



## Student Safety and Security Policy

**Objective:** To facilitate measures for ensuring a safe and secure campus for students enrolled at DME across all programmes.

DME prioritizes the safety and security of its students and shall take consistent measures for ensuring their safety and security on campus. While the institution shall make all efforts to provide a safe environment for student activities, it shall not be held accountable for any unforeseen adversities.

Guidelines for ensuring safety and security of students shall be adopted as follows:

### 1. Securing the perimeter

- 3.1 Students will be permitted only during the designated institutional working hours and may be denied entry outside such timings.
- 3.2 Late entry of students is discouraged so as to maintain discipline and facilitate security measures at the entry point.
- 3.3 For special events or exceptional circumstances, prior information must be shared by the concerned faculty member/non-teaching staff with the approval from Head of School or the Director.
- 3.4 Students must carry their ID cards daily for gaining entry to the campus via the designated entry points only.
- 3.5 Visitors to the campus are allowed into the premises only after verification of identity (govt./institutional ID cards to be examined).
- 3.6 Adequate security staff, including lady guards are available for securing the perimeter.
- 3.7 Inspection of bags/belongings of students/visitors/staff shall be conducted via manual/metal detection for ensuring a weapon-free campus and preventing violence on the campus.
- 3.8 CCTV Cameras are installed strategically (including designated entry/exit points) for monitoring the perimeter for security purposes.

### 2. Outbound Activities

- 2.1 For any outbound activities organized by the institute such as field trips, industrial visits, etc., the faculty in-charge shall consult Head of School/Director for institutional support in planning the logistics, if it is required.

*Ravi Kant Swami*





# Delhi Metropolitan Education

Affiliated to GGSIPU, New Delhi & Approved by Bar Council of India



— MANAGEMENT ■ LAW ■ JOURNALISM —

- 2.2 Specific procedures and guidelines for such events shall be outlined after approval from Head of School/Director after due consideration has been accorded to the student strength, the venue, the travel time, the timing of the event, etc.
- 2.3 The Administrative Officer shall provide requisite support for planning and coordination of such arrangements.
3. General measures:
- 3.1 All students, faculty members and non-teaching staff are required to wear their IDs for security purposes.
- 3.2 Helpline numbers/contact details/access to weblinks/forms of statutory committees and welfare committees must be displayed prominently for the reference of students. These must include details of counselors, anti-ragging and anti-bullying helpline, internal complaints committee (ICC) for prevention of sexual harassment, grievance redressal committee, etc.
- 3.3 Guidelines for student conduct and discipline are outlined during the Student Orientation Programmes to familiarize students with the general rules and regulations to be followed, in the interest of their safety and security.
- 3.4 Acts of violence, indiscipline or any other such activity causing harm or disruption to others (students or faculty or staff members) shall be reported to the Proctorial Board following which the investigations will be held in an unbiased manner.
- 3.5 The Mentoring Cell provides a mechanism of consistent support and extension of adequate assistance for students. Mentors, faculty members and staff members are regularly updated with key tips for recognizing symptoms of stress, anxiety, depression, social isolation and other such issues so that timely support and intervention is possible via peer support, faculty/staff support, mentor support and counseling service.
- 3.6 Separate washrooms are designated for students (male, female and divyangjan friendly) as well as for faculty and staff members with designated cleaning staff to ensure hygiene and safety for all users.
- 3.7 Restricted access to the control panel with footage from different CCTV cameras on campus is available for maintaining responsible scrutiny of the on-campus activities so as to ensure safety and security of all.
- 3.8 A Medical Room and a Counseling Room is designated with highly trained professionals to attend to the needs of all the members on campus. The institution encourages all members to gain medical assistance/consultation as well as mental health consultation so as to facilitate a holistically healthy environment.
- 3.9 Regular maintenance of fire handling equipment and other such emergency response equipment is conducted. Fire extinguishers and alarm systems are installed

Ravi Kant Swami





# Delhi Metropolitan Education



Affiliated to GGSIPU, New Delhi & Approved by Bar Council of India

— MANAGEMENT ■ LAW ■ JOURNALISM —

at every floor. Mock drills, awareness sessions and drives on emergency situations such as fire, earthquake, security threats, are conducted in a timely manner to build emergency response capabilities of the members.

- 3.10 The institution maintains contact and collaborations with personnel and institutions belonging to Medical fraternity, State Police, Fire Station, District Magistrate Office for adherence to their advisories and protocols pertaining to safety and security. The numbers of key contact persons are maintained with the Administrative Officer, Manager-HR and the Director's Office.

*Ravi Kant Swami*