



**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/WEC/ORD/2025-26/002

Date: 01 October 2025

OFFICE ORDER

ESTABLISHMENT OF 24×7 WOMEN HELPLINE NUMBER AND CAMPUS SECURITY SYSTEM

1. PREAMBLE

In accordance with:

- **AICTE Approval Process Handbook (APH 2024–25)**
 - Chapter I – Introduction (Safe and secure learning environment)
 - Chapter VII – Academic & Administrative Requirements (Student Welfare & Support Systems)
 - Mandatory requirement for institutions to ensure campus safety and grievance redressal mechanisms
- **AICTE Regulations on Prevention of Sexual Harassment of Women at Workplace (2016, as amended)**
- **UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015**
- **UGC Regulations on Curbing the Menace of Ragging (2009, as amended)**
- **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)**

Sree Balaji Institute of Science and Technology (SBIST) hereby establishes a **24×7 Women Helpline Number and Comprehensive Campus Security System** to ensure safety, dignity, and well-being of women students, faculty, and non-teaching staff.

2. 24×7 WOMEN HELPLINE (WITHIN CAMPUS)

To provide immediate assistance and confidential support:

 **Women Helpline Number (24×7): 9840055185**

The helpline:

- Operates round the clock
- Connects directly to authorized security / administrative personnel
- Ensures immediate response to distress calls
- Maintains confidentiality of complainant

Email for written complaints: **officesbist@gmail.com**

3. CAMPUS SECURITY SYSTEM

3.1 Access Control Mechanism

In compliance with AICTE safety norms, the institution ensures:

- Mandatory ID cards for all students and staff
- Controlled entry and exit points
- Visitor entry register system
- Biometric / smart access system (where applicable)

3.2 CCTV Surveillance

- CCTV cameras installed at key locations including corridors, entry gates, common areas, and academic blocks
- Continuous monitoring of surveillance footage
- Recordings securely stored for investigation purposes
- Regular system maintenance and review

3.3 Security Personnel Deployment

- Trained security personnel stationed at strategic locations
- 24×7 campus patrolling
- Immediate response to emergency situations
- Coordination with local law enforcement when required

3.4 Training & Awareness Programs

Aligned with AICTE and UGC mandates, the institution conducts:

- Awareness programs on women's safety

- POSH Act orientation sessions
- Gender sensitivity workshops
- Self-defense awareness sessions
- Emergency response training

3.5 Maintenance & Periodic Review

- Regular inspection of CCTV systems
- Helpline functionality checks
- Security audit reviews
- Periodic evaluation by administration and IQAC

4. MECHANISM FOR REDRESSAL OF SEXUAL HARASSMENT

In accordance with POSH Act 2013 and UGC/AICTE Regulations:

4.1 Filing of Complaints

Complaints may be submitted:

- In writing to the Committee / Class Teacher / HoD / Vice Principal / Principal
- Via email to officesbist@gmail.com
- Through hard copy submission to the Dean

If the complainant is unable to submit in writing, assistance shall be provided.

4.2 Inquiry Process

- Complaints shall be examined by the Internal Complaints Committee (ICC).
- The committee may conduct mediation, conciliation, or formal inquiry.
- Both complainant and accused shall be given fair opportunity to present their case.
- Witnesses may be called if necessary.
- Cross-examination rights shall be ensured.
- Proceedings shall remain confidential.

4.3 Withdrawal of Complaint

- The complainant may withdraw the complaint voluntarily at any stage.
- The committee may terminate proceedings upon written withdrawal.

4.4 Ex-Parte Proceedings

If the accused fails to appear for three consecutive hearings despite notice, the committee may proceed ex-parte.

4.5 Verdict & Disciplinary Action

- The Committee shall submit a detailed investigation report.
- It shall declare whether the accused is guilty or not guilty.
- Gravity of offense shall be categorized (minor / serious / major).
- Recommendations shall be forwarded to the Chairman / Management for disciplinary action.
- Severe cases may be referred to competent legal authorities.

4.6 Confidentiality Clause

All participants in the inquiry shall observe strict confidentiality. Breach of confidentiality shall attract disciplinary action.

4.7 Counselling Provision

Counselling services shall be made available to:

- Complainant
- Accused (if required)
- Affected individuals

5. CONSTITUTION OF WOMEN HELPLINE & SAFETY COMMITTEE

S.N	Name	Designation
o		
1	Dr. J. Indumathi	Dean
2	Mrs. C. Bright Christline	Assistant Professor
3	Mrs. G. Suganya	Office Admin
4	Mr. B. Vetriselvan	Office Admin

The Committee is responsible for:

- Monitoring helpline functionality
- Conducting awareness programs
- Reviewing safety measures
- Ensuring compliance with statutory provisions

6. DOCUMENTATION & EVIDENCE (ESSENTIAL DOCUMENTS FOR AICTE)

The institution maintains:

- Office Order copy
- Helpline notification circular
- ICC constitution order
- CCTV installation report
- Security staff deployment register
- Complaint register (confidential)
- Inquiry reports
- Awareness program reports
- Annual compliance review by IQAC

SREE BALAJI INSTITUTE OF SCIENCE & TECHNOLOGY
Ensuring Safety & Security for Women on Campus

24x7 WOMEN HELPLINE & SECURITY SYSTEM

Call Anytime | Emergency Assistance | Safety Patrols

DIAL
24x7 WOMEN HELPLINE
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Contact number: **9840055185** | Mail id: officesbist@gmail.com
Website: www.sbist.in | Address: NO 7, CLC works road, Chromepet

24 HOURS SUPPORT FOR WOMEN SAFETY & SECURITY

7. REVIEW & CONTINUOUS IMPROVEMENT

This mechanism shall be reviewed annually by IQAC and updated in accordance with:

- Revised AICTE Approval Process Handbook
- Updated POSH Act guidelines
- UGC safety regulations
- Institutional audit recommendations

SBIST remains committed to ensuring a safe, secure, and gender-sensitive campus environment for all women stakeholders.

ANNEXURE 1

AICTE COMPLIANCE MAPPING TABLE

Establishment of 24×7 Women Helpline & Campus Security System

SBIST – Essential Document

AICTE / Statutory Clause (APH 2024–25)	Requirement as per Clause	Institutional Action at SBIST	Documentary Evidence Maintained
AICTE APH 2024–25 – Chapter I (Introduction & Institutional Responsibilities)	Institutions must ensure a safe and secure learning environment.	24×7 Women Helpline established; campus-wide security measures implemented.	Office Order; Helpline Circular; Security Policy Document
AICTE APH 2024–25 – Chapter VII (Academic & Administrative Requirements)	Mandatory student support systems including grievance redressal and safety mechanisms.	Internal Complaints Committee (ICC) constituted; Grievance Redressal Cell operational.	ICC Constitution Order; Grievance Register; Meeting Minutes
AICTE Regulations on Prevention of Sexual Harassment (2016)	Establish ICC and ensure inquiry mechanism for sexual harassment complaints.	ICC constituted with defined inquiry procedures; confidential complaint mechanism implemented.	ICC Member List; Inquiry Reports; Annual Compliance Report
UGC (POSH) Regulations, 2015	Prevention, prohibition and redressal	Complaint filing via email / written application;	Complaint Register (Confidential);

	mechanism for sexual harassment in HEIs.	structured inquiry process; counselling support.	Resolution Orders
POSH Act, 2013	Legal requirement for Internal Complaints Committee.	Committee constituted with designated Presiding Officer.	Committee Constitution Order
UGC Anti-Ragging Regulations (2009)	Anti-ragging committee and safe campus environment.	Anti-Ragging Committee active; awareness programs conducted.	Anti-Ragging Circulars; Affidavit Records
AICTE APH – Infrastructure & Safety Norms	Institutions must provide adequate security arrangements and surveillance.	CCTV surveillance across campus; controlled access; ID verification.	CCTV Installation Report; Maintenance Logbook
AICTE Quality Assurance Requirements	Periodic monitoring and documentation of compliance.	Annual review by IQAC; maintenance and security audit checks.	IQAC Minutes; Annual Review Report
AICTE Student Welfare Provisions (Chapter VII)	Institutions must provide student support and emergency assistance systems.	24×7 Women Helpline operational: 9840055185	Helpline Display Notices; Call Log Register

ANNEXURE 2

COMBINED ESSENTIAL DOCUMENTS FILE

(SEL + Women Safety + Skill Credit Mechanism)

For AICTE / NAAC Submission

Below is the structured consolidated format suitable for uploading under “Essential Documents”.

ESSENTIAL DOCUMENT – 1

Inbuilt Mechanism for Social and Emotional Learning (SEL)

AICTE References:

- APH 2024–25 – Chapter I & VII
- Appendix 6 – Student Induction Program
- Appendix 12 – Universal Human Values
- AICTE Model Curriculum
- NEP 2020 (Ch. 4 & 9)

Institutional Actions:

- UHV-II Course (HS203, 3 Credits)
- Structured Mentor–Mentee System
- Counselling & ICC Mechanism
- Co-curricular SEL Activities
- Faculty Development Programs

Evidence:

- Academic Regulation & Syllabus
- Mentor Registers
- Induction Reports
- Committee Proceedings
- Annual SEL Review Report

ESSENTIAL DOCUMENT – 2

Establishment of 24×7 Women Helpline & Security System

AICTE / Statutory References:

- APH 2024–25 – Safety & Student Support

- AICTE POSH Regulations 2016
- UGC POSH Regulations 2015
- UGC Anti-Ragging Regulations 2009

Institutional Actions:

- 24×7 Women Helpline (9840055185)
- ICC Constitution
- CCTV Surveillance
- Access Control & Security Personnel
- Structured Complaint Inquiry Mechanism

Evidence:

- Office Order
- ICC Constitution List
- CCTV Installation Report
- Complaint Register
- Awareness Program Reports

ESSENTIAL DOCUMENT – 3

Mechanism for Earning Credits through Skill-Based Courses

AICTE References:

- APH 2024–25 – Chapter VII (Academic Requirements)
- AICTE Model Curriculum
- NEP 2020 – Skill Integration
- NSQF Framework
- AICTE Credit Transfer & SWAYAM Guidelines

Institutional Actions:

- Integration of Skill-Based Courses
- Credit transfer mechanism
- Inclusion of Skill India / SWAYAM courses
- Board of Studies approval
- Curriculum revision compliance

Evidence:

- Curriculum Regulation Book
- BOS Minutes
- Student Credit Records

- Skill Course Completion Certificates
- IQAC Monitoring Report

MASTER COMPLIANCE SUMMARY TABLE

Essential Area	AICTE Clause Reference	Status
Social & Emotional Learning	APH Ch. VII, Appendix 6 & 12	Implemented
Women Safety & ICC	POSH 2016 / UGC 2015	Compliant
Skill Credit Mechanism	APH Ch. VII	Implemented
Student Support & Mentoring	APH Quality Requirements	Functional
Documentation & IQAC Monitoring	APH Quality Assurance	Maintained

J. Indumathi

