 2) HR manager

3) HoD's / Class tutor

4) PRO

5) College first aid center

If an accident occurs outside of the college, such as on a college trip or excursion, or at a place of visit or internship, or while on college business, immediately notify the matter to HoD / Principal. In such circumstances, the Principal or HoDs will take immediate action and offer guidance.

1.3 First Aid & Hospital Facilities

Students or employees who require first-aid assistance should call the office manager or the HR manager. If further care is necessary following the first-aid assistant's observation, the student will be transported to Little Flower Hospital in Angamaly by college emergency vehicle. The college has a memorandum of understanding with Little Flower Hospital Angamaly.

1.4 Emergency Vehicles

For any emergency, the college has three emergency vehicles with drivers on hand. Students and faculty can make arrangements with the HR manager or the office staff to utilise the vehicles on time.

1.5 In Case of Mass Emergency

- Leave the building by the nearest, safest exit or as directed by the staff or fire marshals,
- Escape routes and stairs to evacuate premises are signposted,
- Proceed to designated assembly area,
- Don't use lift,
- Don't delay or stop to collect the personal belongings,
- Don't try to re-enter the building unless there are any instructions.

1.6 Visitors

All visitors are cordially welcomed by the College. Visitors' information, including vehicle numbers, purpose of visit, and time should be recorded by the security in charge at the college gate, and visitors can enter the campus using visitor's cards.

1.7 Safety Measures on Campus

1.7.1 Safety of Women on the Campus

The Internal Complaints Committee (ICC) (Anti-Sexual Non-Harassment Cell) was established in accordance with UGC guidelines to promote gender equality and that no harassment based on sexual differences occurs on campus. It investigates any allegations of sexual harassment.

1.7.2 Grievance Redressal Committee

The purpose of the GRC is to resolve the grievances of the college's students and staff. There is a particular grievance procedure for exam-related issues.

1.7.3 Anti-Ragging Committee

The Anti-Ragging Committee collaborates with the Discipline Committee to anticipate ragging and organise awareness programmes in order to establish a welcoming environment on campus. It also includes information on anti-ragging efforts. If there are any complaints, it meets, investigates, and recommends disciplinary action.

1.7.4 Vehicle Entry

Entry stickers are given for all staff and student vehicles. Vehicles that do not have stickers are not allowed on campus. Public transit and electric automobiles are encouraged for students and staff. Students must wear a helmet and adhere to all noise-related restrictions as well as other traffic regulations for using vehicles. During college hours, students' vehicles can only leave the campus with the approval of a teaching staff.

1.7.5 Mobile Phone and Camera on Campus

Mobile phones and cameras are completely prohibited on campus, according to Kerala State Government regulations. Before entering the classroom, students must turn in their phones to their respective departments. They can also return the phones when they get home in the evening. During the intervals students can use their phones in an emergency with the approval of their HoDs.

1.7.6 Students Identity Card

Before entering campus, students and employees should wear their ID cards. Only personnel with college ID cards will be allowed to use the institution's services. If a student or staff loses their ID card, they should notify the college administration immediately.

1.7.7 CCTV & Security Personnel

The college has a CCTV system that operates 24 hours a day, seven days a week, and security guards patrol the campus, around the clock. A security room is also available at the college.

1.7.8 Fire Extinguishers

Fire extinguishers are installed in every nook and corner of the campus, along with instructions on how to use them.

1.7.9 College Rules and Policies

On the website, there is a code of behaviour for students enrolled in the college. Important rules, actions, and regulations, such as helplines for ragging and sexual harassment, are posted on the website, notice board, and cafeteria, among other places.

1.7.10 College Hostel

A good-height wall protects the ladies hostel's boundary. The hostel's access point is limited to one gate, with a security officer on duty 24 hours a day, seven days a week and CCTV surveillance. The visitor's book is kept up to date. There are special guidelines for vacations and weekends in college hostels, as well as precise timing for entry and exit. Dalmatian dogs are also utilised for protection at the ladies hostel.

1.7.11 Attendance

The college SMS system sends daily morning and afternoon attendance data to parents.

1.7.12 Sickroom

Students and staff have access to a sickroom at the college in case of medical emergencies. All information on sickroom users is recorded, and the sickroom duty staff will look after the pupils in the sickroom.

1.7.13 Generator & Electrician Services

The college has a 24 hour UPS backup system in place, as well as electrician and plumber services. The college has an 82.5KVA Kirloskar Diesel Generator.

1.7.14 Ramps

Students who are physically challenged can use ramps and elevators at the college. Wheelchairs and walking walkers are also available at the college.

1.7.15 Water Purifiers & Food Security

Water purifiers are provided for drinking water facilities, and water quality is tested once in a year. The college has an FSSAI food security accreditation and prepares food according to the certification's mandated standards and regulations.

1.7.16 Employee's State Insurance

The College provides ESI to the appropriate personnel in accordance with the state government's rules and regulations.

1.7.17 Lighting Protection System

The college installed a Lighting Protection System to provide protection from the lightning as well as to arrest the lightning.

1.7.18 Waste Management Insulators

For a healthy campus and clean air, garbage is carefully disposed through scientific insulators.

1.7.19 Sanitary Napkin Vendors and Incinerators

The institution provides sanitary napkin vending machines for females, and it keeps the campus clean and hygienic with the use of Incinerators.

1.8 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 the initial phase of their entry.
- Together with anti-ragging orientation, safety orientation also will be given to students.
- Staff also will be oriented regarding safety measures on the campus.
- Mock safety drills shall be periodically conducted with the help of the physical education department.

1.9 Emergency Contact Numbers

- 1) Security Gate – 9526863595
- 2) College Office - 2911801
- 3) Information centre - 2911800
- 4) Principal's Office - 2911802
- 5) Local Police - 0484 2452328
- 6) Highway Police - 9846100100
- 7) Fire- 101
- 8) Ambulance - 108
- 9) Pink Police - 1515
- 10) Child Line - 0484 2204718
- 11) Excise - 0484 2391455
- 12) Anti Narcotic Cell - 0483 2620210
- 13) Cyber Cell - 0484 2452328
- 14) Women Cell - 1091, 181
- 15) Anti Ragging Cell- 1800 180 5522