

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Government Order - Higher Education Department - Revised Guidelines for the smooth functioning of campuses and hostels of Higher Education Institutions including Universities and Affiliated colleges - Implemented in the University - Approval by the Syndicate - Orders issued.

ACADEMIC A SECTION

No.CUSAT/AC(A).A3/2559/2024

Dated,KOCHI-22,22.06.2024

Read:-1. Item No.724.22 of the minutes of the meeting of the Syndicate held on 28.05.2024
2.G.O.(Ms)No.252/2024/HEDN dated 09.04.2024 received from the Higher Education (E) Department, Government of Kerala.

ORDER

The Syndicate at its meeting held on 28.05.2024, vide item no: 724.22, considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, the matter of implementing G.O. (MS) No.252/2024/HEDN dated 09.04.2024 regarding revised guidelines for the smooth functioning of campuses and hostels of Higher Education Institutions including Universities and Affiliated colleges.

The Syndicate resolved to implement G.O. (Ms) No.252/ 2024/HEDN dated 09.04.2024 in the University (**appended**).

The Syndicate also resolved to conduct periodical meetings with all stakeholders to assess the situations in the campus and hostels.

Orders are, therefore, issued accordingly communicating the resolution of the Syndicate.

Dr. V. Sivanandan Achari *
Registrar

To:

1. All Heads/Directors/Principals of Departments/ Schools/School of Engineering/ CUCEK/Recognized Institutions
2. The Joint Director, Kerala State Audit Department/ Finance Officer/ Controller of Examinations/University Engineer/Planning and Development Officer
3. Joint Registrar, Finance/Administration
4. The Chief Warden, University Hostels/Staff Advisor, Cochin University Union (CUSU)/General Secretary CUSU/ Director. Department of Youth Welfare
5. The Director, IQAC/The Director, DoA/The Director, Public Relations and Publications

6. The Security Officer/Statistical Officer
7. Legal Affairs /Conference Sections/CIRM
8. General Secretaries of registered Staff Organizations & Student Organizations
9. PS to Vice-Chancellor/PS to Pro-Vice-Chancellor/PA to Registrar

* This is a computer generated document. Hence no signature is required.



GOVERNMENT OF KERALA



Abstract

Higher Education - Revised Guidelines for the smooth functioning of campuses and hostels of Higher Education Institutions including Universities and Affiliated colleges - Approved - Orders issued.

HIGHER EDUCATION (E) DEPARTMENT

G.O.(Ms)No.252/2024/HEDN Dated, Thiruvananthapuram, 09-04-2024

- Read: 1. Circular No.26483/G1/15/H.Edn., dated 12.10.2015 of Higher Education (G) Department.
2. Circular No.G1/51/2016/H.Edn., dated 06.06.2016 of Higher Education (G) Department.
3. Report dated 29.01.2024 submitted by the Committee formulated as per G.O.(Rt)No.1749/2023/HEDN, dated 28.11.2023.
4. Order dated 18.01.2024 of the Hon'ble High Court in WP(C)No.40569 of 2023.

ORDER

Government had issued instructions for the smooth functioning of campuses and hostels of Universities and Affiliated colleges in the State, vide the Circulars read above.

2. Further, in the circumstances of the unfortunate incidents that took place in CUSAT in connection with the celebrations related to the TECHFEST in the University campus, Government formulated a Committee as per G.O. (Rt)No.1749/2023/HEDN, dated 28.11.2023, to put forward a set of guidelines to be followed in the campuses to prevent such incidents in future and for the smooth functioning of the campuses. The Committee submitted its report to Government.

3. Government have examined the Report in detail. On the basis of the suggestions made by the Committee, the instructions issued vide the Circulars read as 1st and 2nd papers above are revised and general orders are issued for the smooth functioning of campuses and hostels of Higher Education Institutions including Universities and Affiliated colleges, keeping in mind the safety and security of students in the institutions, with the following guidelines:

- (1) All Celebrations in the campus, including Union activities, should be held

only after getting prior permission from the Head of the Institution. Celebrations of any type should be communicated to the Head of the Institution through the Staff Advisor concerned at least five working days prior to the event, with programme details, guests attending, source of funds expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebrations in the college.

(2) Students' Union activities should be supervised by a Committee chaired by the Head of the Institution with Staff Advisor as Convener and HoDs and Discipline Committee as members.

(3) All students have to wear identity tag in the campus.

(4) College Union Office has to function only during 8 a.m to 6 p.m., during the working days of the academic year. However, during any celebration time, Head of the Institution can extend the time up to 9 p.m. On summer vacation, the key of the Union Office should be kept with the Head of the Institution. The Head of the Institution or the Committee appointed by the College Council will conduct periodic visits to the College Union Office.

(5) No type of vehicles should be used during celebrations inside the college Campus & Hostels.

(6) Students vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. The College authorities must provide security for the vehicles parked in the parking area. Expenses in this regard will be met from College Fund/PTA Fund.

(7) The Security of the Campus and Hostel is to be entrusted with Ex-service men, as far as possible.

(8) In order to monitor and supervise the functioning of the Hostels, separate Committees for Boys' and Girls' Hostels have to be constituted by the College Council with five members. The Head of the Institution shall be the Chairman/Chairperson, and Hostel Warden the Convener.

(9) If any complaint is received from Hostel inmates or from the public to the Head of the Institution about the misbehaviour of students or about activities like keeping weapons, consumption of alcohol, using drugs in campus / hostel rooms etc., steps will be taken as per the rules in force. The Committee intended for Hostels must be vigilant and effective. Room of Security personnel should be located near to the entry gate.

(10) CCTV Cameras will be installed in selected common places such as Entrance/Exit gate of the College and Hostel.

(11) Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any ease.

(12) Programmes by External agencies / Professional groups / Paid programmes such as Musical events shall be permitted inside or outside the campus only on strict observance of the following conditions:

- i. Complete information regarding the programme should be communicated to the Head of the Institution at least five working days prior to the event and prior permission sought from the Head of the Institution, who shall issue sanction in consultation with Institutional Risk Management Committee (IRMC) in all cases.
- ii. Members of teaching faculty must be present at the venue to oversee smooth conduct of the programme.
- iii. Presence and supervision of Police and Fire & Rescue Force personnel in the venue must be ensured by the Head of the Institution.
- iv. Medical team with ambulances, crowd management facilities, disaster management facilities, etc must be ensured at the venue.

(13) Bike race/motor car race/elephant procession or activities of similar nature should not be permitted inside the Campus/Hostels.

(14) In the interest of security of students, Police shall be informed well in advance about all festival celebrations.

(15) Counselling service/Social work service may be arranged to cope with student problems. Individual/group counselling may be arranged. Anti Ragging awareness programmes must be conducted. Activities like NSS/NCC/Yoga/Sports may be encouraged.

(16) For all Students' Programme in the campus, presence of teachers is mandatory. The Students' Programme should not be permitted beyond 9 p.m. under any circumstance.

(17) Complaint Redressal Mechanism / Grievance Cell must be formed in all Colleges. Complaint Box must also be insalled in all colleges. One complaint box is to be separately marked for lodging complaints addressed to the Police. The mobile number of the Police Officer at District level must be clearly mentioned on the Complaint Box.

4. In order to ensure institutional safety in the campuses covering all type of possible disasters including the potential risk associated with the events and other mass gatherings organized in the campuses, an Institutional Risk Management Committee (IRMC) shall be formed forthwith to undertake periodic audit of all facilities that are prone to risk in an institution. The constitution of the Committee shall be as follows:

For Universities : The Committee shall be chaired by the Vice Chancellor/Campus Director and shall consist of Dean-Student Affairs, Registrar or Chief Administrative Officer, 2 Senior Professors, a member of Engineering staff, a representative of student union and one member of district disaster management authority as an external member.

For colleges : The Committee shall be chaired by the Principal and shall consist of the staff advisor of the college union, 2 Senior teachers, the Administrative Assistant/Superintendent of the college office, a member of Engineering staff if available, a representative of student union and one member of district disaster management authority as an external member.

The IRMC shall conduct institutional risk audit at least once in six months. The purpose of the audit is to ensure that all facilities used by students comply with the building and fire safety rules put up by the Government. Further, any event with a participation of 200 or more participants can be organized in the campus only after the IRMC approves the plan for the same in advance. The IRMC shall be responsible for periodic assessment of the vulnerabilities in the infrastructure and suggest measures to mitigate such vulnerabilities.

5. Higher Education Institutions (HEIs) in the State, which includes Universities, Colleges, Professional Schools, Institutes of Technology etc. must develop a Disaster Management Plan defining procedures to confine, contain, consolidate and control the emergency and crisis. This plan must include identification of expected emergencies in the institute, developing a system of warnings, communication protocols within and outside the Institution (including usage of a public address system), identification of evacuation routes, access by emergency vehicles and care of students with special needs. The Disaster Management Plan must also include stockpiling of emergency equipment and materials, and the list of allocated safe zones, in case required. In the events or festivities conducted in auditoria or temporary premises, the proper process of identifying the risk and mitigation plan must be worked out by the IRMC. A site map should be included in the plan, designating planned evacuation routes and assembly areas. The same should be displayed on key places on campus and on each floor of the institute buildings. A copy of each institution's plot map and

floor plan with these details must be submitted to the District Disaster Management Authority, Police and LSGIs.

6. Code of Conduct for organising programmes in the Institute and its premises:

General Instructions

- The conduct of programmes should be announced at least 5 days in advance by the authorities.
- All programs with a participation of more than 200 participants must have a detailed plan prepared by the organisers and approved by the IRMC. The plan must provide details of venue, crowd management plan and disaster management plan.
- General guidelines of the programme must be informed to the students well in advance.
- Performers from outside must be restricted, and if unavoidable, special permission should be taken from the authorities as per clause 3(12) above.
- Such programmes must be informed to the Police, Fire & Rescue forces, and LSGIs.
- The maximum number of people that can be accommodated in a hall / open area must be restricted considering 5 people per sq.m as the standard. This must also be properly and prominently displayed at the venue. Wherever possible, especially in technical institutions, technology based automatic crowd detection systems must be installed so that actual number of persons accommodated in a venue shall be available easily. In any case, such number shall not exceed the maximum number permitted under any circumstance.
- Long queues and crowds should be avoided.
- No firecrackers, food preparation or use of inflammable materials must be allowed in the venue.
- Zones of emergency response with the help of trained volunteers must be made mandatory.
- Clear instructions must be given to the students about the exit pathways and the measures taken during emergency situations before every programme.
- Medical teams for emergency situations are mandatory for all large gatherings.

- A proper briefing about the crowd control arrangements must be announced by the organisers / administration in the local electronic media/press and on display boards at the venue so that the persons attending the gathering know the arrangements. It must also be announced through microphone at the venue before the start of a programme.
- The institute's senior faculty/administrative officer shall be in charge of the control room to deal with any emergency situation during the programs. He/She shall be assisted by the other faculty members and student volunteers (NCC, NSS etc).

Instructions to conduct Programmes in closed auditoria

- Separate entrances and exits must be allotted.
- Multiple exit pathways must be ensured.
- Clear instructions about the exit pathways must be displayed.
- Long queues should be avoided.
- Programmes may be conducted preferably on the ground floor; if not possible, extra care must be taken for emergencies.
- There must be separate entrance and exit pathways for the differently abled with proper ramps.
- No food preparation or use of inflammable materials shall be allowed in the program hall.
- Proper backup of power supply shall be ensured during the conduct of programmes.
- CCTV shall be installed in all auditoria without fail and shall be in working condition.

Instructions to conduct Programmes in open spaces/grounds

- Separate entrances and exits must be allotted.
- Multiple exit pathways must be ensured.
- Clear instructions about the exit pathways must be displayed.
- Long queues should be avoided.
- The maximum number of people accommodated in the ground should be displayed, considering 5 people per sq. m as the standard.
- No fire crackers, food preparation or use of inflammable materials will be allowed.

- Proper backup of power supply must be ensured during the conduct of programmes.
- CCTV shall be installed and shall be in working condition.

7. In addition to the above, the Head of Institution shall ensure that training is imparted to students for performing specialised roles as part of the Institute Disaster Management Plan. Teaching and Non-Teaching staff shall be given appropriate training in disaster risk reduction. Involvement of LSGIs / Urban Local Bodies and Line Departments shall be ensured in safety planning exercises by the Head of the Institution.

(By order of the Governor)
ANILKUMAR V.S
ADDITIONAL SECRETARY

To:

1. The Advocate General, Kerala, Ernakulam. (with C/L)
2. The Director of Collegiate Education, Thiruvananthapuram.
3. The Director of Technical Education, Thiruvananthapuram.
4. The Registrar,
Kerala / Mahatma Gandhi / Calicut / Kannur / CUSAT / NUALS /
Thunchathezhuthachan Malayalam / Sree Sankaracharya Sanskrit /
A.P.J.Abdul Kalam Technological / Sreenarayanaguru Open --- University.
5. The Additional Chief Secretary, Home & Vigilance Department.
6. The Principal Secretary, Revenue and Disaster Management Department.
7. The Principal Secretary, Local Self Government Department.
8. www.highereducation.gov.in
9. Stock File /Office Copy (HDN-E2/65/2024-HEDN)

Forwarded /By order

Section Officer

Copy to:-

1. Private Secretary to the Minister for Higher Education Department.
2. PA to Principal Secretary, Higher Education Department.

