

CONVENING ORDER

CAMPUS AND HOSTEL SAFETY CLUB 2022-23

The government of Telangana proposed to form "Safety Clubs" in the colleges of Telangana State in order to create awareness and bring ownership for various issues relating to safety among the students community. The St.Martin's Engineering College is decentralized and transparency is maintained by constituting "Safety Clubs" with students in the college. St.Martin's Engineering College has initiated and formed CAMPUS AND HOSTEL among Safety Clubs constituted with the following members:

Safety Club: 4. CAMPUS AND HOSTEL SAFETY CLUB 2022-23

S.No	Name of the student	Hall Ticket Number	Class & Section	Contact Number	Position
1	T. Rameshwar Singh	22K85A1201	IT-II-A	8074676495	Captain
2	K. Vivek	21K81A04F6	ECE-II-C	8125411801	Vice-Captain
3	N. Solomon Raju	21K81A0446	ECE-II-A	6300488586	Member
4	Khushi Patel	21K81A0107	CIVIL-II	9493061188	Member
5	R. Girija	21K81A15P2	CSE-II-D	6304600537	Member
6	R. Laxmishivani	21K81A0213	EEE-II	7386640436	Member
7	B.V Shaym krishna	21K81A0510	CSE-II-A	9493154665	Member
8	Saurabh kumar	21K81A01253	IT-II-A	9912083170	Member

Faculty Co-Coordinator: Mr. S. Kiran Kumar

Frequency of meeting: Yearly twice

Functions and Responsibilities

- Students are expected to attend all classes without fail. If, for unavoidable reasons, leave of absence is required, permission from competent authority should be taken.
- All students should reach the classroom on time and shall not leave the class without the permission of the faculty.
- The behavior of the students, both within and outside the college premises should be decent and benefitting to a professional institution.
- At the beginning of the academic session the Entire data regarding the number of students staying in boys and girls hostel to be obtained for the smooth functions of SMEC hostel.
- Conduct visits to the messes and Hostels at daily to find out the living conditions mess facilities etc.
- Conduct meeting with the inmates of both the Hostels and have a detailed discussion regarding their accommodation, messing etc.
- In case of any serious drawback, report the matter officially to the principal.



PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE
UGC - AUTONOMOUS
Survey No. 98 & 100, Dhulapally (V)
Dundigal-Gandimaisamma (M), Medchal-Malkajgiri (D)
Secunderabad-500 100, Telangana.

Rules to Be Followed and Facilities Provided In Campus and Hostel

1. SAFETY AND SURVEILLANCE

The college has enforced 24 hour security for all the residential blocks in the Campus. The pathways and the open areas around the hostel blocks are sufficiently illuminated to ensure absolute safety for the students and faculty. We have also installed IP cameras at all vantage points for added security.

2. CAMPUS SAFETY

Safety within the College Campus is given the highest priority and therefore the entire security apparatus in and around the College premises is designed completely perfect.

3. WOMEN'S SAFETY

Further, we have ensured that women's safety is given the highest priority and therefore we have devised the best security and governing system that ensures complete fear free ambiance for the girl students commuting daily and those staying in the girls' hostel.

4. ZERO TOLERANCE TOWARDS RAGGING

It is our opinion that ragging is a social stigma causing in some cases extreme steps of suicide in frustration by some bright students across the country. The College administration has therefore adopted a strong anti-ragging policy and therefore the students found involved in ragging are subjected rigorous punishment. The College has authorized the security to take necessary steps to bring the unscrupulous students to book.

5. COMPLETE BAN ON ALCOHOL CONSUMPTION

We also understand that the bad effects of smoking, drugs and alcohol adversely affect the physical and mental well being of the students. The entire College campus including the hostels is therefore declared as a smoking free zone with strong strictures against those who transgress the anti-smoking policy of the College.

6. PREVENTS USE OF WEAPONS IN CAMPUS

The college recognizes the dangers of allowing firearms on campus and prohibit them, the college has following procedures will be followed to comply with this club. Weapons are prohibited on College property. If a student is found in possession of any weapon on property, the weapon will be removed from property and the owner will be directed to the Office having jurisdiction for any applicable corrective action.

If a non-student is found in possession of any weapon on property, the weapon and the owner will be escorted off property immediately. Possession of any weapon in College premises by a non- student may also result in a campus ban. The use or brandishing of a weapon on property will result in law enforcement response.

7. PARKING AREA

- **In college campus, parking area is provided for students.**
- **When parking on campus, do not leave anything of value in your vehicle.** (Holiday gifts, leather coats, briefcases, laptops, tools, cell phones, etc.)
- **If you must leave something in your vehicle, place it in the trunk and lock the trunk. *Do not leave items in plain sight.***
- **Do not leave your Driver's License, original registration, house keys or other important personal papers in your vehicle.**
- **If you see someone breaking into your vehicle or another vehicle, inform to this to concern department HoD or disciplinary committee members immediately.**
- **If there is a concern about an illegally parked vehicle, a vehicle with an alarm sounding or a vehicle requiring attention (example for a car i.e., lights on, windows open, etc.) please inform this to nearest security or any faculty immediately.**

8. FIRE SAFETY

Fire safety precautions are taken in college, In case of fire, or if a fire alarm sounds, first check your door. If your door is hot, do not open—stuff wet towels under the door. If on a lower floor, you should leave by the window. If your door is cool, then open the door, look both ways down the hall, then leave by the nearest exit. Go immediately to your designated "Safe Area," as far away from the fire as possible:

Emergency Protocols – Student housing evacuation Fire drills are conducted at various times throughout the year in accordance with local regulations. When the fire alarm sounds, all students and guests must come out of the building immediately. Please find the nearest exit for quitting the fire premises.

HOSTEL RULES AND REGULATIONS

- Hostel accommodation is allotted purely at the discretion of the Chief Warden and on condition that the student agrees to abide by all the rules and regulations of the hostel. The Chief Warden may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly students may be required to shift to alternate accommodation at short notice due to administrative reasons.
- The hostel management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained.
- Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Deputy Warden / Chief Warden. However, students can pair up as per their choice within first few days. They may contact their hostel Warden for this purpose
- Students are requested to avoid singing aloud, playing of loud music, shouting or making any noise which are likely to distract the attention of those who may be studying in their rooms.
- Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
- Any damage / breakage of hostel property will be charged to the occupants of the room / block with a fine. Disciplinary action will also be initiated.
- Cooking in hostel rooms is not permitted.
- Ragging is strictly prohibited inside the hostels. Any such incident should be brought to the notice of the wardens. The contact numbers of the members in the

anti-ragging committee will be displayed and provided to all the students and may be contacted at any time.

- Students must keep the Hostel & Rooms clean. Do not damage hostel furniture equipment etc, which is strictly prohibited.
- Students must turn of all the electrical equipment & lights before leaving their rooms.
- Students are not allowed to gas stoves, electrical stoves, heaters, etc in rooms.
- Smoking, alcohol, etc consumption is strictly prohibited in and around the hostel premises.
- The duration of an outing is from 10.am to 04.00 pm, only Sundays with prior approval from warden.

1. VEHICLE AND PARKING

Residents are not permitted to have any type of motor vehicles. Management does not take responsibility of the vehicles. Parking of two wheelers in the hostel corridors and under porticos is strictly prohibited.

2. DAMAGE OF HOSTEL PROPERTY

Any damage to hostel property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. Fine will also be levied in addition to disciplinary action.

3. COMPLAINTS AND REPRESENTATIONS

- Complaints if any, applications shall be made in writing address to the Deputy Warden / Chief Warden and handed over to the hostel supervisor. Complaints will be resolved expeditiously by the Wardens/ Supervisors themselves. Advice and assistance of the Chief Warden will be taken when needed. For investigation of any of the complaints the Warden may call the concerned resident or hostel employees to his/her office.
- Residents of the hostels are not permitted to convene meeting of any sort in the Hostel premises without the prior permission of the Deputy Warden / Chief Warden. Disobedience of this rule will be severely dealt with.

- The Supervisor, Deputy Warden and Chief Warden are available round-the-clock on telephone and may be contacted in case of any emergency. Their telephone numbers are displayed at various places in all the Hostels.

4. SICKNESS

- If a resident falls sick, he/she or room-mate /friend must immediately inform the supervisors/person on duty who will make arrangements to shift/evacuate the student to the hospital and look after him/her. All cases of sickness must be immediately reported to the Medical Officer, at the Out-Patient/emergency for necessary treatment. In case a resident is quite unable to leave the room and go to the hospital, the matter must be reported to the Deputy Warden. Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the hostel/college authorities on priority.