

SAFETY AND SECURITY POLICY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/PHE /2025-2026/04



Sathyabama Institute of Science and Technology
(Deemed to be University)

Rajiv Gandhi Salai, Chennai – 600119, Tamil Nadu, India

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DOCUMENT CONTROL SHEET

Particulars	Details
Policy Title	Safety and Security Policy
Policy Number	EOMS 21001: 2018/Pol/PHE/2025-2026/04
Version Number	4.0
Date of Approval	03/07/2026
Reviewed By	IQAC
Approved By	Executive Council
Review Frequency	Once every Three Years
Next Review Due	02/07/2029
Policy Status	Active

DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

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SAFETY AND SECURITY POLICY

1. PREAMBLE

Sathyabama Institute of Science and Technology is committed to providing a safe, secure, healthy, and inclusive environment for all students, faculty, staff, researchers, visitors, and other stakeholders. The Institution recognizes that safety and security are fundamental to academic excellence, research productivity, personal well-being, and institutional sustainability.

The Institution shall establish and maintain appropriate safety and security measures to prevent accidents, injuries, health hazards, security breaches, emergencies, and other risks that may affect the campus community or institutional assets. This Policy provides a framework for ensuring physical safety, occupational health, emergency preparedness, environmental protection, cyber security coordination, and asset protection across the campus.

The Policy is aligned with applicable statutory requirements, safety regulations, environmental norms, disaster management guidelines, and best practices in higher education governance.

2. OBJECTIVES

The objectives of this Policy are to:

1. Ensure a safe, secure, and healthy campus environment.
2. Protect the life, health, and well-being of all stakeholders.
3. Safeguard institutional infrastructure, facilities, equipment, and assets.
4. Establish preventive and responsive safety mechanisms.
5. Promote awareness and compliance with safety regulations.
6. Ensure preparedness for emergencies, disasters, and crisis situations.
7. Foster a culture of safety, responsibility, and risk management.
8. Ensure compliance with statutory and regulatory safety requirements.

3. SCOPE

This Policy applies to:

- Students
- Faculty Members
- Administrative Staff
- Technical Staff

- Research Scholars
- Contract Employees
- Service Providers
- Visitors and Guests
- Vendors and Consultants

The Policy covers all academic, administrative, residential, research, sports, transport, healthcare, and support facilities operated by the Institution.

4. POLICY STATEMENTS

4.1 Campus Safety and Security

The Institution shall maintain a secure campus through appropriate physical security measures including:

- Controlled entry and exit points.
- Security personnel deployment.
- Visitor management systems.
- Identity card verification mechanisms.
- Access control systems.
- Security patrols.
- Campus surveillance systems.

All stakeholders shall cooperate with security personnel and comply with institutional security procedures.

4.2 CCTV Surveillance and Monitoring

The Institution shall install and maintain CCTV surveillance systems at strategic locations including:

- Academic Buildings
- Administrative Offices
- Hostels
- Libraries
- Laboratories
- Examination Areas
- Entrances and Exits
- Parking Areas
- Common Areas

The surveillance system shall be used solely for security, safety, and monitoring purposes in compliance with applicable laws.

4.3 Fire Safety Management

The Institution shall establish comprehensive fire prevention and protection measures.

These shall include:

- Fire Extinguishers
- Fire Alarm Systems
- Emergency Exit Signage
- Smoke Detection Systems
- Fire Safety Equipment
- Emergency Evacuation Plans

Periodic inspection, servicing, and certification of fire safety equipment shall be undertaken. Fire drills and awareness programmes shall be conducted periodically.

4.4 Laboratory Safety

All laboratories shall operate in accordance with approved safety procedures.

The Institution shall ensure:

- Availability of safety equipment.
- Display of laboratory safety instructions.
- Safe handling of chemicals and hazardous materials.
- Proper storage and disposal of laboratory materials.
- Use of Personal Protective Equipment (PPE).
- Periodic safety inspections.

Laboratory users shall strictly adhere to safety guidelines.

4.5 Occupational Health and Workplace Safety

The Institution shall promote safe working conditions for employees and stakeholders.

Measures shall include:

- Safe work practices.
- Ergonomic workplace arrangements.
- Electrical safety measures.
- Equipment safety inspections.
- Hazard identification and risk assessment.
- Occupational health awareness programmes.

4.6 Student Safety and Welfare

The Institution shall provide a safe and supportive environment for students through:

- Anti-Ragging Measures
- Internal Complaints Committee (ICC)
- Grievance Redressal Mechanisms shall proceed adopting principles of Natural justice
- Student Counselling Services
- Hostel Security Measures
- Gender Sensitization Programmes
- Emergency Support Systems

The Institution shall maintain zero tolerance towards ragging, harassment, discrimination, violence, and misconduct in order to safeguard the interest at the students

4.7 Women Safety and Gender Protection

The Institution shall take all necessary measures to ensure the safety, dignity, and well-being of women on campus.

The Internal Complaints Committee (ICC) shall function in accordance with applicable laws, Government rules and regulations relating to prevention of sexual harassment and etc.

Awareness programmes shall be conducted periodically to promote gender sensitivity and respect.

4.8 Hostel Safety and Security

The Institution shall maintain adequate safety and security measures in hostels including:

- Controlled Access Systems
- Visitor Registers
- CCTV Surveillance
- Security Personnel
- Emergency Contact Mechanisms
- Fire Safety Equipment
- Health and Hygiene Measures

Hostel residents shall comply with hostel rules and security procedures as per the directions issued by the Government from time to time.

4.9 Transport Safety

The Institution shall ensure the safety of students and staff utilizing transport facilities.

Measures shall include:

- Periodic vehicle maintenance.
- Compliance with statutory transport regulations.
- Driver verification and training.
- Emergency contact mechanisms.
- Vehicle safety inspections.

All institutional vehicles shall possess valid permits, insurance, and fitness certificates.

4.10 Health, Hygiene and Environmental Safety

The Institution shall maintain:

- Clean and hygienic campus facilities.
- Safe drinking water facilities.
- Proper sanitation systems.
- Waste management systems.
- Biomedical and hazardous waste disposal mechanisms.
- Environmental protection measures.

Regular inspections shall be conducted to maintain health and hygiene standards.

4.11 Disaster Management and Emergency Preparedness

The Institution shall establish procedures for responding to emergencies including:

- Fire Incidents
- Natural Disasters
- Medical Emergencies
- Electrical Accidents
- Chemical Spills
- Security Threats
- Public Health Emergencies

Emergency response plans shall be periodically reviewed and tested through mock drills.

4.12 Asset Protection and Infrastructure Security

The Institution shall implement measures to protect:

- Buildings and Facilities
- Laboratory Equipment
- Library Resources
- Information Technology Infrastructure
- Vehicles and Transport Assets
- Institutional Records

Any loss, theft, damage, or security breach shall be reported immediately to the appropriate authority.

5. SAFETY AWARENESS AND TRAINING

The Institution shall conduct periodic:

- Fire Safety Training
- First Aid Training
- Disaster Management Programmes
- Laboratory Safety Training
- Workplace Safety Awareness Programmes
- Cyber Safety Awareness Programmes
- Emergency Response Drills

Participation in safety awareness programmes may be mandated where necessary.

6. GOVERNANCE FRAMEWORK

The implementation of this Policy shall be overseen by:

- Board of Management
- Vice Chancellor
- Registrar
- Director Administration
- Safety and Security Committee
- Chief Warden
- Hostel Wardens
- Heads of Schools and Departments
- Chief Technical Officer
- Medical Officer
- Maintenance Department
- Security Officer

These authorities shall ensure effective implementation, monitoring, review, and continuous improvement of safety and security measures.

7. ROLES AND RESPONSIBILITIES

7.1 Safety and Security Committee

The Committee shall:

- Monitor implementation of the Policy.
- Review safety practices and incidents.

- Recommend preventive and corrective actions.
- Conduct periodic inspections and reviews.

7.2 Security Officer

The Security Officer shall:

- Coordinate campus security operations.
- Supervise security personnel.
- Monitor surveillance systems.
- Report security incidents.

7.3 Heads of Schools and Departments

The Heads shall:

- Ensure compliance with safety requirements.
- Promote safety awareness.
- Report safety concerns and incidents.

7.4 Students, Faculty and Staff

All stakeholders shall:

- Follow safety instructions and procedures.
- Report unsafe conditions and incidents.
- Cooperate during emergency situations.
- Protect institutional property and resources.

8. INCIDENT REPORTING AND CORRECTIVE ACTION

All accidents, injuries, near misses, safety violations, and security incidents shall be reported immediately to the concerned authority.

The Institution shall:

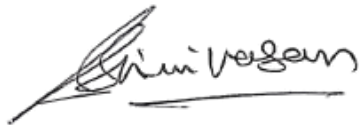
- Investigate incidents.
- Identify root causes.
- Implement corrective and preventive measures.
- Maintain records of incidents and actions taken.

9. COMPLIANCE AND MONITORING

Periodic audits, inspections, risk assessments, and safety reviews shall be conducted to evaluate compliance and effectiveness of safety measures.

Appropriate corrective actions shall be implemented wherever deficiencies are identified.


Issued by
 Dr. G. SUNDARI, M.E., Ph.D.,
 REGISTRAR
SATHYABAMA
 INSTITUTE OF SCIENCE AND TECHNOLOGY
 (DEEMED TO BE UNIVERSITY)
 Jeppiaar Nagar, Rajiv Gandhi Salai,
 Chennai-600 119.


S. SRINIVASAN
 ADVOCATE-HIGH COURT
 &
 COMMISSIONER OF OATHS
 Chamber No: 13, Law Chambers,
 High Court Buildings, Chennai-600 104
 Ph: 044-25587404, Cell: 98402 40091


Recommended by
 Dr. B. Sheela Rani
 (Vice-Chancellor)
 Dr. B. SHEELA RANI, M.S. (By Research), Ph.D.,
 VICE-CHANCELLOR
SATHYABAMA
 INSTITUTE OF SCIENCE AND TECHNOLOGY
 (DEEMED TO BE UNIVERSITY)
 Jeppiaar Nagar, Rajiv Gandhi Salai,
 Chennai - 600 119.