

SILIGURI INSTITUTE OF TECHNOLOGY

Report on Safety & Security measures of the unit

Sl. No.	Particulars	Standard operating procedure / measures taken	Gap or Deficiency in measures	Concrete action to address (Proposed)	Short term & Long term actions
1	i) Theft & Burglary	i) Faculty, Staff & Students have given proper directives to follows. ii) Immediate reporting to the In-charge (Dept./Admin/Academic Coordinator/Security) iii) Respective In-charge does necessary investigation through all available sources and submits a report to the Head of Administration. iv) As per the report Head pursues necessary action.	N.A.	N.A.	N.A.
	ii) Assault and Harassment (Mental, Physical and Sexual)	i) Faculty, Staff & Students have given proper directives to follows. ii) For any such assault and harassment immediate report to the In-charges (Dept./Admin/Academic Coordinator/Security) iii) Respective In-charge report to the same to the HOI. iv) HOI issue order to Disciplinary Committee/ Women's Grievance Redressal Committee/ Internal Complaint Committee for conducting necessary investigation and generate recommendation. v) As per Recommendation HOI initiate action.	NA	NA	NA

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	iii) Vandalism	<p>i) For any type of Vandalism / damage is done by any one immediate reporting has to be done by Security In-charge / HOD/ Academic Coordinator/ Head of Project to the HOI.</p> <p>ii) HOI issued order for necessary investigation to Disciplinary Committee</p> <p>iii) As per recommendation HOI initiate stern action against individuals.</p> <p>iv) The equivalent amount may be deducted from students caution deposit (if found guilty)</p>	NA	NA	NA
	iv) Consumption/ Abuse (Illegal drug, Alcohol etc.)	<p>i) Proper directives have been issued to Institute Disciplinary Committee and all other statutory committees.</p> <p>ii) On observation these committees submit immediate report to the HOI.</p> <p>iii) HOI issued necessary order to the respective Department Head to investigate and then to initiate action such as restriction in the entry to college followed by multiple counseling session for individual.</p>	NA	NA	NA
2	<p>i) How do we prevent data breaches</p> <p>ii) How do we prevent fishing mail and spams</p> <p>iii) How do we prevent internal attack on the institute server or fire walls</p>	<p>Custom built firewall</p> <p>Not adequate protected</p> <p>Custom built firewall</p>	Unable to prevent the spam mail	<p>* Official mail Ids should be in sittechno domain</p> <p>* Students mail Ids should also be in sittechno domain</p>	NA
	iv) Unauthorized	i) Unauthorized access of any Machine,	NA	NA	NA

5/2/2

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 28.08.20

	access (Directive)	Equipment, computer is prohibited and maintained by the individual department during working hours. ii) During holidays/ vacations or non working hours unauthorized access of machine and maintained by the security personnel using lock & keys.			
3	i) Natural Disaster	River/Natural jhora is cleared twice in a month, all the pipelines are also checked twice in a month.	NA	NA	NA
	ii) Fire safety	i) Fire extinguisher, Fire Alarm and anti fire pump is installed at all the required locations. ii) Fire safety / protection training imparted by third party, mock drill conducted for staff & security personnel.	Smoke detectors are to be installed	NA	NA
	iii) Medical Emergency	* Medical unit / wellness centre is equipped with First Aid Kit, Blood Pressure machine, Pulse measuring machine etc. The emergency patients are given first aid in the centre initially and then send to Sukna Army Hospital, for further treatment. * Regular doctors are visiting the campus * For any medical emergency Himalayan Nursing College and Psychology dept. may extend their support .	NA	NA	NA
4	ii) Surveillance	CCTV are installed at all the floors all the sensitive locations and in 30 class rooms.	All the locations are to be covered with CCTV	Immediate installation	NA
	iii) Adequate lighting	Adequate amount of light is installed at all the sensitive locations, at the back side of all the buildings.	NA	NA	NA

~~18/08/20~~

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28.08.24

	iv) Adequate security personnel	15 security personnel are deputed across the unit to check and monitor for any suspicious activity done by individuals.	Not adequate	Increase in number	NA
5	i) Medical Emergency	i) Trained medical professionals ii) Wheel Chair, Stretcher, ECG Machine iii) Ramp facility iv) Dedicated Cabin for male & female v) Dedicated wash room facilities vi) Stretcher Trolley, Beds, Glucometer vii) Blood Pressure Machine, Pulse Oximeter viii) Medical Doctor and trained volunteers ix) Emergency Ambulance services x) Partnership with Medica North Bengal Clinic, Pradhan nagar, Siliguri	NA	NA	NA
	ii) Mental Health Services	i) Dedicated Counseling centre ii) Professional Counselor involved	NA	NA	NA
	iii) Occupational health and safety	i) Sufficient safety measures are obtained for all the Laboratories of the campus and are taken care by Laboratory Assistant. ii) Pest Control weekly done, all the toilets are cleaned twice in a day. iii) Strict Safety Protocols iv) Maintaining clean and hazard-free facilities, proper waste disposal	NA	NA	NA
6	i) In campus traffic safety	i) The traffic is maintained in the campus by regulating the speed, speed limit boards is displayed at prime locations. ii) Security personnel also support in traffic regulations in the campus as well as parking.	NA	NA	NA
	ii) Public Transportation	* Easy access public transportation are available from the main gate of the campus during entire day as well as till evening.. Campus houses defined vehicle parking lot.	NA	NA	NA
7	i) Relation with	i) Swachh Abhiyan nearby Patharghata	NA	NA	NA

13/08/20

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28.08.20

	Surrounding villages	village ii) Maintain relations with Surya Nagar Samaj Kalyan Sanstha iii) Public Health Hygiene and Diabetic care camp at Dinchen Salbari Sukna Buddhist Sangha iv) Meditation session for local community people has been arranged for 3 days a week. v) SIT Football Academy is facilitating for surrounding villagers.			
	ii)Relation with Public Relation Officer	Relations are being maintained with the Govt. Official, Police personnel, Civil Administration, BSF & 33 Corps (Army)	NA	NA	NA
8	Event Security	All the events are monitored by faculty team, Admin team and Security personnel	NA	NA	NA
9	Legal Compliance	Legal compliances are done with Directorate of Legal cell	NA	NA	NA


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Administrator, SIT

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