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St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Deemed to be University U/S 3 of the UGC Act,1956)

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SPIHER – Safety and Security Policy

Introduction

This policy has been framed to establish a comprehensive framework to ensure the safety, security, and well-being of all students, faculty, staff, and visitors within the Institute campus. This policy outlines preventive measures, responsibilities, and procedures for maintaining a secure, hazard-free, and responsive environment.

Objectives of the Policy

- To safeguard the physical and emotional well-being of all stakeholders on campus.
- To prevent and respond effectively to emergencies, accidents, and security threats.
- To ensure compliance with statutory and regulatory requirements related to health, safety, and security.
- To foster a culture of safety awareness and preparedness across the university community.
- To maintain and continuously improve the university's safety infrastructure and emergency management systems.
- To provide a safe and secure environment free from physical, chemical, and biological hazards.
- To protect individuals and property through preventive, responsive, and corrective security measures.
- To promote safety awareness and responsible behaviour through education, training, and communication.
- To ensuring gender-sensitive safety and emergency support mechanisms across the Institute.

Implementation of the Policy

The Institute gives utmost priority for the systematic implementation of safety and security measures. The following bodies have been formed:

Campus Safety and Security Committee (CSSC)

- Chaired by the Registrar / Dean (Administration).
- Members include representatives from academic departments, hostel wardens, security officers, and health centre officials.
- Responsible for planning, monitoring, and reviewing safety and security operations.

Security Department

- Headed by the Chief Security Officer (CSO).
- Responsible for campus surveillance, gate management, crowd control, and emergency response coordination.
- Maintains liaison with local police, fire, and emergency authorities.

Health and Safety Committee

- Coordinates first aid, medical response, and occupational safety programs.
- Conducts regular safety inspections and risk assessments.

Women and Student Safety Cells

- Ensures gender-sensitive safety measures, awareness programs, and grievance redressal support.
- Works in collaboration with the Internal Complaints Committee (ICC) and the Gender Sensitization Cell.

The Institute further ensures the safety by providing professional security personnel stationed at all entry and exit points. Surveillance through CCTV cameras in strategic locations (academic blocks, hostels, parking areas, libraries, and corridors) have also been provided. The Institute also follows Compulsory ID card system for all students, employees, and visitors. Visitor management and entry log system are systematically followed.

Fire extinguishers, smoke detectors, and fire alarms have been installed in the campus with emergency exits and evacuation routes in all buildings. Adequate campus lighting, especially in pathways and parking areas has been provided. Further, Periodic safety drills for fire and natural disaster preparedness are carried out.

On-campus medical center / first aid facilities available during working hours with tie-up with nearby hospitals for emergency medical support. Emergency contact numbers have been displayed across the campus.

With reference to the Hostel and Transportation Safety, Separate hostels for male and female students with 24-hour security and warden supervision. Mandatory attendance registers and visitor logs have been provided in the hostels. GPS-enabled university transport

with driver verification and periodic vehicle checks are carried out and safety instructions for students during off-campus educational visits or industrial training.

Safety procedures are strictly ensured for Laboratory and Workshop by enforcing mandatory use of personal protective equipment (PPE). The periodic maintenance and calibration of laboratory instruments, proper storage and disposal of hazardous materials and display of safety instructions and emergency contacts in each lab are followed scrupulously.

Digital and Cyber Security is strictly followed by providing secure network infrastructure with firewall and data protection measures. Awareness programs on cyber safety, phishing, and responsible online behaviour are conducted for the faculty and students. Monitoring and control of access to official Institute systems and databases is strictly adhered.

The Institute ensures that orientation sessions for students and staff on safety protocols at the beginning of each academic year. Regular workshops on fire safety, first aid, disaster management, and personal safety are organized regularly. Display of safety signage and evacuation maps are provided in all the buildings.



01.09.2025

REGISTRAR



Registrar
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