MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

Kalitheerthalkuppam, Puducherry - 605107.

Standard Operating Procedure
for
Safety and Security

Approved in the Governing body meeting held on **April 8, 2013**

Ref. No.:MIT/Notification/2012-13/03

Date:11.04.2013

NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on April 8, 2013, it is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure for Safety and Security.

The SOP for Safety and Security would serve as a detailed guideline to be observed and followed with immediate effect.

Dr.S.Malarkkan

Principal

11.4.13

PRINCIPAL
MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY
KALITHEERTHAI KUPPAM,
PUDUCHERRY - 605 07

PREFACE

Security and Safety policies and procedures should be evolved to make the institute safer and to identify / implement a course of action against undesirable outcomes of any unsafe occurances. Faculty members should be made aware about the safety and security measures which are to be strictly adhered in our Institute. The visiting stakeholders should feel comfortable and safe inside the college premises. They should perform their duties / responsibilities / task more efficiently without any potential risk of danger to themselves or others.

A Standard/Safe Operating Procedure (SOP) would educate all our stakeholders to infer and practice the safety rules and regulations within our college premises.

This SOP is prepared to extend guidelines for ensuring safe and secure work place for all stake holders. Students and staff, as well as parents, would understand policies and procedures that are meant for ensuring safety and security in the campus.

OBJECTIVES

The objectives of the Safety and Security SOP are:

1. Monitor the campus to identify suspicious activities and provide a safe and secured environment
2. Responding to alarms and emergencies
3. Conducting security checks and fire safety drills
4. Preventing unauthorized access to the premises
5. Conduct workshops to sensitize the girls about safety & Security precaution

STANDARD OPERATING PROCEDURE FOR GENDER SENSITIZATION COMMITTEE OF MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY, PUDUCHERRY

- Security officers have been posted in different locations. Female Security Guards work 24/7 in and around the campus and particularly in the girls hostels
- The entire campus is under CCTV surveillance
- Timing of students entry and exit into hostels has been strictly tracked by the Gate keeper and the Resident warden
- The Medical college and hospital within the integrated campus would caters the medical needs of the students and faculty
- Resident wardens in the hostel would ensure safe and secure stay for the students in the hostel
- Workshops should be arranged to sensitize the girls about personal safety & Security
- Self defense classes should be organized on a regular basis
- Grievance Redressal Committee would be directed to probe the issues related to safety and security in the campus by taking remedial actions in coordination with respective in-charges
- Only students who have availed bus facility and the faculty members should be permitted to travel in the College bus. Other should get the required permission from the Principal to use College bus facility.
- Security guards deputed in Gates should maintain separate registers for inward and outwards of any items /equipment etc, of the college.
- Institution main gate would be opened fully from 08.30 AM to 09.00 AM in the morning and from 4.30 PM to 5.00 PM for mobility of vehicles and students. Gate would be kept closed during the working hours other than the timings mentioned above. During the working hours it would be opened only after checking the identity of person seeking entry.
- Visitors would be allowed to get into the institution after making entry in the visitors' register. They should be issued Visitor pass and they should be advised to wear it, strictly, during their presence inside the campus.
- Suspicious movement of any person (trespassers) would be monitored through CCTV cameras and should be reported immediately.
- Unauthorized vehicle Entries would not be permitted by the security guards at the gate. The visitor's vehicle would be directed to park in the parking area, allotted at the entrance of the Integrated Campus.

RESPONSIBILITIES

Security Personals

- At morning 7 A.M all the class rooms should be opened by the security guard in-charge.

- At morning 7.30 A.M housekeeping staff should report to their regular duty. Proper register has to be maintained for making of their arrival and leaving time.

- A separate Register should be maintained for recording daily arrival and daily departure timings of College buses, at the institution main gate. It should be submitted for verification before Principal.

- The Security person standing at the gate should insist the students to wear I.D. card during their entry in to the College Premises.

- At around 9 A.M the College gates would be closed and the late comers (students) should be permitted only after entering their names in the late register. The names in the students' I.D. card would be checked with students' names entered in the register and they would be insisted to sign in the register. No student is permitted to leave the College building without submitting the gate pass signed by Class Advisor / HOD.

- The staff members moving out the college premises during working hours should submit the gate pass signed by the HOD and should make an entry in the staff in and out register.

- During lunch interval the hostel students are permitted to go out for lunch. The day scholars should be insisted to take their lunch in the canteen and should submit gate pass, if they want to leave the campus for any other genuine reason during lunch break.

- Guest I.D. card would be provided to all Guests invited by Staff / student after entering their details in Visitor register. The official guest / parents to the staff / students would be permitted to the staff room, only after getting confirmation from the respective staff member through intercom. The Guest should return the ID Card and the Pass signed by the authority (they have met) to Gate Security Guard, before leaving the campus.

- The Security person standing in the front gate should check the dress code of the students during their entry and the students wearing T-Shirts and Jeans should be strictly prohibited from entering the campus, by the Security Guard.

- At around 6 P.M all the class rooms should be locked.

- The various reports maintained at the gate should be submitted to AO/Principal on Daily / Weekly basis.

Fire Fighting

- Preventing fire mishaps in Institutes is an important step in maintaining the safety and security of the stakeholders. Fire extinguishers should be placed in all the corridors, library, labs, kitchen, mess, hostels etc.,
- Regular maintenance and filling of extinguishers should be done, periodically.
- Mock Drill should be conducted to brief the operation of fire extinguishers at times of need.

Safety of Students

Various Committees' to ensure safety and security of the students are

- Prevention of Sexual Harassment
- Grievance Redressal
- Anti ragging
- Gender sensitization committee

CCTV Surveillance

- CCTV's have been placed in all the corridors, lobbies, auditorium, AV rooms, all labs, library, digital,waiting rooms, hostels, canteens, mess, kitchen and at places that are commonly accessed by stakeholders.
- The CCTV surveillance system would track and prevent the entry of anti-social elements and ensure safety & security to all the stakeholders (staff, students, faculty, parents, visitors, etc) and facilities of the campus.

In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims at:

- Providing a safe and secured premises (College Campus) for all its stake holders
- Safeguarding the interest of the management and people
- Ensuring peaceful environment for effective Teaching and Learning Experience.

Sd/-

Dr. S.Malarkkan

Principal