



Partnering in Academic Excellence

Channabasaveshwara Institute of Technology

NH 206 (B.H. Road), Gubbi, Tumkur – 572 216. Karnataka.

Safety, Security & Housekeeping Policy

Mandatory Disclosure:

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Channabasaveshwara Institute of Technology

The Channabasaveshwara Institute of Technology (CIT) was established in the year 2001 and is affiliated to Visvesvaraya Technological University (VTU), Belagavi. It is located in an ideal and congenial environment in the outskirts of Gubbi town, Tumkur city on the Bangalore - Honnavar National Highway 206, 90 km from Bangalore, spread over 60 acres of lush green, landscaped campus. It is one among the institutions run by Sri Channabasaveshwara Swamy Rural Education Society (CRED) Regd., Gubbi. The Chairman of the Society is Sri G. S. Basavaraj, Former Member of Parliament from Tumkur Constituency.

At the time of inception, the college had an intake of 180 students in the three undergraduate disciplines of Computer Science, Information Science and Electronics & Communication Engineering. The undergraduate course in Electrical & Electronics Engineering was started in the year 2004 and Civil and Mechanical Engineering branches were started in 2010, in the same year Post Graduate courses in engineering of different disciplines like Electronics, Computer Science also incepted. CIT focuses in developing young entrepreneurs and has started Management studies in Business Administration under VTU in 2010. Further another P.G course in Software Engineering stream started in 2012. In addition with this, second shift diploma programmes in Electronics, Mechanical Engineering were started in the same campus with the name of CIT Polytechnic in the year of 2012. In 2013, another two courses in the stream of Civil and Computer Science were added.



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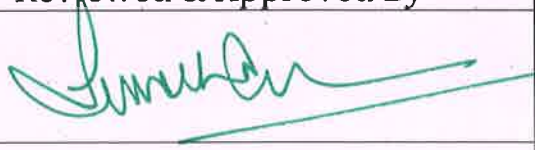
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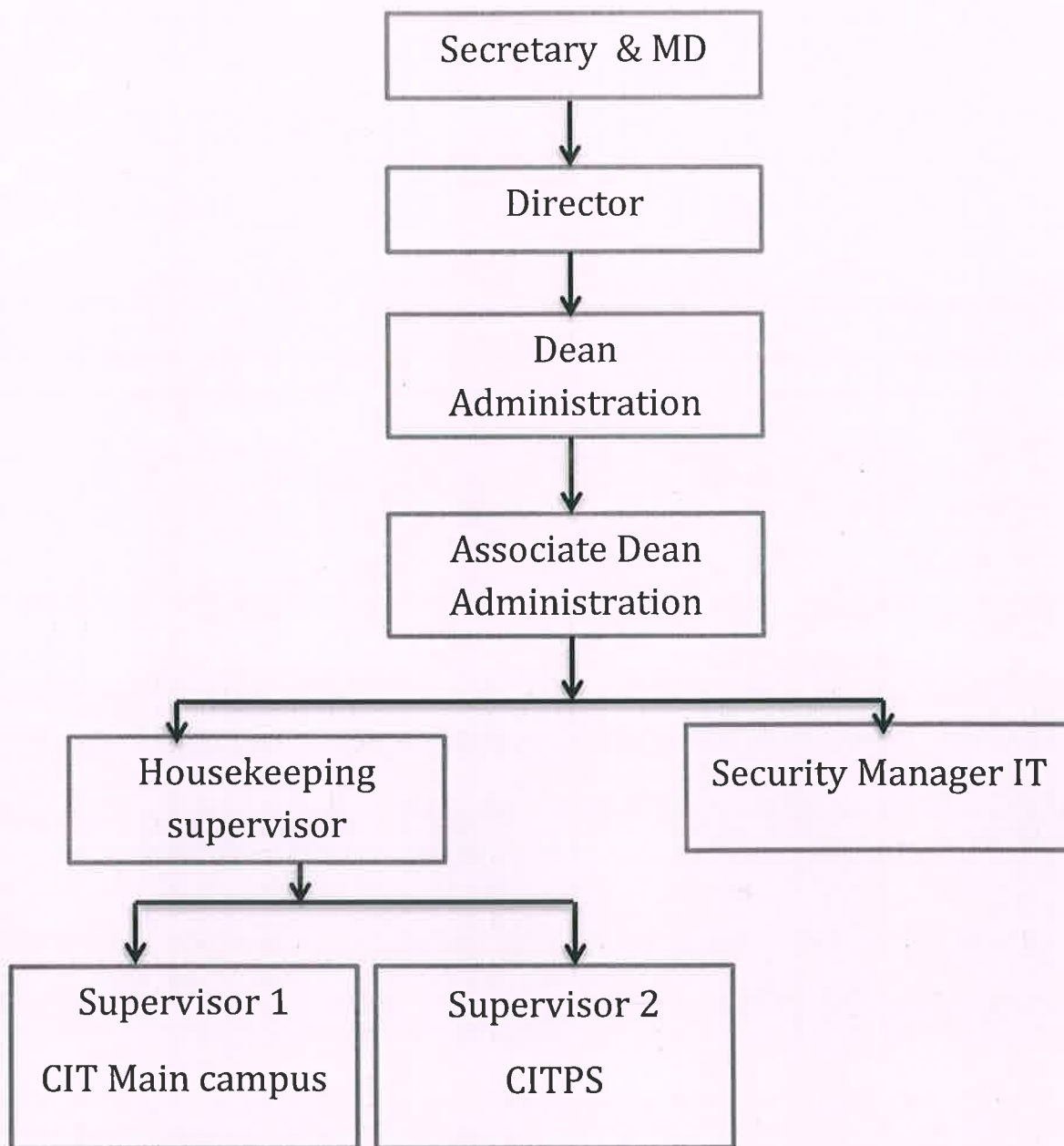
POLICY STATEMENT

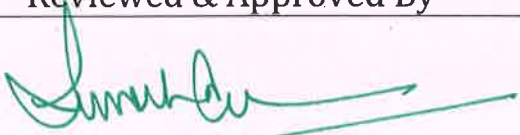
Channabasaveshwara Institute of Technology ensures the security and safety of all students, staff, and visitors on College premises. Dean Administration in consultation with management appoints housekeeping supervisor and supervisors. Housekeeping supervisors & supervisors are responsible for the effective operation and enforcement of the Security Policy and Procedures.

Responsibility cannot be left solely on supervisors but it's everyone's responsibility to report all activity (suspected or real) of a criminal nature, unacceptable behaviour, or any suspicious activity immediately. The college will exercise its right to prosecute and/or take appropriate disciplinary action against any person who acts negligently, dishonestly, or commits a crime against the College.

Particulars	Reviewed & Approved By
Signature	
Name & Designation	Dr. Suresh DS Director & Principal

Process Flow



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SAFETY AND SECURITY PROCEDURES

Environmental Design and Perimeter Control

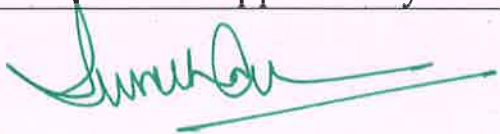
Security measures have been taken into account at the design and planning stages of a building. Measures such as perimeter and video surveillance have also been implemented.

- A completely walled campus provides an utmost level of safety.
- Unnecessary 'hiding spots' are minimized
- Risk assessments have been performed on the external lighting and improvements will be made if necessary.
- Each bin collection point has been risk assessed and monitored.

Personal Safety

The College is a relatively safe environment. However, thefts and other intrusions do occasionally occur, and it is important that the following sensible precautions are taken:

- Never leave your room unlocked, even when you are in a nearby room or in the washroom.
- Safeguard your keys.
- Avoid leaving valuable items on view.

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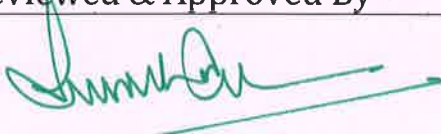
- Never let people into your room unless you know them.
- Never leave your room without locking the windows.
- No to leave bags/books when they visit library or labs

Identity Cards

Each student, employee, and non-teaching staff member is given an ID card for access control purposes. ID cards are required to gain access to campus and gain entry. Students without ID cards are not allowed to access anything on campus. Individuals have access to their college ID cards for the duration of their course or term. College members are responsible for protecting their cards and reporting any loss to the college immediately. A person's ID card cannot be transferred, and a holder cannot lend his or her card to another person for means of access or otherwise. The College may take disciplinary action for unauthorized use of ID cards.

Visitors Pass:

A visitor pass will be issued for non-CIT'IANs. It is the responsibility of the visitor to specify the purpose of the visit (parents/academicians) so that security can issue the visitor pass. In cases where a security officer believes that the visitor is not able to produce personal identification or is unclear about the purpose of his visit, he will stop those visitors at the entrance and

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tell the Dean Administration of the situation immediately. Each visitor pass will be entered in the Log Book before leaving Security I/c must ensure that the visitor pass is collected back before leaving the facility .

Security of Equipment

In order to provide optimal confidentiality, integrity, and availability, the College's information technology department design and maintains network and software systems. Generally, it is responsible for the design, maintenance, and configuration of network and operating software, data transmission, information retrieval, and asset disposal. In addition to implementing and monitoring systems security to detect intrusions and malicious code, the IT department ensures the physical security of institutional servers which contain data and information. An IT department may analyse security risks at any time, and recommendations for improving security should be made to the Principal.

CCTV

The College is dedicated to integrating best practices of safety and security with technology to enhance the quality of life for the campus community. Our commitment to safety has led us to install security cameras on campus at various locations. College community members have the right to privacy, but they also need to balance that right with safety needs on campus.

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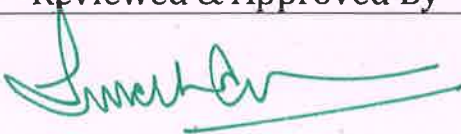
Cameras installed by the college are approved and endorsed by the management.

We actively monitor security cameras and use them exclusively to deter crime, identify criminal activity, investigate criminal activity and violations of College policies, procedures, and rules; as well as enhance safety for all individuals on campus.

Information obtained via CCTV monitoring will be used exclusively for security and law enforcement purposes. Information obtained by CCTV monitoring will only be released when authorized by both the Management and dean admin of the College.

Office Letterheads & Documents

Institution letterhead and other stationery displaying the College logo, name, telephone numbers, etc., must be treated carefully to avoid fraudulent use and should be locked away when not in use. Old or unwanted letterhead/documents in consultation with management must be disposed of by shredding or by using the College's disposal system. Any person found using College stationery or the College logo for personal business or other purposes may be subject to disciplinary action and/or if relevant, legal action.

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Entry/Exit and Movement between College Buildings/Blocks.

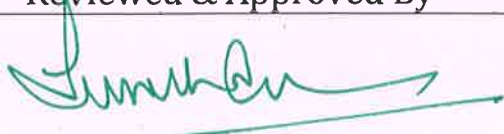
Students and staff should make themselves aware of their surroundings and of other people when walking between buildings. Try to avoid poorly lit or isolated areas and where possible, walk with other colleagues. Report any deficiencies in lighting in College so that the message can be passed on and remedial action is taken.

All entry doors, windows are to be checked often to ensure that they do not open more and to ensure that they open and close correctly.

Suspicious behaviour

If any student / Faculty member is found suspicious or criminal activity, it has to be immediately notified to the dean of Administration or call Security I/c.

Any form of verbal abuse, harassment, threatening, intimidating, or other unacceptable behaviour, or any type of assault from or against staff, students, or visitors will not be tolerated. This type of behaviour should be reported immediately to the dean administration.

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The college will exercise its right to request that persons leave the premises if found guilty and, if necessary, The College will invoke disciplinary procedures against such staff or students as necessary.

Where an individual's behaviour is perceived to be a potential threat to any other individual or to the good order of the College community, appropriate staff may be notified of the person's name and department in order to prevent or restrict that person's access to the College. They may also be subject to disciplinary action.

Drugs, Illegal Substances & weapons

Any suspicions of handling or use of illegal substances should be reported immediately, so that appropriate investigation and consultation with College management, Dean Administration, and external authorities may take place.

Weapons are not permitted throughout the College premises. This includes imitation firearms and knives which may be for decorative or ceremonial purposes. Any person found carrying an illegal weapon will be reported and disciplinary action may also be taken against anyone found carrying a weapon on College premises.

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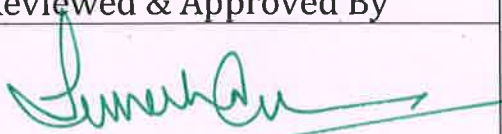
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Valuables- Lost or Found

- If anyone finds identifiable belongings, such as a wallet or handbag, they should if possible, notify the owner as soon as possible. If the owner is unidentified such belonging is to be handed over to the dean administration. When a property is handed in, the date/time, finder's name, department, and contact details are to be recorded.
- No valuable items or teaching material are to be left unattended in public areas. Public areas are cleaned daily, and any valuables left will be treated as lost property and dealt with as above.
- If anyone loses property that has yet to be recovered, they should report such losses to dean or at the security office.
- Items found in the campus will be retained for a reasonable period of time dependent on the type of property. Attempts will be made to trace the owner of the item contains any personal details (ID card, driving licences etc). If the owner cannot be traced and no one claims the item, it will be destroyed.

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- College is not liable for losses of or damage to personal property incurred by students, staff, or visitors, including through criminal activity in College premises.

Vehicle Parking Area

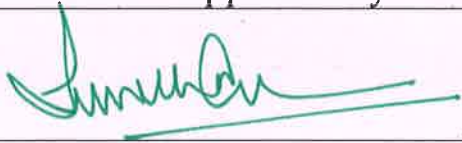
- College staff and students are allowed to park their vehicles in the parking lot in the allotted space.
- Any staffs who wish to leave their vehicle overnight have to take prior permission from dean administration.
- Unauthorized parking shall be penalized.
- Visitors shall park their vehicle outside the campus.

Leaving motorcycles, scooters, bicycles and other vehicles parked on the College's property is always at the owner's risk. The College accepts no responsibility for theft or damage to vehicles on its premises.

Office Security

At the end of the working day, staff should ensure that -

- Valuables and confidential documents (laptops, exam scripts, research data, personnel files, etc) are locked away.

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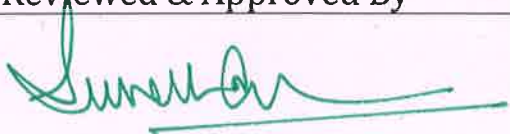
- Any keys that have been issued during the day have been returned and any losses reported immediately
- A 'clear desk policy is maintained in the office (and other places where possible) to ensure that sensitive documentation is locked out of sight
- All non-essential electrical appliances are switched off .
- Office doors and all windows are closed and locked as appropriate
- PCs or monitors are switched off or password protected when not in use to prevent unauthorized access to information

Fire safety

A fire in the workplace is something that can happen any time of every sort and has the potential to injuries employees, destroy property, and even cause accidental deaths if the situation isn't handled properly. Because of the unpredictable nature of fires, fire safety is adopted to minimize any risk. A fire extinguisher is available in all blocks and in college buses to avoid any fire hazards.

Fire safety training is provided to all bus drivers and a few staff members on how to use a fire extinguisher.

Medical Facility

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The college provides health care facility to the students by providing First-Aid and other basic facilities and when required. Doctor is available on campus and also available on call whenever the need arises. Medical facility is also extended to the physical education department of the college at the time of matches like volleyball, cricket, etc. Furthermore in all the departments, Hostel, and in college bus necessary first aid kits are made available.

College also has tied up with hospital for medical emergencies.

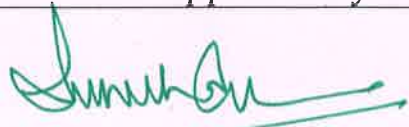
Housekeeping Procedure

College Housekeeping aims to ensure that good housekeeping practices are adopted in to reduce the likelihood of incidents and injuries.

Maintenance

The maintenance of buildings and equipment are the most important element of good housekeeping.

- Involves keeping buildings, equipment and machinery in safe, efficient working order and in good repair.
- Maintaining sanitary facilities and regularly painting and cleaning walls.

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- Broken windows, damaged doors, defective plumbing and broken floor surfaces at workplace shouldn't be neglected;
- To fix broken or damaged items as quickly as possible.

Surfaces

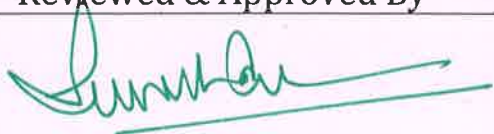
Floor conditions are to be kept clean all the time to avoid any incident that may occur due to spilled water, cleaning agents, liquid soap, or any other. Floors have to be in good order and replace worn, ripped, or damaged flooring that may cause any hazard.

Maintain Light Fixtures

Dirty light fixtures reduce essential light levels. Cleaning light fixtures will improve lighting efficiency significantly.

Stairways

To reduce the risk of slipping on the surface of the stairs is painted with slip-resistant paint, graspable handrails, and also appropriate lighting facility has been made.

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Spill Control

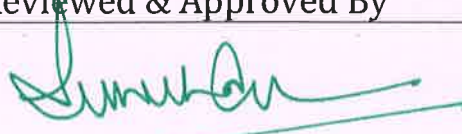
The best way to control spills is to stop them before they happen. Regular cleaning and maintenance are being made on the campus to avoid any mishaps. When spills do occur, it is cleared immediately by Absorbent materials. In the case of the storehouse, any of the items that required careful attention is taken care of. In labs any greasy, oily, or other liquid spills it is properly cleaned by using absorbents and are disposed of properly and safely.

Employee facilities

Adequate employees' facilities such as drinking water, wash rooms, toilet blocks, and rest rooms etc. are provided for the employees. Cleanliness is the key factor in all these areas and separate housekeeping team on a day to day basis maintain the hygiene.

Waste Disposal

Institute believes in "Let's go green and keep our campus clean". CIT's key operations have very little impact on the environment as the institute is very conscious of generating less waste and recycling it by passing it through a system that enables the used material to be reused ensuring that less natural resources are consumed. Environmental initiatives like the use

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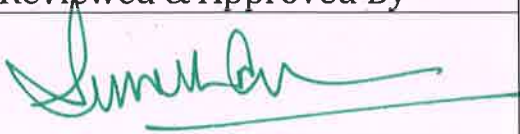
of renewable energy, Rainwater harvesting, No smoking zone, waste management system, etc. have been implemented. Environment consciousness is embodied in the heart of the college by tree plantations from NSS/ YEC teams every year which is the predominant motive of the management to maintain the untouched purity and beauty of the college and also to provide a pleasant atmosphere for the academic and non-academic pursuits.

E-waste management

The E-waste collected is stored in the store room and disposed of every year accordingly. Old monitors and CPUs are repaired by our technician and reused. Empty toners, cartridges, outdated computers, and electronic items are sold as scrap to ensure their safe recycling.

Storage

Proper storage of materials is essential in a good housekeeping and cleanliness practice. All storage areas need to be clearly marked. Flammable, combustible, toxic and other hazardous materials are to be stored in approved containers in designated areas which are appropriate for the different hazards that they pose. The stored materials are not to obstruct aisles, stairs, exits, fire equipment,. Also it is important that all containers be labelled properly. If materials are being stored correctly, then

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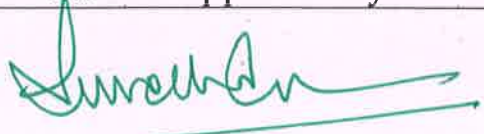
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the incidents of strain injuries, chemical exposures and fires get reduced drastically.

REVISION OF RULES AND REGULATIONS

The institution reserves the right to revise or amend the Transportation policy from time to time as required by institution. Such changes will be informed through circulars issued and they shall abide by the revised/amended Policy.

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ANNEXURE - 1

No	Name of the Service	Scope of Work
1.	Cleaning of floor areas, vertical finishes (walls) Roof and False ceilings, Glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, curtains, slabs, cabinets, almirah with attached fixtures, etc. All the covered area including all rooms, corridors, stair-case, washrooms on all floors and open area including roads, lawns and paved areas.	Daily.
2.	Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots, cleaning and maintenance of lawns.	Daily.
3.	Plumbing works pertaining to water supply, distribution and checking of leakages and replacement of leaking taps, etc.	Daily.
4.	Housekeeping Services of bathrooms and toilets including supply of necessary items like liquid soap, naphthalene balls, room fresheners, etc. to maintain hygienic atmosphere.	Daily.
5.	Cleaning and maintenance of all the drains within the compound of the hostel campus.	Daily

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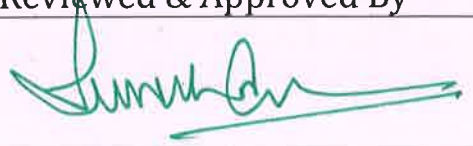
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6.	Waste Disposal - cleaning of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated waste as per the prescribed norms waste disposal at designated places.	Daily
7.	Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the institute in all covered and open area.	As and when required.
8.	Cleaning of fire-fighting equipment's, CCTV and public address systems, etc.	Once in a week
9.	Cleaning of Water Tanks in Main block & hostel Block.	Once in 6 months.
10.	Trimming of trees	Once in 6 months
11.	Lawn maintenance (As and when necessary)	Once in a week.
12.	Extra Cleaning during and for special events like annual fest, gatherings, festive eve.	As and when Required
13.	Any other provisions as advised by the institute may be incorporated in the work order. The same shall also be binding on the contractor.	As and when required.

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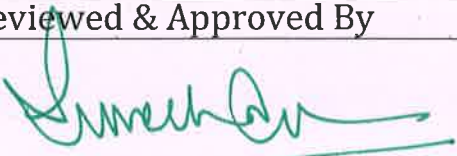
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ANNEXURE - 2

MANPOWER DEPLOYMENT

PARTICULARS	SECURITY		HOUSE KEEPING	WASHROOM CLEANING
	DAY SHIFT	NIGHT SHIFT		
CIT MAIN GATE	02	02		
CIT BACK GATE	01	-		
ADMIN BLOCK	01	01	01/03	01
CRC BLOCK	01	01	03	01
MC BLOCK	01	01	03	01
CIT BOYS HOSTEL	01	01	02	01
CIT GIRLS HOSTEL	01	02	02	01
CITPS	02	01	03	01
TOTAL	09	09	13	06

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