



SACRED  
HEART  
COLLEGE  
Autonomous



# **SAFETY, SECURITY POLICY & GUIDELINES**

**SAFETY FIRST**

**SACRED HEART COLLEGE  
(AUTONOMOUS)THEVARA  
KOCHI - 682013**





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# SAFETY AND SECURITY POLICY & GUIDELINES

## Sacred Heart College

(Autonomous)

Thevara, kochi 682 013



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A handwritten signature in green ink, appearing to read 'John X Palackappillil'.

Dr. Johnson X Palackappillil  
Principal  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013

## **SAFETY AND SECURITY POLICY & GUIDELINES**

Sacred Heart College is committed to providing and maintaining a safe and healthy work and learning environment for staff and students. The College has set out its aims in the Safety and Security policy and guidelines for achieving this. Safety and Security policy and guidelines of the college is constitute under the UGC guidelines.

The primary function for Safety and Security policy is to advise, assist and support staff and students to effectively manage health and safety within the college. We continuously strive for improvement and we expect all our staff, students, contractors and visitors to help us achieve this 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 risks at the College.
- ✓ If an accident occurs on the College premises the following contact points could be there:
  1. Security or Gate - (0484 2870599)
  2. Student Development - Officer (0484 2870561)
  3. Class teacher/HoD
  4. Health Officer (Nurse -0484 28705)
  5. College Information Centre (0484 2870504) immediately. First aid will be provided, if necessary.
- ✓ If you have an accident outside the College e.g. on a college trip or excursion, or at another employer's workplace/place of visit or internship, whilst on work placement or whilst on College business, then please report it to your department/principal as soon as possible. Immediate measures in such cases will depend on the organisation's own policy, which the student is requested to familiarise as soon as one joins any such programme.

### **FIRST AID**

The college shall provide the services of a fully qualified Nurse on the Campus. Should the student/staff require first aid, they are advised to meet Student Health Officer who would be at the Wellness Centre.

## **IN CASE OF ANY EMERGENCY**

- ✓ Leave the building by the nearest, safest exit or as directed by staff or fire marshals.
- ✓ Escape routes and stairwells to evacuate premises are signposted.
- ✓ Close doors behind you.
- ✓ Proceed to designated assembly area.
- ✓ Do not use lifts.
- ✓ Do not take risks.
- ✓ Do not delay or stop to collect personal belongings.
- ✓ Do not re-enter the building until instructed to do so.

## **VISITORS**

The college extends a warm welcome to all visitors. For directions or assistance they could approach Reception Desk or Information Centre.

The health and safety information below is also available at reception. It is important to read this information.

## **SAFETY MEASURES ON THE CAMPUS**

There are the following committees to look into the safety and security of the staff and students on the campus.

- 1. ICC – safety of women on the campus**  
Internal Complaints Committee ICC (Anti Sexual Harassment Committee) It is constituted as per the laws of the land (Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013) to ensure gender justice and that no harassment on basis of sexual difference takes place on the campus. It looks into any complaints regarding sexual harassment.
- 2. Grievance Redressal committee – safe environment for all**  
Grievance Redressal committee Functions to address the grievances of the students and staff of the college. There is a specific mechanism for grievances regarding exam related matters.
- 3. Grievance reporting – College Website**  
College website provides provision for on line reporting of grievances, complaints or suggestions for improvement.
- 4. Grievance reporting – suggestion box**  
Suggestion boxes are provided at the library, IQAC, Principal's office and women's retiring area where in suggestion chits could be deposited. They are examined by SDO and/counsellor once in a week.

**5. Discipline Committee – safe environment for staff and students**

Discipline Committee Helps the Principal to maintain discipline in the campus. It formulates strategies for improving discipline and meets when required and conducts enquiries and prepares report regarding the action to be taken. It also coordinates activities linked to discipline during the major events on the campus.

**6. Anti-Ragging Committee – safe environment for all students, especially the freshers**

Anti-Ragging and Ethics Committee Works in collaboration with Discipline Committee, foresees the possibilities of Ragging and organises awareness programmes 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 action. Documents: a) minutes of the committee b) report of the activities.

**7. College Library – Space to remain stress free**

College Library The general library of the college is a fully automated computerized resource centre with a collection of over 90,000 books and subscribes to 90 journals and magazines. The library has a spacious reference section with a seating capacity of around 320, and has a collection of over 10,000 books for reference. The library purchases 14 different newspapers. The library is also equipped with advanced facilities such as RFID entry and CCTV monitoring OPAC facility.

**8. College Bus – safe transit measures for students (limited facility)**

College bus to facilitate the commutation of students, the college buses ply between Thevara and various other parts of the city with less public transport connectivity.

**9. Vehicle Entry – For safety of campus users**

Vehicular Traffic on the Campus No vehicle is allowed to ply through the campus between 9.30 am and 4.30 pm. On working days, entry and exit of vehicles are allowed only through the southern gate of the college. Vehicles are expected to be parked only in the space provided for the purpose. Parking on the campus is at the owner's risk. Students are encouraged to use public transport or non-motorised vehicles (bicycles). However, considering the limited parking space, students except those of first year UG programme are permitted to bring two wheelers. Helmet, Noise related norms and other traffic regulations have to be strictly adhered to. Entry of student vehicles during the working hours is not permitted. All students bringing vehicles to campus need to obtain a prior permission for the same and obtain an access card for the same. Only two wheelers of a maximum of 500 CC shall be permitted on the campus. Exit of student vehicles during the working hours can be done only with permission of authorities concerned. Violation of norms shall lead to disciplinary action including that of deprivation of the permission to bring vehicles to the campus. Any parking violation within on the public road adjacent to college campus shall be treated as a breach of discipline. A day in a week is dedicated as BUS DAY or NO VEHICLES day and maximum encouragement is given to people who travel by public transport or bicycle.

#### **10. Mobile Phone & Camera on Campus – Safety of all campus users**

Use of Mobile Phone & Camera on Campus Use of mobile phone and camera is not allowed on the campus as per Kerala State Government Regulations. Students can use the pay phones installed in the campus. As a norm, bag check is not done in this regard. Students, if in possession of a mobile phone, should ensure that their phones are in switched off mode, while being on the campus. If a student has an emergency, s/he may seek permission and use a mobile phone within the staff room or an office. If a student is found using mobile phone on the campus, the phone has to be surrendered to the college office, with due acknowledgement of the error and apology, and for one time it may be given back, after the semester Examinations concerned. For one time, an exception could be made and the phone may be given back, on the written request of the parent/guardian and the approval of the department, with a penalty of Rs. 500.00. (The penalty amount shall be used for student welfare activities) In the event of a repetition, the matter will be recorded and the phone will not be given back, until his/her study programme is over.

#### **11. Identity Card – For preventing unauthorized entry**

Students and staff should wear easily identifiable and authentic ID cards and wearing of such cards in the institutional premises must be made compulsory by administration.

Students should wear the identification cards provided by the college. Any services of the college will be provided only on production of proper identity card visibly on them while they are in the college. If a student leaves the college during class hours he/she should register their passage using the same at the security post. If ID-Card is lost, the student should report the same immediately to the college office, and get a duplicate without delay paying the fees due for a duplicate card.

#### **12. Identity Cards for Guests**

All guests visiting college have to report at the gate and make an entry in the register there.

They will be given a temporary ID card, which has to be returned as they go out.

#### **13. 24/7 Camera surveillance and security personnel**

College have a CCTV system that functions 24/7 and security personnel guarding the campus round the clock, complete with a security room.

#### **14. Visitor's Record and Boom barrier**

The entrance to the college is carefully monitored at all times to prevent unauthorized entry and keep visitor's record daily. Boom barrier also fixed in the main entrance of the campus.

#### **15. Fire extinguishers**

Fire extinguishers are placed in every nook and corner of the college and instructions to use the fire extinguishers are provided.

## **16. LAB**

Security measures are in place in every lab.

## **17. College rules and policies**

Code of conduct for students enrolled in the college is displayed in the website, college calendar as college rules and other important policies like Environment policy, Equity policy, Gender policy, IT policy, Quality policy, Research and Consultancy policy. A handbook and calendar is given to all students at the beginning of an academic year. Important rules, acts and regulations like helpline numbers against ragging, sexual harassment are displayed in the website, digital display board, notice board, canteen etc., so that students can record and use them as and when required.

## **18. College Hostel**

Hostel boundary is secured by a wall of such height that it cannot be scaled over easily. Entry point to the hostel is restricted to one gate and 24/7 security guard and CCTV is ensured. A register is kept to enter the unknown visitors with their ID proofs and contact details. At least a women warden is appointed in the girl's hostel. A particular timing will be allotted to the entry and exit to the hostel and special rules for holidays and weekends.

## **19. College Canteen**

Standards of quality and hygiene of food and canteen premises are strictly observed and maintained by the college. CCTV camera is placed in order to monitor the smooth conduct canteen.

## **20. Attendance**

Hourly attendances are taken by each teachers engaging the class hours to ensure that the students are physically present in the class room so the college can keep an eye on a student's movement and where about in fail safe manner.

## **21. Open House**

All the departments of the college is organizing an Open House, Parent-Teacher- Student meet to analyse the academic status and monitor the conduct of students.

## **22. PTA meeting**

College organize parents-teachers meet twice in a year so that grievances and gaps in system can be addressed and resolved.

## **23. Counselling Service**

The college appoints the service of trained counsellor for helping the students. Counselling is aimed at the health and growth of the person. Counselling helps the student to become aware of his/her real problem; to own his/her problems; to know the cause of the thoughts behind negative feelings; to take decisions that will be conducive to one's growth; and to use one's psychic energy positively. Students who need counselling may avail themselves of the opportunity. Confidentiality is ensured in all matters. The centre is engaged in making students understand the need and importance of healthy interpersonal relationships and prepare them to help themselves in times of crisis, by giving them tips to face various crisis of life through seminars, group discussions and provide personal guidance to the

youth. The centre currently avails the service of a professional counsellor besides that of the regular teaching staff of the college.

#### **24. Student Development Office (SDO).**

Student Development Office functions to support various student activities especially those beyond the curriculum. Their focus is on social and community service and meaningful community engagement of the students and staff.

#### **25. Awareness Programmes**

Talks by officials of police and public administration departments , various personalities and informative audio-video lectures and presentations arranged every year at least once, covering issues related to the 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, Physical fitness etc.

### **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.
- ✓ Staff also will be oriented regarding safety measures on the campus on their induction.
- ✓ Mock safety drills shall be held periodically (once in a semester) with the help of Physical Education Department.
- ✓ Physical education department/NCC/NSS shall organize periodic sessions in safety and self-defense.

### **EMERGENCY CONTACT NUMBERS:**

SECURITY GATE	0484 - 2870599
COLLEGE OFFICE	0484 - 2870503
INFORMATION CENTRE	0484 - 2870504
PRINCIPAL'S OFFICE	0484 - 2870501
LOCAL POLICE	0484 - 2359350
HIGH WAY POLICE	9846100100
POLICE MESSAGE CENTER	94 97 900000
FIRE	101 , 0484 - 2205550
AMBULANCE	108
PINK POLICE (Help Line)	1515
CHILD LINE (Help Line)	1098, 0484 - 2204718
EXCISE	0471-2322825, 9447178000, 9061178000
ANTI NARCOTIC CELL	0484 2620210



CYBER CELL	9497976005
WOMEN (Help Line)	1091
WOMEN CELL Ernakulam	0484 2624001
ANTI-RAGGING (Help Line)	1800 180 5522

## SAFETY OF STUDENTS WHILE THEY ARE ON EXCURSION/TOURS/ACADEMIC TRIPSETC-UGC

- Departments should make sure that expedition activities are undertaken under the guidance and supervision of at least two trained 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 conditions, type of the route and manageability. In case number of students exceeds fifty, a qualified doctor with adequate supplies of medicines should be included in the entourage.
- 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. Any representation or suggestions made by parents in these regards can be taken into consideration in the interest of the successful and safe organization of expedition.
- It is mandatory for institutions/departments to elicit consent letters from the parents/guardians of the students who are embarking on tour. Further, no excursion/tours shall be undertaken without such insurance as would indemnify students against the various emergencies and risks.
- Before proceeding on tour all the students should be properly briefed by the way of “training session” about the geography, climate, hazardous locations and risk zones existing in the proposed destination, codes on environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.
- The institutions/department should ensure that each student is medically fit to be a part of the excursion tour.
- If the expedition involves camping, only such sites should be selected as are designated for the purpose by various government agencies concerned. Further, the site should be free from hazards such as flooding, dangerous slopes, falling rock sand dead trees etc.
- Prior permission should be obtained if tents etc are to be put up on private land. Tents should be erected sufficiently apart to prevent rapid spread of fire in the campsite.
- Students should be allowed to carry personal communication devices such as mobile phones and should be instructed to remain in constant touch with their parents / guardians. This would also facilitate casualty handling and communication in the even to fan emergency.

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