AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
Re-Accredited by NAAC
Meenambakkam, Chennai – 600061

DOCUMENT INDEXING - INTEGRATED POLICY		
Title: Campus Security and Safety Policy		
Description: The Campus Security and Safety Policy provide SOPs for Campus Security Operations. The Policy ensures a safe and secure environment for all, with measures for monitoring, emergency preparedness, and campus protection.		
UDIN	AMJ/SOP/ADP/CSP/2024/04/VER-1	
Effective Date	22-05-2024	
Revision Period	May 2024	
Review Cycle	One year	
Policy Population	All stakeholders of the Institution.	
Policy Implementing Department	Estate Security Management Team	
Proposer & Drafter	Mr. Jegan Sivakumar, Estate Security Manager	
Revisor	Ms. Bhavani S, Assistant Professor, IQAC	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) – IP		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
Coordinator, IQAC	Dr. V. S. Murali	
Deputy Dean (SF)	Dr. R. Surekha	
Chief Manager (SF)	Mrs. Sangeetha Rajappa	
AUTHORIZATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Shri. Pannalal Chordia	
Secretary/ Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

AMJC POLICY

CAMPUS SECURITY AND SAFETY POLICY

I. Purpose

The Campus Security and Safety Policy aims to provide a safe, secure, and conducive environment for students, faculty, staff, and visitors at Agurchand Manmull Jain College. This policy ensures preventive measures are in place to protect individuals and property, while promoting a culture of awareness and preparedness in case of emergencies.

II. Scope

This policy applies to all students, faculty, staff, and authorized visitors on the college campus, including all buildings, facilities, and outdoor areas.

III. Security Measures

1. **Access Control**
    a. Entry to the campus is controlled through security checkpoints. Visitors must register and wear identification badges.
    b. Surveillance cameras monitor key areas across the campus, such as entry points, corridors, and parking lots.
    c. All staff and students are required to carry their college ID at all times while on campus.
2. **Patrol and Monitoring**
    a. Security personnel regularly patrol the campus to ensure safety and security.
    b. Emergency hotlines and security contact numbers are prominently displayed across the campus for quick response to incidents.
3. **Vehicle and Parking Regulations**
    - Only authorized vehicles are allowed to park on campus, and designated parking areas are provided for students and staff.
    - Security checks are performed on vehicles entering and exiting the campus.
4. **Event Security**
    - For large events, additional security personnel are deployed. All attendees are required to comply with event safety regulations.

IV. Emergency Preparedness

1. **Emergency Procedures**
    a. Evacuation routes and emergency exits are clearly marked in all buildings.
    b. Regular fire drills and safety training sessions are conducted to prepare the campus community for emergencies.
    c. First aid stations are accessible, and trained personnel are available to handle medical emergencies.

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2. **Incident Reporting**
    a. Any security or safety incidents should be reported immediately to campus security. A formal incident report must be filed, and appropriate action will be taken.
    b. An anonymous reporting mechanism is available for individuals who wish to report concerns without revealing their identity.
3. **Disaster Response**
    a. A disaster management plan is in place to handle natural calamities or other unforeseen emergencies. The plan includes coordination with local authorities for necessary assistance.

V. Code of Conduct

1. **Personal Responsibility**
    a. All members of the campus community are expected to act responsibly and adhere to safety guidelines.
    b. Engaging in any form of harassment, violence, or misconduct is strictly prohibited and will lead to disciplinary action.
2. **Prohibited Items**
    a. Firearms, explosives, drugs, and any hazardous materials are strictly prohibited on campus.

VI. Safety Awareness Programs

1. **Training and Awareness**
    a. Regular workshops, seminars, and training programs on campus safety, self-defense, and emergency preparedness are conducted.
    b. Awareness campaigns on the importance of safety and security are promoted throughout the academic year.

VII. Policy Enforcement and Review

This policy is enforced by campus security in collaboration with the administration. Periodic reviews will be conducted to ensure the effectiveness of the security measures and updates will be made as necessary.

VIII. Conclusion

By following the Campus Security and Safety Policy, Agurchand Manmull Jain College ensures a safe, secure, and welcoming environment for learning, growth, and well-being.

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