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VELS

KNOWLEDGE IS POWER

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GRADED AS CATEGORY 1 INSTITUTION BY UGC

INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)

(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)

PALLAVARAM, THALAMBUR, PERIYAPALAYAM, THIRUVANMIYUR - CHENNAI

STUDENT SAFETY POLICY

A SAFE CAMPUS. A SECURE FUTURE.

Your Safety. Our Priority.

- SAFE ENVIRONMENT
- SECURE CAMPUS
- WELL-BEING FOR ALL
- EMERGENCY PREPAREDNESS
- RESPECT & RESPONSIBILITY

KNOWLEDGE
WITH CARE, SAFETY WITH COMMITMENT.

LEARN | CARE | PROTECT

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STUDENT SAFETY POLICY
FOR
VELS INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES
(VISTAS)

1. Introduction

The safety, security, dignity, and well-being of students are of paramount importance at Vels Institute of Science, Technology & Advanced Studies (VISTAS). The institution is committed to providing a safe, inclusive, healthy, and supportive academic environment that promotes learning, personal growth, and professional development. This Student Safety Policy establishes guidelines, responsibilities, and preventive measures to ensure the physical, emotional, psychological, and digital safety of all students within the campus and during institutional activities.

The policy applies to all students, faculty members, administrative staff, support staff, visitors, and stakeholders associated with the institution. It covers safety measures in classrooms, laboratories, hostels, libraries, transportation, sports facilities, online platforms, and all academic and extracurricular activities organized by the university.

2. Objectives of the Policy

The objectives of this Student Safety Policy are:

- To ensure a secure and safe campus environment for all students.
- To prevent incidents of harassment, ragging, bullying, discrimination, violence, and misconduct.
- To promote awareness regarding health, hygiene, emergency preparedness, and mental well-being.
- To establish reporting mechanisms and grievance redressal procedures.
- To encourage responsible behaviour and mutual respect among students and staff.
- To comply with statutory regulations and guidelines issued by educational and government authorities.

3. Scope of the Policy

This policy applies to:

- All students enrolled in undergraduate, postgraduate, diploma, doctoral, and certificate programs.
- Students residing in hostels and participating in internships, industrial visits, fieldwork, sports, cultural events, and university-sponsored activities.

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- All university premises including classrooms, laboratories, libraries, auditoriums, cafeterias, transportation facilities, playgrounds, and hostels.
- Online learning environments and digital communication platforms managed by the university.

4. General Safety Measures

4.1 Campus Security

VISTAS shall maintain adequate campus security arrangements including:

- 24/7 security personnel at entry and exit points.
- CCTV surveillance in key locations across the campus.
- Restricted access to sensitive areas.
- Visitor entry monitoring and identification procedures.
- Emergency contact numbers displayed prominently on campus.

Students are encouraged to cooperate with security personnel and immediately report suspicious activities or security concerns.

4.2 Identity and Access Control

- Students must carry valid institutional identity cards at all times.
- Unauthorized entry into restricted areas is prohibited.
- Hostel access shall be regulated through proper attendance and entry systems.

5. Anti-Ragging and Anti-Bullying Measures

VISTAS maintains a zero-tolerance policy towards ragging, bullying, harassment, and intimidation in any form.

- Any act of ragging, physical abuse, verbal abuse, psychological harassment, or humiliation is strictly prohibited.
- Anti-ragging committees and squads shall function as per regulatory guidelines.
- Awareness programs and orientation sessions shall be conducted regularly.
- Students found involved in ragging or bullying may face disciplinary action including suspension, expulsion, or legal proceedings.

Students are encouraged to report incidents confidentially without fear of retaliation.

6. Health and Medical Safety

6.1 Medical Facilities

The institution shall provide access to basic medical facilities and first aid services.

- First aid kits shall be available in laboratories, hostels, sports areas, and academic departments.
- Emergency medical assistance shall be arranged when required.

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- Health awareness camps, vaccination drives, and wellness programs may be conducted periodically.

6.2 Hygiene and Sanitation

The university shall ensure:

- Clean drinking water facilities.
- Hygienic sanitation and washroom facilities.
- Regular campus cleaning and waste disposal.
- Food safety standards in cafeterias and hostels.

Students are expected to maintain personal hygiene and support campus cleanliness initiatives.

7. Laboratory and Research Safety

Students working in laboratories and research facilities must adhere to prescribed safety procedures.

- Laboratory safety instructions must be followed strictly.
- Personal protective equipment (PPE) such as lab coats, gloves, and safety goggles shall be used where necessary.
- Hazardous chemicals and equipment shall be handled only under supervision.
- Unauthorized experiments and unsafe practices are prohibited.

Departments shall conduct periodic safety training and emergency preparedness sessions.

8. Mental Health and Emotional Well-Being

VISTAS recognizes the importance of mental and emotional health in academic success and personal development.

- Counseling and guidance support shall be made available to students.
- Students experiencing stress, anxiety, depression, or emotional difficulties are encouraged to seek assistance.
- Awareness programs on mental wellness, stress management, and emotional resilience shall be conducted.
- Confidentiality and respect for privacy shall be maintained in counseling services.

The institution promotes an inclusive and supportive environment free from discrimination and stigma.

9. Gender Sensitization and Prevention of Harassment

The university is committed to ensuring dignity, equality, and respect for all individuals.

- Sexual harassment, discrimination, stalking, or inappropriate behavior is strictly prohibited.

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- Internal grievance committees shall address complaints related to harassment and misconduct.
- Gender sensitization programs and awareness workshops shall be organized regularly.
- Strict confidentiality shall be maintained during investigations.

Any person found guilty of misconduct shall face disciplinary and legal action as applicable.

10. Digital and Cyber Safety

Students are expected to use institutional digital resources responsibly.

- Cyberbullying, online harassment, hacking, identity theft, and misuse of digital platforms are prohibited.
- Students shall maintain confidentiality of passwords and personal data.
- Unauthorized recording or sharing of academic or personal information without consent is not permitted.
- The institution may monitor official digital platforms to ensure compliance with ethical standards.

Awareness programs on cyber safety and responsible internet usage shall be conducted periodically.

11. Emergency Preparedness and Disaster Management

VISTAS shall maintain emergency response procedures for situations such as:

- Fire accidents
- Natural disasters
- Medical emergencies
- Electrical hazards
- Security threats

The institution shall:

- Conduct regular fire and evacuation drills.
- Maintain emergency exits and firefighting equipment.
- Display evacuation maps and emergency instructions.
- Train staff and students in emergency response procedures.

Students must cooperate during emergencies and follow instructions issued by authorities.

12. Transportation Safety

Students using university transportation facilities shall follow safety rules including:

- Boarding and alighting in an orderly manner.
- Avoiding unsafe behavior during travel.

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- Respecting drivers, staff, and fellow passengers.
- Reporting unsafe driving or misconduct immediately.

The university shall ensure regular maintenance and safety checks of vehicles.

13. Student Responsibilities

Students are expected to:

- Follow institutional rules and safety guidelines.
- Respect the rights and dignity of others.
- Avoid involvement in violence, substance abuse, or unlawful activities.
- Report safety concerns, accidents, or misconduct promptly.
- Participate in safety awareness and training programs.

Failure to comply with safety regulations may result in disciplinary action.

14. Reporting and Grievance Redressal

Students may report safety concerns through designated committees, faculty coordinators, hostel wardens, counselors, or institutional grievance mechanisms.

All complaints shall be:

- Addressed promptly and fairly.
- Investigated confidentially.
- Resolved in accordance with institutional policies and applicable laws.

Retaliation against complainants or witnesses shall not be tolerated.

15. Policy Review and Implementation

This Student Safety Policy shall be reviewed periodically to ensure effectiveness and compliance with evolving legal and institutional requirements.

The university administration, faculty members, staff, and students shall collectively contribute to maintaining a safe, secure, and positive campus environment.

16. Conclusion

Vels Institute of Science, Technology & Advanced Studies is committed to fostering a culture of safety, respect, inclusivity, and responsibility. Through proactive measures, awareness programs, and collaborative participation, the institution aims to ensure that every student can pursue academic and personal excellence in a secure and supportive environment.

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