

KARUNYA INSTITUTE OF TECHNOLOGY AND SCIENCES

STUDENT SAFETY & PROTECTION POLICY

KITS/SSPP/2025/01



Karunya INSTITUTE OF TECHNOLOGY AND SCIENCES

(Declared as Deemed to be University under Sec.3 of the UGC Act, 1956)

MoE, UGC & AICTE Approved

NAAC A++ Accredited

KITS/SSPP/2025/01

Student Safety & Protection Policy

PREAMBLE

Karunya Institute of Technology and Sciences (KITS) is committed to creating and sustaining an environment where every student feels secure, protected, respected and empowered to learn and grow. The Student Safety & Protection Policy (SSPP) establishes a comprehensive institutional mechanism that ensures physical, emotional, digital, academic, interpersonal and psychosocial safety for all students and aligns with the Constitutional values of equality, dignity, justice and protection.

This Policy is grounded in:

- Constitution of India – Articles 14, 15, 19, 21, 21A, 51A(g)
- Statutory Acts, Government Regulations & Safety Guidelines
- UGC & AICTE Regulations
- Ministry of Education guidelines
- National Education Policy (NEP) 2020
- POSH Act 2013
- RPwD Act 2016
- Information Technology Act (Cyber Safety)

It also incorporates:

- NAAC, NBA, NIRF, QS, THE Accreditation and Ranking frameworks
- ISO principles
- Institutional Quality Assurance requirements

This Policy applies to all academic environments, hostels, digital platforms, industry visits, internships, semester abroad programs, field work, project centres, external competitions and participation in other institutions. This Policy is aligned with all relevant national regulations, UGC/AICTE guidelines, statutory Acts, and accreditation frameworks listed in the References section

EXECUTIVE SUMMARY

The Student Safety & Protection Policy (SSPP) of KITS lays down an integrated safety and welfare framework that ensures the physical, emotional, academic, social and digital protection of every student. It establishes:

- Comprehensive institutional mechanisms such as SPC, ICC, SGRC, Anti-Ragging Committee, Counselling Unit (Karunya Wellness Centre), EOC, Discipline Committee, and Hostel Monitoring Committee.

- Mandatory practices including Student Induction Program, weekly mentoring, monthly Class Committee Meetings, counselling support and structured redressal pathways.
- Safety systems covering hostel supervision, campus surveillance, fire safety, medical support, cyber security and emergency preparedness.
- Off-campus safety protections for industry visits, internships, fieldwork, research collaborations, semester-abroad programs and participation in events at other institutions.
- Detailed SOPs, escalation protocols, risk classification, KPIs and safety checklists.
- Strict adherence to constitutional mandates, national regulations, statutory Acts, accreditation norms and global ranking requirements.

This Policy ensures that student safety is embedded at every level - academic, residential, administrative and co-curricular, fostering a culture of protection, respect, accountability and proactive care.

PURPOSE AND SCOPE

Purpose:

The primary purpose of this Policy is:

- To ensure a protected and nurturing campus atmosphere that promotes students' academic, social and personal growth.
- To establish clear procedures to prevent, identify, report, respond to and resolve all forms of student safety concerns.
- To institutionalize a structured safety governance system involving committees, mentors, wardens, counsellors, faculty and administrative teams.
- To protect students during all academic and mobility-based engagements including industry visits, internships, field projects, extension programs, semester-abroad programs and participation in external institutions/events.
- To educate students on ethical conduct, constitutional rights and responsible behaviour through induction, orientation and continuous awareness programs.
- To ensure adherence to national safety standards, statutory regulations and institutional quality frameworks.

Scope:

This Policy covers the full spectrum of academic, residential, co-curricular and off-campus student activities.

1. Students

- UG, PG, Doctoral, Certificate & Diploma students
- Full-time/part-time and international students
- Hostel residents and day scholars

2. Environments/ Facilities

- Academic spaces: classrooms, laboratories, workshops, studios
- Hostels and residential facilities: rooms, mess halls, lounges, common areas
- Library, sports facilities, medical centre
- Transport services (university buses/vans)
- Digital and online systems: LMS, ERP, email, messaging platforms

3. Activities

- Classroom learning, labs, project work

- Mentoring, counselling, skill development sessions
- Industry visits, internships, apprenticeships
- Fieldwork, surveys, outreach & extension activities
- Semester-abroad programs & international mobility
- Participation in external seminars, conferences, competitions, hackathons, sports events
- Cultural festivals, university events, student club activities

4. Stakeholders

- Faculty members & mentors
- Wardens, hostel supervisors, caretakers
- Administrative staff and technical personnel
- Counsellors, medical staff, security personnel
- External agencies involved in institutional student activities

5. Safety Dimensions

- Physical safety (campus, hostel, lab, transport)
- Emotional & mental health
- Academic safety (fairness, inclusivity, protection from coercion)
- Digital & cyber safety
- Gender safety & anti-harassment protection
- Anti-ragging & anti-bullying
- Fire & emergency safety
- Travel and mobility safety (on-campus & off-campus)

DOCUMENT CONTROL & REVISION HISTORY

Policy Title	Student Safety & Protection Policy
Reference Number	KITS/SSPP/2025/01
Version	1.0
Issue	02
Policy Created on	July 2020
Revision History	Revised on 29 th August 2025 (28 th IQAC Meeting).
Responsible Executives	Vice-Chancellor and Director (Student Affairs)
Responsible Office	Student Affairs office & Internal Quality Assurance Cell (IQAC)
Policy Review Frequency	Policy shall be reviewed every three years, or earlier if required by UGC, AICTE or other regulatory authorities.

The policy is described in the following articles

ARTICLE 1

STATEMENT OF POLICY

Karunya Institute of Technology and Sciences is committed to ensuring the physical, emotional, academic and digital safety of every student through structured institutional systems and continuous oversight.

- The Institute upholds the principles of equality, dignity and protection as mandated by the Constitution of India and national regulatory bodies.
- All students shall be safeguarded through preventive measures, timely interventions, transparent redressal mechanisms and comprehensive support services.

- The Institute shall maintain safe academic, residential, and off-campus environments and enforce strict compliance with statutory, accreditation and quality assurance requirements.
- Every stakeholder - faculty, staff, mentors, wardens, and administrators shall share responsibility for upholding this Policy and fostering a culture of safety and respect across the institution.

ARTICLE 2

POLICY OBJECTIVES

The Policy establishes a comprehensive framework of objectives to guide KITS in creating a safe, inclusive and protection-oriented campus environment that ensures the well-being of every student. It aims to safeguard learners from physical, emotional, academic, social and digital risks while upholding the institution's core values of dignity, equity, responsibility, and holistic development.

The specific objectives of the policy are to:

- Ensure a safe, secure, and supportive learning and living environment for all students.
- Protect students from harassment, ragging, discrimination, bullying, exploitation, and any form of unsafe practice.
- Promote physical, emotional, digital, and social well-being through preventive systems and proactive institutional interventions.
- Ensure strict compliance with national regulations, statutory Acts, accreditation frameworks, and constitutional mandates related to student safety and protection.
- Strengthen awareness, orientation, induction, and counselling systems to build resilience, sensitivity, and responsible behaviour among students.
- Provide safety assurance during all on-campus and off-campus activities, including industry visits, internships, fieldwork, external events, and international mobility programs.
- Establish transparent, time-bound, and accountable reporting, redressal, and monitoring mechanisms to manage safety concerns effectively.

ARTICLE 3

POLICY PRINCIPLES

The Student Safety & Protection Policy is founded on a set of core principles that guide KITS in upholding a culture of safety, dignity, and ethical responsibility. These principles ensure that every student is protected, respected, and supported across all academic, residential, and activity-based environments.

The guiding principles of the policy are:

- **Safety First:** Student well-being is prioritized in all institutional decisions, operations, and engagements, both on campus and during off-campus academic activities.
- **Equity and Non-Discrimination:** All students are treated with fairness, dignity, and equality regardless of gender, background, ability, region, or identity.

- **Zero Tolerance:** The institution maintains zero tolerance towards ragging, harassment, bullying, violence, discrimination, or any behaviour that compromises safety and dignity.
- **Preventive Approach:** Emphasis is placed on early detection, risk mitigation, structured mentoring, counselling support, induction programs, and continuous awareness.
- **Confidentiality and Sensitivity:** Student concerns are handled with respect, privacy, and empathy, ensuring supportive and non-retaliatory processes.
- **Accountability and Transparency:** All committees, staff, and stakeholders are responsible for timely, fair, and transparent action in accordance with institutional and national regulations.
- **Inclusivity and Accessibility:** The campus remains accessible and welcoming to all students, including those from diverse backgrounds and those with disabilities, following RPwD norms.
- **Collaborative Responsibility:** Student safety is a shared obligation of faculty, staff, wardens, administrators, and students, supported by coordinated institutional systems.
- **Continuous Improvement:** Safety practices are periodically reviewed, updated, and strengthened based on feedback, audits, national guidelines, and evolving student needs.

ARTICLE 4

INSTITUTIONAL MECHANISMS FOR STUDENT SAFETY

The Institute has established a multi-layered governance structure consisting of statutory and institutional committees to ensure comprehensive student protection.

1. Student Protection Cell (SPC)

The central coordinating body responsible for:

- Receiving and documenting safety-related complaints
- Conducting preliminary assessments
- Directing issues to appropriate committees (ICC, Anti-Ragging, SGRC, etc.)
- Monitoring follow-up, closure, and student well-being
- Preparing reports for Registrar & IQAC
- Reviewing safety gaps and recommending improvements

2. Internal Complaints Committee (ICC) – POSH Act Compliance

Responsible for handling cases of gender-based issues including sexual harassment, misconduct or unwelcome behaviour. Functions include:

- Confidential inquiry
- Protection of complainant
- Time-bound investigation
- Awareness programs & sensitization
- Submission of findings to Registrar

3. Student Grievance Redressal Committee (SGRC)

Deals with academic, administrative and service-related grievances. Ensures:

- 48-hour acknowledgement
- Transparent and structured redressal
- No retaliation against complainants
- Clear communication of decisions

4. Anti-Ragging Committee & Anti-Ragging Squad

Ensures zero tolerance for ragging through:

- Surprise checks
- Mentoring interactions
- Public display of anti-ragging laws
- Mandatory undertakings by students & parents
- Reporting to UGC portal
- Immediate disciplinary action for violations

5. Counselling & Mental Health Support Unit (Karunya Wellness Centre)

Provides:

- Psychosocial counselling
- Emergency emotional support
- Wellness workshops
- Suicide prevention awareness
- Support for stress, anxiety, and academic pressure

6. Equal Opportunity Cell (EOC)

Ensures accessibility, fairness, and inclusive support under RPwD Act:

- Assistance for students with disabilities
- Equal opportunity measures
- Training and sensitization

7. Hostel Monitoring Committee

Ensures protection in all residential areas:

- Daily supervision by resident wardens
- Surprise inspections
- Night attendance registers
- Regular visits by Faculty members residing near the campus
- Medical emergency support
- Discipline & anti-bullying enforcement
- Restricted access to outsiders
- CCTV-monitored entry/exit

8. Discipline Committee

Handles behavioural violations, misconduct, physical conflicts, disruptions, or any threat to campus safety. Ensures:

- Fair inquiry
- Right to be heard
- Corrective and disciplinary actions

9. Weekly Mentor - Mentee System

Each student is assigned a mentor responsible for:

- Monitoring academic progress
- Identifying emotional or behavioural challenges
- Providing first-level guidance
- Escalating concerns to HoD, SPC or Karunya Wellness centre
- Recording weekly interactions

This system is a preventive mechanism to detect stress, isolation, bullying, academic distress, or early signs of vulnerability.

10. Monthly Class Committee Meetings (CCM)

Convened by HoD with faculty and student representatives:

- Discussion on teaching–learning issues
- Review of student concerns
- Identification of safety or behaviour issues
- Submission of minutes to the Dean and SPC

11. Campus Safety System

Includes:

- CCTV surveillance in academic blocks, hostels, pathways
- Fire extinguishers, alarms, emergency exits
- Restricted and protected zones in labs/workshops
- Medical centre, ambulance service
- Security personnel deployment
- Hazard management in labs

12. Hostel Safety & Residential Protection

The hostel environment ensures:

- Safe accommodation for all students
- Gender-sensitive arrangements
- 24/7 supervision by wardens
- Strict visitor policies
- Prohibition of drugs, alcohol, or unsafe behaviour
- Prompt resolution of conflicts and behavioural issues

- Medical emergency response system
- Mental health monitoring for isolated students

13. Off - Campus Safety Measures

Protection is ensured for all academic mobility experiences:

Industry Visits & Field Trips

- Mandatory permission procedures
- Safety briefing
- Faculty escorts
- First-aid and emergency protocols
- Approved transportation routes

Internships & Industrial Training

- Safety clauses in MoUs
- Weekly reporting by students
- Supervisor at internship site + Faculty Mentor at KITS
- Immediate reporting system for any incident

Semester Abroad & Student Exchange

- Pre-departure safety briefing
- International office support
- Emergency contacts and insurance mandate
- Safety compliance of host institution
- Regular check-ins via faculty mentor

Participation in External Events

- Approved travel plans
- Faculty coordinator for safety
- Ensuring venue safety
- Emergency contact directory for students

14. Student Induction Program (SIP)

The Institute shall conduct a structured Student Induction Program (SIP) at the beginning of every academic year in compliance with the Ministry of Education (MoE), AICTE, UGC, and NEP 2020 guidelines.

The purpose of the SIP is to integrate incoming students into the academic, cultural, and safety ecosystem of the Institute by addressing academic readiness, emotional well-being, campus acclimatization, and safety awareness.

Objectives of SIP

- To support students during transition from school to higher education through academic orientation, psychological preparedness, peer integration, and awareness sessions.

- To introduce all statutory, safety-related, and welfare mechanisms such as SPC, ICC, Anti-Ragging Committee, SGRC, Counselling Unit (Karunya Wellness centre) and Hostel Safety Systems.
- To build awareness on constitutional values, responsible behaviour, ethics, inclusivity, gender respect, and campus safety norms.
- To familiarize students with academic structures, credit systems, mentor–mentee processes, CCM, and learning expectations.
- To create a sense of belonging and enable early identification of academic or emotional challenges.

Components of the Student Induction Program

The SIP includes the following modules:

1. Academic Orientation Module

- Overview of programs, curriculum, assessments, labs, and learning outcomes.
- Introduction to Academic Regulations, Choice-Based Credit System, and examination protocols.

2. Safety & Protection Awareness Module

- Anti-ragging laws and institutional preventive measures.
- ICC awareness session and POSH Act sensitization.
- Digital hygiene, cyber safety, responsible social media usage.
- Hostel rules, emergency procedures, fire safety drills, and campus restrictions.
- Awareness about grievance channels (SPC portal, SGRC, mentors, wardens).

3. Mental Health & Well-being Module

- Interaction with counsellors on stress management, anxiety, and resilience.
- Introduction to counselling services, referral mechanisms, and mental health confidentiality.
- Workshops on time management, emotional balance, and healthy campus life.

4. Mentor - Mentee Orientation Module

- Introduction to mentors and allocation of mentees.
- Process flow of weekly mentoring meetings.
- Guidelines for reporting academic or emotional concerns.

5. Campus Life & Social Responsibility Module

- Tour of academic blocks, hostels, library, laboratories, sports facilities.
- Introduction to clubs, chapters, NCC, NSS, sports, cultural activities.
- Sensitization on inclusivity, gender equality, disability support (RPwD Act compliance).

6. Interaction with Senior Students & Alumni Module

- Insights into academic pathways, internships, placements.
- Peer networking and support system establishment.

7. Industry & Career Awareness Module

- Orientation on industry visits, internships, safety protocols during off-campus engagements.
- Awareness about semester-abroad programs, exchange opportunities, and international safety norms.

Implementation & Monitoring of SIP

- The SIP is conducted for 1–3 weeks based on program requirements following AICTE/UGC guidelines.
- Coordinated by Director (Student Affairs), HoDs, SPC, ICC, Wardens and Karunya Wellness centre.
- Attendance is mandatory; records maintained by the department.
- SIP report submitted to IQAC for compliance, audit, and accreditation purposes.
- Feedback collected from students to improve future sessions.

Safety Integration in SIP

- Mandatory anti-ragging declaration and awareness.
- Introduction to all safety committees and reporting channels.
- Emergency contact directory provided to each student.
- Safety demonstration sessions (fire, evacuation, medical emergency).
- Clear communication of prohibited activities and disciplinary expectations.

ARTICLE 5

ROLES & RESPONSIBILITIES

The effectiveness of the Student Safety & Protection Policy depends on the shared commitment of all stakeholders within the Institution. Each group plays a distinct and essential role in maintaining a safe, respectful, and supportive environment for all students.

The roles and responsibilities under this Policy are as follows:

1. Institution / Management

- Ensure the establishment, functioning, and regular review of all statutory and institutional safety committees.
- Provide adequate infrastructure, resources, training and administrative support required for implementing all safety measures.
- Enforce compliance with national regulations, accreditation standards and statutory obligations related to student protection.
- Ensure that all policies, guidelines and safety protocols are communicated clearly to students and staff.

2. Student Protection Cell (SPC)

- Serve as the nodal body for coordinating student safety processes, reporting and follow-up actions.

- Receive and document concerns, conduct preliminary assessments and refer cases to the appropriate committees.
- Maintain confidentiality, ensure timely resolution and monitor the well-being of affected students.
- Conduct safety audits, awareness programs and periodic assessments to strengthen institutional safety practices.

3. Internal Complaints Committee (ICC)

- Address gender-related grievances and complaints under the POSH Act in a sensitive, confidential and unbiased manner.
- Conduct fair and timely inquiries, protect complainants from retaliation and recommend appropriate actions.
- Undertake regular awareness and sensitization programs on gender safety and respectful behaviour.

4. Anti-Ragging Committee & Anti-Ragging Squad

- Enforce a strict zero-tolerance approach towards ragging in all forms.
- Conduct surveillance, surprise visits and regular awareness campaigns.
- Ensure timely reporting and submission of compliance as mandated by UGC.
- Take preventive and disciplinary measures to maintain a ragging-free environment.

5. Student Grievance Redressal Committee (SGRC)

- Address academic, administrative, and service-related grievances in a transparent and time-bound manner.
- Provide impartial hearing and communicate decisions clearly to the concerned student.
- Ensure non-retaliation and maintain confidentiality in grievance handling.

6. HoDs, Faculty Members & Mentors

- Identify academic, behavioural, emotional or safety-related concerns early through continuous interaction with students.
- Conduct weekly mentor - mentee meetings and escalate issues requiring intervention to SPC, Karunya Wellness centre or HoDs.
- Ensure safety in classrooms, laboratories, workshops, studios and during academic activities such as field visits or industry exposure.
- Guide, support and monitor students during internships, projects, and external participation.

7. Wardens & Hostel Administration

- Ensure the safety, discipline and well-being of students in hostels through continuous supervision.
- Maintain attendance records, monitor hostel movements and implement hostel rules and emergency procedures.
- Address conflicts, behavioural concerns and safety incidents promptly and sensitively.
- Report incidents immediately to SPC or higher authorities when required.

8. Counsellors & Mental Health Support Unit (Karunya Wellness centre)

- Provide confidential counselling and psychological support to students experiencing stress, anxiety, trauma, or emotional concerns.
- Identify high-risk cases and coordinate with mentors, SPC or medical teams for further intervention.
- Conduct workshops on mental health awareness, resilience, and emotional well-being.

9. Security Personnel

- Maintain vigilance across campus, ensure controlled access to hostels and monitor high-risk areas using surveillance systems.
- Assist in emergency situations, implement safety protocols and report incidents promptly to relevant authorities.
- Ensure safe transportation, crowd management during events and protection of students during late hours.

10. Students

- Follow institutional rules, safety guidelines and behavioural expectations set forth in this Policy.
- Report any safety-related concern, incident or threat to mentors, wardens, SPC or any designated authority without hesitation.
- Treat peers, staff, and faculty with respect and uphold principles of dignity, inclusivity, and non-discrimination.
- Participate actively in awareness programs, induction sessions, and counselling when required.

11. Parents / Guardians

- Support the institution by reinforcing responsible behaviour and safety awareness among students.
- Maintain communication with mentors, wardens or faculty when concerns arise.
- Cooperate with the Institute in ensuring the well-being and safety of their wards.

ARTICLE 6

MONITORING & EVALUATION

Effective implementation of the Student Safety & Protection Policy requires continuous monitoring, systematic evaluation and periodic review to ensure its relevance, impact and alignment with national and institutional standards. KITS adopts a structured monitoring and evaluation framework to assess the effectiveness of safety measures, committee performance, preventive systems and student well-being initiatives.

The monitoring and evaluation of this Policy shall be carried out through the following mechanisms:

Periodic Committee Reviews:

All statutory and institutional committees including SPC, ICC, SGRC, Anti-Ragging Committee, Counselling Unit (Karunya Wellness centre) and Hostel Committees shall conduct regular reviews of cases handled, actions taken, compliance levels, and emerging safety concerns.

Annual Safety Audit:

The Institute shall conduct an annual safety audit covering campus infrastructure, hostel environments, surveillance systems, emergency preparedness, digital security and off-campus student activities. Findings shall be submitted to the Registrar and IQAC.

Mentoring & Student Feedback Analysis:

Insights from weekly mentor - mentee reports, class committee meetings, counselling records, and student surveys shall be analysed to identify recurring issues, behavioural trends, stress factors, or areas requiring intervention.

Compliance Tracking:

Compliance with UGC, AICTE, MoE, POSH Act, RPwD Act and anti-ragging regulations shall be continuously monitored. Mandatory reporting to regulatory portals and submission of statutory documentation shall be ensured.

Performance Indicators (KPIs):

Key metrics such as grievance resolution time, counselling utilisation, hostel safety scores, incident frequency, response time and student well-being indicators shall be periodically evaluated to assess policy effectiveness.

Incident Review & Corrective Action:

All major incidents shall undergo structured review to determine causes, institutional gaps and necessary corrective or preventive measures. Recommendations shall be incorporated into the safety improvement plan.

Internal Quality Assurance System (IQAC) Oversight:

IQAC shall integrate student safety indicators into its annual quality assessment, facilitating continuous improvement and ensuring alignment with accreditation and ranking requirements.

Policy Review & Revision:

The Student Safety & Protection Policy shall be reviewed annually or as required based on regulatory updates, feedback from stakeholders, outcomes of audits or emerging institutional needs. Recommendations for revision shall be approved by the appropriate authorities.

Through these mechanisms, KITS ensures that student safety remains dynamic, responsive, and strongly embedded within the institution's governance and quality assurance systems.

ARTICLE 7

REPORTING AND GRIEVANCE MECHANISM

KITS adopts a transparent, confidential and student-friendly reporting system to ensure that all safety-related concerns, grievances or incidents are addressed promptly, fairly, and without fear of retaliation. The Institute provides multiple formal channels for students to seek help, raise concerns, or file complaints related to academic, behavioural, gender, hostel, safety, or off-campus issues.

The reporting and grievance mechanism under this Policy includes the following provisions:

7.1 Multiple Access Points for Reporting:

Students may report concerns verbally or in writing to mentors, class advisors, wardens, HoDs, SPC members, ICC members, anti-ragging authorities, or counsellors. Reports may also be submitted through official email, hotline numbers, online forms, or grievance portals.

7.2 Dedicated Student Protection Cell (SPC) Portal:

A centralized reporting platform is available for confidential submission of complaints relating to safety, harassment, misconduct, discrimination, mental health concerns, ragging, digital abuse, or threats during off-campus engagements. All submissions are acknowledged within 48 hours.

7.3 Structured Triage & Preliminary Assessment:

Upon receiving a report, SPC conducts a preliminary review to classify the issue (academic, behavioural, gender-related, hostel-related, safety-related, or digital). The matter is then referred to the appropriate statutory committee (ICC, SGRC, Anti-Ragging Committee, Discipline Committee, Karunya Wellness centre etc.).

7.4 Time-Bound Redressal:

All grievances are addressed promptly following national regulatory norms.

- **Acknowledgement:** Within 48 hours
- **Preliminary assessment:** Within 7 working days
- **Investigation & resolution:** Within 30 - 45 days depending on the case type
- **Communication of outcome:** Provided in writing to the student

7.5 Confidentiality and Non-Retaliation:

All complaints are handled with strict confidentiality and sensitivity. Retaliation, victimisation, or intimidation against complainants or witnesses is strictly prohibited and constitutes a serious violation.

7.6 Escalation Matrix:

If a student is dissatisfied with the outcome, the matter may be escalated sequentially to:

- Head of Department
- Chairperson of the respective Committee
- Registrar
- Vice-Chancellor (Final appellate authority)

7.7 Specialised Committees for Specific Grievances:

- ICC – Handles gender-based issues under POSH Act
- Anti-Ragging Committee/Squad – Handles ragging complaints
- SGRC – Handles academic and administrative grievances
- Hostel Committee – Handles residential issues
- Discipline Committee – Handles behavioural violations
- EOC - Handles discrimination, accessibility and RPwD matters

7.8 Documentation & Case Management:

A complete record of every complaint, action taken and resolution is maintained securely by the concerned committee and periodically reviewed by SPC and IQAC to ensure compliance and continuous improvement.

7.9 Emergency Reporting Mechanism:

For urgent situations involving threats, self-harm, violence, assault or severe safety concerns, students may directly contact:

- Wardens (24×7)
- Security Office (emergency response)
- Medical Centre (ambulance support)
- SPC emergency contact

Immediate protective measures shall be initiated.

7.10 Awareness & Communication:

The grievance mechanisms, reporting channels, committee contacts and emergency procedures are communicated to all students through the Student Induction Program, orientation sessions, handbooks, hostel rules, website and periodic awareness campaigns.

This structured mechanism ensures that every student has access to safe, credible, and timely support and that all grievances are addressed with fairness, accountability, and institutional responsibility.

ARTICLE 8

VIOLATIONS

Any action, behaviour, omission or negligence that compromises the safety, dignity, rights, or well-being of a student constitutes a violation of this Policy. Violations may occur within the campus, hostels, online spaces, or during any off-campus academic or institutional activity. All violations shall be viewed seriously and addressed through appropriate disciplinary, corrective, and legal measures as required.

Violations under this Policy include, but are not limited to, the following:

1. **Ragging and Bullying:** Any act of physical, verbal, psychological, or online intimidation, harassment or humiliation, as defined under UGC Anti-Ragging Regulations.
2. **Sexual Harassment or Gender-Based Misconduct:** Any unwelcome behaviour, gesture, comment or action falling under the POSH Act or related institutional guidelines.
3. **Physical or Emotional Harm:** Acts causing injury, threats, coercion, intimidation, stalking or behaviour leading to emotional distress or trauma.
4. **Discrimination and Exclusion:** Differential treatment based on gender, caste, region, language, disability, nationality, socioeconomic background or any protected category.
5. **Violation of Hostel Safety Norms:** Unauthorized entry, substance abuse, property damage, disruptive behaviour, overnight absenteeism without permission or breach of hostel rules.

6. Academic Safety Violations: Coercion, harassment, misuse of authority, or any behaviour affecting a student's academic freedom, fairness, or dignity.
7. Cyber Misconduct and Digital Abuse: Cyberbullying, online harassment, doxxing, unauthorised access, sharing of harmful content, misuse of institutional platforms or digital threats.
8. Non-Compliance during Off-Campus Activities: Misconduct, unsafe behaviour or violation of instructions during industry visits, internships, fieldwork, study tours, external events or semester-abroad programs.
9. Substance Abuse and Unsafe Conduct: Use or possession of alcohol, drugs or banned substances; unsafe practices that endanger self or others.
10. Obstruction of Reporting or Investigation: Attempts to suppress complaints, intimidate witnesses, influence investigations, or provide false information.
11. Breach of Confidentiality: Unauthorized disclosure of sensitive information relating to student grievances, investigations, or committee proceedings.
12. Violation of Emergency or Safety Protocols: Ignoring fire safety rules, evacuation procedures, security instructions, or emergency guidelines issued by the Institute.
13. Any Conduct that undermines Campus Safety: Behaviour that disrupts order, threatens peace, or jeopardizes the welfare of other students, staff, or the community.

ARTICLE 9

POLICY REVIEW AND CONTINUOUS IMPROVEMENT

The Policy shall be reviewed annually and updated in accordance with UGC, AICTE, MoE, POSH Act, RPwD Act, and national safety guidelines.

Feedback from students, staff, audits, and committee evaluations will guide improvements to safety measures and reporting systems.

The Institute is committed to continuous strengthening of its student safety framework through training, monitoring, and evidence-based enhancements.

References

1. Constitution of India (CoI)
[https://www.indiacode.nic.in/bitstream/123456789/16124/1/the_constitution_of_india.pdf]
2. University Grants Commission (UGC) Regulations and Guidelines
3. All India Council for Technical Education (AICTE) Guidelines
4. Government of India / Ministry of Education Policies
5. Statutory Acts and Legal Frameworks
6. Supreme Court of India Directives
7. Quality and Accreditation Frameworks (NAAC, NBA, NIRF, QS, THE)
8. Institutional Policies and Handbooks
9. UGC Anti-Ragging Regulations, 2009 & Amendments
10. UGC Guidelines on Mental Health & Well-being, 2022
11. UGC Guidelines for Curbing the Menace of Drug and Substance Abuse, 2023
12. AICTE Safety & Security Guidelines for Technical Institutions, 2017
13. POSH Act, 2013 (Sexual Harassment Prevention)
14. Rights of Persons with Disabilities Act (RPwD), 2016

15. Information Technology Act, 2000 – Digital Safety & Cyber Protection
16. CERT-In Guidelines for Cyber Security
17. NDMA Guidelines for School/College Safety
18. National Building Code (NBC) Fire Safety Standards
19. Ministry of Education Safety Circulars & Higher Education Norms

ANNEXURE I – ESCALATION MATRIX (SAFETY-RELATED ISSUES)

Issue Type	Primary Contact	Secondary	Final Escalation
Ragging	Anti-Ragging Squad	Anti-Ragging Committee	Registrar
Sexual Harassment	ICC	Registrar	Vice-Chancellor
Academic Grievance	Mentor / HoD	SGRC	Registrar
Hostel Issue	Warden	Hostel Committee	Director (Student Affairs)
Mental Health	Karunya Wellness Centre	SPC	Director (Student Affairs)
Cyberbullying	SPC	IT & Cyber Cell	Registrar
Physical Safety	Security Officer	SPC	Registrar

ANNEXURE II - SOP: WEEKLY MENTOR–MENTEE MEETING

Objective: Early identification of academic, emotional, behavioural and safety concerns.

Process:

- Mentor meets each assigned mentee once per week.
- Review academic performance, attendance, stress levels.
- Record observations in mentoring register.
- Escalate issues to HoD/ SPC for early intervention.
- Mandatory follow-up for high-risk cases.

ANNEXURE III - SOP: CLASS COMMITTEE MEETING (CCM)

Frequency: Monthly, chaired by HoD

Participants: HoD, class advisor, faculty, student representatives

Agenda:

- Teaching - learning quality
- Assessment patterns
- Safety or discipline issues
- Student feedback
- Mentoring report review

Outcome:

- Minutes recorded
- Action plan created
- Submitted to SPC and IQAC

ANNEXURE IV - CAMPUS SAFETY CHECKLIST

- Fire extinguishers functional & inspected
- Emergency evacuation routes marked

- Hostel entry monitored
- CCTV coverage functionality
- Hazardous areas locked
- Transport vehicles safety-checked
- First aid & medical kits available
- 24/7 security monitoring

ANNEXURE V - RISK CLASSIFICATION FRAMEWORK

Risk Level	Examples	Response
Low Risk	Minor dispute, classroom discomfort	Mentor intervention
Moderate Risk	Bullying, repeated harassment	Warden/SPC action
High Risk	Sexual harassment, ragging, physical assault, suicide ideation	ICC/ Anti-Ragging/ Rapid Response + Registrar

ANNEXURE VI – ACRONYMS

- AICTE – All India Council for Technical Education
- ARC – Anti-Ragging Committee
- ARS – Anti-Ragging Squad
- CCM – Class Committee Meeting
- EOC – Equal Opportunity Cell
- HEI – Higher Education Institution
- HoD – Head of the Department
- ICC – Internal Complaints Committee
- IQAC – Internal Quality Assurance Cell
- IT Act – Information Technology Act
- KITS – Karunya Institute of Technology and Sciences
- KPI – Key Performance Indicator
- LMS – Learning Management System
- MoE – Ministry of Education
- NAAC – National Assessment and Accreditation Council
- NCC – National Cadet Corps
- NIRF – National Institutional Ranking Framework
- NSS – National Service Scheme
- POSH Act – Prevention of Sexual Harassment Act
- RPwD Act – Rights of Persons with Disabilities Act
- SGRC – Student Grievance Redressal Committee
- SIP – Student Induction Program
- SPC – Student Protection Cell
- SOP – Standard Operating Procedure
- UGC – University Grants Commission