



**Bharath Institute of Higher Education and Research
(Deemed to be University)**

Office of the Dean of Engineering,

Sree Balaji Institute of Science and Technology (SBIST),

7, Works Road, Chromepet, Chennai – 600044

SBIST/DISC/POL/2025-26/001

Date: 01 October 2025

OFFICE ORDER

Implementation of Comprehensive Safety and Security Management System in the Campus

In compliance with the norms and guidelines prescribed by the All India Council for Technical Education (AICTE), Government of India, and pursuant to the approval of the Competent Authority of Bharath Institute of Higher Education and Research (Deemed to be University), a Comprehensive Safety and Security Management Framework is hereby implemented at Sree Balaji Institute of Science and Technology (SBIST), Chennai, with immediate effect from 01 October 2025.

This framework ensures a safe, secure, inclusive, and risk-resilient academic environment for students, faculty, staff, and visitors.

The Safety and Security Management System shall cover:

- Physical Security
- Surveillance & Access Control
- Women Safety Measures
- Disaster Management
- Health & Medical Response
- Cyber Security
- Laboratory Safety
- Transportation Safety
- Hostel Security (if applicable)
- Anti-Ragging Enforcement
- Compliance Monitoring

The Security Management Committee is hereby constituted to oversee implementation, monitoring, and reporting.

SAFETY AND SECURITY MANAGEMENT POLICY

(AICTE COMPLIANCE DOCUMENT – 2025–26)

1. POLICY STATEMENT

SBIST is committed to ensuring a safe, secure, inclusive, and risk-free campus environment aligned with AICTE safety norms, UGC regulations, National Disaster Management Authority (NDMA) guidelines, and applicable statutory provisions.

The institution adopts a Zero-Tolerance Policy toward:

- Violence
- Ragging
- Harassment
- Unauthorized access
- Safety violations

2. OBJECTIVES

1. Ensure physical safety of all stakeholders.
2. Establish preventive and responsive security systems.
3. Ensure statutory compliance with Fire & Safety norms.
4. Promote gender-sensitive safety mechanisms.
5. Strengthen disaster preparedness and crisis response.

3. CAMPUS SECURITY INFRASTRUCTURE

3.1 Physical Security

- 24x7 Security Personnel Deployment
- Trained Security Supervisors
- Boundary Wall / Controlled Entry Points
- Visitor Entry Register System
- Vehicle Monitoring System
- Night Patrol System





3.2 CCTV Surveillance System

- 100% coverage of:
 - Entry & Exit gates
 - Corridors
 - Laboratories
 - Library
 - Administrative Block
 - Parking Areas
- Minimum 30-day footage storage
- Monitoring Room with authorized access

3.3 Access Control

- ID Card mandatory for:
 - Students
 - Faculty
 - Staff
- Visitor Pass System
- Restricted Lab Access
- Biometric attendance system

4. DISASTER MANAGEMENT PLAN

Aligned with NDMA Guidelines.

Covers:

- Earthquake Response
- Fire Incident
- Flood Management
- Medical Emergency
- Structural Emergency
- Power Failure Protocol

Emergency Response Team (ERT) constituted.

Emergency Contact Numbers displayed across campus.

5. WOMEN SAFETY MEASURES

- Internal Complaints Committee (POSH Act)
- CCTV in strategic locations
- Women grievance helpline
- Separate sanitation facilities
- Well-lit campus pathways
- Security escort facility (after 6 PM)

6. ANTI-RAGGING ENFORCEMENT

As per AICTE & Supreme Court Guidelines:

- Anti-Ragging Committee
- Anti-Ragging Squad
- Affidavit from students & parents
- Anonymous complaint system
- Strict disciplinary action

Helpline displayed prominently.

7. LABORATORY SAFETY

- Lab Safety Manual for each department
- MSDS (Material Safety Data Sheets)
- Safety Goggles & Gloves
- First Aid Kits
- Chemical Storage Compliance
- Electrical Safety Checks

8. HEALTH & MEDICAL FACILITIES

- First Aid Room
- Trained Nurse (if applicable)
- Tie-up with nearby hospital
- Emergency Ambulance Contact
- Annual Health Check-up Camps

Nearby Hospital Tie-Up Documentation maintained.

9. CYBER SECURITY FRAMEWORK

- Firewall protection
- Licensed software usage
- Anti-virus installation
- Restricted administrative access
- Data backup policy
- Cyber security awareness sessions

10. TRANSPORT SAFETY

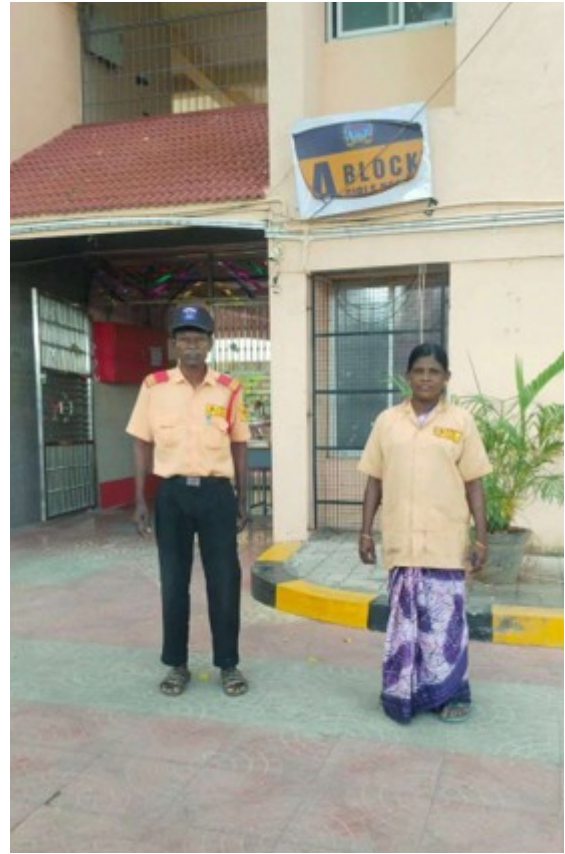
- Valid vehicle fitness certificates
- Licensed drivers
- Speed monitoring
- GPS tracking (recommended)
- Insurance compliance

11. HOSTEL SECURITY

- Separate Boys & Girls Hostels
- 24x7 Warden Presence
- Biometric Entry
- CCTV Monitoring
- Visitor Restrictions
- Emergency Contact Register







12. SECURITY MANAGEMENT COMMITTEE

Sl. No.	Designation	Role in Committee	
1	Dean	Chairperson	
2	Security Officer	Member	
3	Women Representative	Member	
4	Faculty Representative	Member	
5	Student Representative	Member	
6	Administrative Officer	Member Secretary	

13. MONITORING & REVIEW

- Quarterly Safety Audit
- Annual Third-Party Safety Audit
- Incident Register Maintenance
- AICTE Compliance Review

J. Indumathi



14. ANNEXURES

Annexure I – Emergency Contact Sheet

Annexure II – Campus Evacuation Map

Annexure III – Fire Equipment Layout

Annexure IV – Security Duty Roster

Annexure V – Incident Reporting Format

ANNEXURE I

EMERGENCY CONTACT SHEET

(Displayed at All Prominent Locations)

Emergency Contact Directory – 2025–26

1. Internal Emergency Contacts

Designation	Name	Contact No.	Alternate No.
Dean of Engineering			
Security Officer			
Chief Warden			
ICC Chairperson			
Anti-Ragging Officer			
Medical Officer / Nurse			
Electrical Maintenance			

2. External Emergency Contacts (Chennai)

Service	Contact Number
Police	100
Fire & Rescue	101
Ambulance	108
Women Helpline	181
Disaster Management	1070
Local Police Station (Chromepet)	_____
Nearest Hospital	_____

Emergency Assembly Point:

Primary: Main Ground

Secondary: Parking Area

Emergency contacts shall be displayed:

- Near lift areas
- Laboratories
- Library

- Hostel entrances
- Main Gate
- Administrative Block

ANNEXURE II
CAMPUS EVACUATION MAP

(displayed floor-wise)

Required Components in Map

The evacuation map must include:

- Building layout (Floor Plan)
- Emergency Exit Routes (Green Arrows)
- Fire Extinguisher Locations
- Fire Alarm Points
- Assembly Points
- First Aid Locations
- Electrical Main Switch
- Staircase Markings
- “YOU ARE HERE” Indicator

Standard Evacuation Protocol (To be printed below map)

1. Remain calm.
2. Do not use elevators.
3. Follow illuminated exit signage.
4. Assist differently-abled persons.
5. Assemble at designated point.
6. Await instructions from Emergency Response Team.

(Architect to prepare scaled drawing; must match approved building plan submitted to AICTE.)

ANNEXURE III

FIRE EQUIPMENT LAYOUT PLAN

(Department-wise Fire Compliance Sheet)

Fire Equipment Inventory – SBIST

Location	Fire Extinguisher Type	Quantity	Last Refill Date	Next Service Due
Ground Floor Corridor	ABC Type	4		
CSE Lab	CO ₂	2		
Library	ABC	2		
Electrical Room	CO ₂	2		
Mechanical Lab	Foam	2		
Civil Lab	ABC	2		

Additional Safety Installations

- Fire Alarm Panel – Installed
- Smoke Detectors – Installed
- Emergency Lights – Installed
- Exit Sign Boards – Installed
- Fire Hose Reel – Installed (if applicable)

Certification

Fire NOC issued by competent authority dated: _____

Valid up to: _____

ANNEXURE IV

SECURITY DUTY ROSTER

(24x7 Deployment Plan)

Security Personnel Deployment – SBIST

Day Shift (6:00 AM – 2:00 PM)

Post	Personnel Name	Contact	Remarks
Main Gate			Visitor Log
Academic Block			Corridor Patrol
Admin Block			Monitoring
Parking Area			Vehicle Control

Evening Shift (2:00 PM – 10:00 PM)

Post	Personnel Name	Contact	Remarks
Main Gate			Entry Check
Hostel (if applicable)			Visitor Control
Library			Monitoring

Night Shift (10:00 PM – 6:00 AM)

Post	Personnel Name	Contact	Remarks
Main Gate			Night Entry
Patrol Officer			Hourly Round
Hostel Security			Restricted Access

Security Supervisor: _____

Weekly Review by: Security Officer

ANNEXURE V

INCIDENT REPORTING FORMAT

(Mandatory Register Format – To be Maintained Physically & Digitally)

Incident Reporting Form

1. Basic Details

Field	Information
Incident ID	
Date	
Time	
Location	
Reported By	
Designation	Student / Faculty / Staff / Visitor

2. Type of Incident (Tick)

- Fire
 - Medical Emergency
 - Security Breach
 - Ragging
 - Harassment
 - Theft
 - Electrical Hazard
 - Laboratory Accident
 - Other: _____
-

3. Description of Incident

4. Immediate Action Taken

5. Persons Involved

Name(s): _____

Department: _____

6. Injury/Damage Assessment

- No Injury
- Minor Injury
- Major Injury
- Property Damage

Details: _____

7. Report Reviewed By

Security Officer: _____

Principal: _____

Date: _____

8. Corrective & Preventive Action

Signature of Reporting Officer: _____

Signature of Reviewing Authority: _____