



## PATNA WOMEN'S COLLEGE

Autonomous  
PATNA UNIVERSITY

3<sup>rd</sup> Cycle NAAC Accredited at 'A' Grade with CGPA 3.58/4

*'College with Potential for Excellence' (CPE) status accorded by UGC*

### POLICY ON SAFETY AND SECURITY

#### 1. Preamble

Patna Women's College (Autonomous) is committed to create and provide a safe, secure and supportive teaching – learning environment in which the students and employees thrive safely and excel in their endeavours. The **Policy on Safety and Security** will apply to all the faculty members, staff, students and other stakeholders.

#### 2. Objectives of the Policy on Safety and Security

The **Policy on Safety and Security** provides a broad framework and a set of standard norms regarding the safety and security measures meant for and to be practiced by the faculty members, staff, students and other stakeholders at Patna Women's College. The basic objectives of the policy are:

- To create and establish a safe, secure and supportive environment
- To provide safety measures for all present in the campus
- To ensure the practice of safety and security guidelines by all in the institution

#### 3. Safety and Security in the Campus

In order to establish and maintain a safe and secure campus, the following measures are adopted and will be implemented at Patna Women's College:

- All buildings in the campus are and will be constructed adhering to the safe building laws implemented by the Govt. of Bihar.
- The exteriors of the buildings, corridors, staircases and interior structures are regularly and adequately maintained.
- Fire safety measures are installed in all the buildings at various points.
- The entire campus is covered under CCTV surveillance security system.
- Public Address System devices are installed in every classroom, halls and at other appropriate points.
- Security guards are posted at entrance gates and other parts of the campus.
- Wearing valid identity cards is mandatory for all the students and staff present in the campus.
- Safety protocols and guidelines are displayed in the labs and are strictly followed by all.
- First Aid facilities, nursing assistance and a Health Centre are available for all in the campus.



- Ragging in any form is strictly prohibited and the Anti-Ragging Committee will take immediate action in case of violation of rules.
- The Committee for the Prevention of Sexual Harassment shall function adhering to the UGC guidelines.
- Ramps, hand-rails, tactile strips, easily accessible elevators and special washrooms are provided in all academic buildings for the barrier free movement of 'Divyangjans' (persons with disabilities).

#### 4. **Cyber Security**

The usage of IT facilities and services at Patna Women's College by all users will comply with the following:

- The computers, printers and other IT accessories to be purchased from authorised vendors and agencies.
- All the computers (Desktops and Laptops) used by faculty and students will be secured by licensed anti-virus system.
- Open and/or licensed softwares will be used for all academic/ research purpose.
- Usage and application of pirated softwares will be strictly prohibited.
- The cyber security issues will be addressed and all unauthorised sites will be restricted by the application of licensed security gateway.
- The institution will conduct awareness programmes and will establish partnership with authorised bodies for undertaking cyber security related courses.

#### 5. **Safety measures during Study Tour/ Industry Visit/ Trip**

The following regulations and guidelines will be applicable during the study tours, industry visits and trips conducted by the departments of the institution for its students:

- The study tours, industry visits and trips will be conducted with due permission from the Principal and concerned authorities.
- Consent from the parent/ guardian of every student will be obtained prior to the trip.
- Adequate number of faculty members will accompany the students for the tour.
- Students will be properly oriented regarding the code of conduct, safety protocol and regulations of the outstation visit and stay.

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