

POLICY ON SAFETY AND SECURITY

Policy Vision:

Educational endeavours can thrive and be fruitful only when the institution is safe and secure. Holy Cross College (Autonomous), Nagercoil gives paramount importance to the safety and security of its students, scholars, staff and visitors.

Policy Statement:

Holy Cross College (Autonomous), Nagercoil seeks to ensure the safety and security of all students, faculty members and staff whilst within the college premises. The principal is responsible for the effective implementation and enforcement of the Safety and Security Policy and related Procedures of the College. That apart, personal safety and security is everyone's responsibility. All students, faculty members, staff and the visitors are expected to cooperate to ensure the safety and security of themselves and others. The college reserves the right to execute safety procedures and to take appropriate disciplinary action against violation of such procedures.

Procedures:

The Safety and Security Policy ensures the safety and security of each and every student, through the following procedures:

- Students and parents sign an Anti-Ragging Undertaking (Affidavit) while joining the college. Documentary films screened during the

Orientation Programmes create awareness on ragging and sexual harassment.

- 60 cameras are installed at vantage points covering all key areas in and around the campus to provide a safe and secure environment inside the college premises.
- Appropriate and functional locks are provided wherever necessary.
- Classrooms, offices and washrooms are properly maintained and checked. Whenever there is any reporting of malfunctioning, they are repaired at the earliest. There are separate washrooms for the support staff and the visitors.
- All the electrical panels, generator room, bore wells, water tanks and the septic tanks are secured and well-maintained.
- All the chemicals are locked properly in the labs and kept under the control of the lab assistants and supervision of the Head of the Departments or the Course Instructor.
- Security personnel available at the main entrance of the college throughout the day and night, restrict the entry of trespassers. Entry and exit of all the vehicles are registered during the office hours at the main entrance.
- Male staff members are deputed near the main entrance and the transport areas to avoid the rush during the morning.

- Digitalized ID card is made mandatory for faculty members, staff and students. All the class teachers have access to the database of the contact details of the students.
- Contact number of the authorized persons is displayed in the notice boards, students' ID card and in the academic calendar for easy accessibility of the students.
- Regular rounds made by the Principal and the Vice Principal to guarantee a check on visible disturbances.
- Attendance of students is recorded every hour through ERP and the same is communicated to the parents.
- Enough of Parent Teacher Association (PTA) meetings to take stock of, share and suggest measures for continued safe, secure and healthier environment for all the students in the college and in their respective homes.
- Presence of narcotic cell ensures a tobacco and drug free campus. A complaint box is kept near the Vice-Principal's room. Students are advised to drop complaints and suggestions in the box regarding the usage and selling of drugs in and around the campus, on the way to the college and in their locality. They are encouraged to make use of the ERP portal for filing grievances in this regard.

- Frequent awareness talks and audio-visual lectures by police officials and other administrative officers impart awareness on personal safety, monetary security and so on.
- Self-defence training focus sessions are conducted on the strategies to risk reduction and risk avoidance
- The psychological needs of the students are fulfilled with periodical counselling given by trained counsellors.
- All the safety, security and hygienic protocols are strictly observed in the canteen. usage of plastic is restricted in and around the canteen.
- Tour itineraries or the travel plans of study tours, field trips or industrial visits are worked out well in advance and the same is circulated to the parents through the students. Moreover, consent letters from the parents made mandatory to the students who are embarking on study tour. Further, prior information about the topography, climate and the precautions are elaborated to the students. Students are advised to bring their communication devices to handle emergency situations.
- Being a nodal office for Childline, notice boards are displayed in the campus explaining the objectives and activities of Childline. Awareness programmes on women's health, safety and security and

child welfare are organized periodically. Besides, all the I PG students of our college are the student volunteers of Childline.

- To have a safe journey from college to the student's houses, nine college buses are provided. Insurance and Fitness Certificate (FC) of these buses are taken promptly on or before the due dates. Cameras and speed controllers are installed in all these buses. All the buses are well maintained. Well experienced drivers and conductors are appointed in all the buses for the safe driving and security of the students.
- Safety tips are conveyed to the students as an integral dimension to the teaching-learning process
- The following are the security measures taken exclusively for the hostellers
 - ✚ Security personnel are appointed at night for the hostel exclusively.
 - ✚ Twelve surveillance cameras are fixed on the verandas and the common areas of the hostel.
 - ✚ High compound walls and restricted entry assures the safety of the inmates.
 - ✚ Fire extinguishers are kept ready at important places.
 - ✚ Permit card is provided for each student to ensure safe entry and exit of the hostellers.

- ✚ Parents of the hostellers are provided with visitor's card to avoid unwarranted entry.
- ✚ Wardens are available round the clock to ensure safety.
- ✚ Safe and well-maintained building structures and well secured drainage system ensure the safety and security of the hostellers.

Advisory Board:

The advisory board for ensuring safety and security inside the college consists of the following Individually and collectively the board members strive to make the campus a safe haven for women students in their pursuit of academic excellence and empowerment.

- Principal
- Secretary
- Vice-Principals
- Head of the Departments
- Class in-charges
- Discipline Committee Coordinator and members