MALLA REDDY VISHWAVIDYAPEETH

(DEEMED TO BE UNIVERSITY)

Recognised Under Section 3 of The UGC Act, 1956, Vide Notification No.9-4/2024-U.3(A) by Department of Higher Education, Ministry of Education, Government of India.

Ref. No: MRV/Policies/040 **Date: 05.10.2026**

NOTIFICATION

In pursuance of the resolution passed by the Executive Council at its meeting held on 03/10/2026 **vide Resolution No. EC-8-07 as adopted in 3rd October 2026.**

It is hereby notified for the information of all concerned that **Malla Reddy Vishwavidyapeeth**, has published the **"Campus Safety and Security Policy"** for information to all concerned. The **Campus Safety and Security Policy Document** mainly comprises the following parts:

- **Governance, Access and Surveillance**
- **Fire, Emergency and Medical Safety**
- **Facility, Hostel and Traffic Safety**
- **Incident Reporting, Training and Compliance**

The **Campus Safety and Security Policy Document** will serve as detailed guidelines and will be useful to all concerned. It will come into force with immediate effect.

Registrar

MALLA REDDY VISHWAVIDYAPEETH ★ Suraram Hyderabad ★ (Deemed to be University)

Copy to

1. Hon'ble Chancellor, Malla Reddy Vishwavidyapeeth
2. Hon'ble Vice Chancellor, Malla Reddy Vishwavidyapeeth
3. Pro Vice Chancellor , Academics and Accreditation, Malla Reddy Vishwavidyapeeth
4. Pro Vice Chancellor, MRTC, Malla Reddy Vishwavidyapeeth
5. Deans/Principals/Directors of all Constituent Colleges/Schools of Eminence, Malla Reddy Vishwavidyapeeth
6. Director (Research), Malla Reddy Vishwavidyapeeth
7. Controller of Examinations, Malla Reddy Vishwavidyapeeth
8. Finance Officer, Malla Reddy Vishwavidyapeeth
9. IQAC Coordinator, Malla Reddy Vishwavidyapeeth
10. Web Master for uploading on the Malla Reddy Vishwavidyapeeth Website

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MRV CAMPUS SAFETY AND SECURITY POLICY

CAMPUS SAFETY AND SECURITY POLICY

1. PREAMBLE

Malla Reddy Vishwavidyapeeth (hereinafter referred to as "MRV" or "the University"), a Deemed-to-be University, is committed to providing a safe, secure, healthy, inclusive and orderly environment for students, employees, visitors, patients, service providers and all other persons entering or using its campus and facilities. The University recognises that campus safety is a shared responsibility requiring preventive measures, preparedness, timely response, effective communication, incident reporting and continuous improvement.

This Policy establishes the institutional framework for campus safety and security, including access control, physical security, emergency preparedness, fire and life safety, traffic and parking management, visitor control, safety of buildings and facilities, incident response and coordination with relevant authorities. It shall be implemented in conjunction with applicable laws, statutory requirements, University regulations and approved emergency procedures.

2. OBJECTIVES

- To protect the life, safety, dignity and property of students, employees, visitors and other campus users.
- To prevent, minimise and respond effectively to security threats, accidents, emergencies and safety incidents.
- To establish clear responsibilities and reporting channels for campus safety and security.
- To maintain appropriate access control, surveillance, patrolling and security arrangements.
- To promote awareness, preparedness and a culture of shared responsibility.
- To ensure safe use of academic, administrative, residential, clinical, laboratory, sports and other campus facilities.
- To coordinate with emergency services, local authorities and relevant statutory agencies when required.

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3. SCOPE AND APPLICABILITY

This Policy applies to all Schools, Departments, Centres, constituent institutions, hospitals and clinical facilities, hostels, libraries, laboratories, offices, auditoriums, sports facilities, parking areas, construction sites and other premises owned, operated, managed or controlled by MRV.

It applies to all students, teaching and non-teaching employees, research scholars, contractual personnel, outsourced staff, security personnel, vendors, contractors, visitors, guests, patients and other persons using University premises or participating in University activities. University-sponsored events and activities conducted at external venues shall follow appropriate safety arrangements proportionate to the activity and applicable requirements.

Where a constituent institution or specialised facility has additional statutory safety requirements, those requirements shall be followed in addition to this Policy.

4. GUIDING PRINCIPLES

- Prevention and preparedness: Identify hazards and reduce risks before incidents occur.
- Proportionate security: Apply reasonable security measures based on risk, location and activity.
- Respect and dignity: Implement security measures without unlawful discrimination, harassment or arbitrary treatment.
- Confidentiality and privacy: Handle personal information, incident reports and surveillance records responsibly.
- Accountability: Assign responsibilities and maintain documented records of actions and decisions.
- Coordination: Work with relevant public authorities and emergency services when required.
- Continuous improvement: Review incidents, drills, inspections and audit findings to strengthen safety arrangements.

5. CAMPUS SAFETY AND SECURITY GOVERNANCE

The University shall establish a Campus Safety and Security Committee or designate an equivalent mechanism to coordinate implementation, review risks and monitor campus safety measures. The Committee shall function under the administrative oversight of the Registrar or such authority as may be approved by the competent authority.

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The composition, tenure, terms of reference and meeting frequency of the Committee shall be notified separately. Representation may include Administration, Security, Estate/Engineering, Transport, Hostels, Student Welfare, IT, Health Services, fire and safety personnel, and representatives of relevant academic or clinical units, as appropriate.

The Executive Council shall exercise only those powers assigned to it under the MRV Statutes, Ordinances and other governing instruments. This Policy does not independently confer statutory or financial powers on any authority. Operational responsibilities and approvals shall follow the approved delegation of powers.

6. ACCESS CONTROL AND VISITOR MANAGEMENT

- Entry and exit points shall be identified and managed through appropriate security arrangements, subject to operational requirements.
- Students and employees shall use their authorised University identification cards or other approved credentials for access where such systems are implemented.
- Visitors, vendors, contractors and other non-university personnel may be required to register at designated entry points, state the purpose of visit, identify the person/unit being visited and obtain a visitor pass.
- Visitors shall comply with instructions issued by authorised security personnel and shall be escorted in restricted or sensitive areas where necessary.
- Access to laboratories, server rooms, utility areas, stores, construction zones, clinical restricted areas and other sensitive locations shall be limited to authorised persons.
- Lost identity cards, suspected misuse of credentials, unauthorised entry or suspicious access attempts shall be reported promptly.
- Searches or checks, where legally permissible and operationally necessary, shall be conducted respectfully and in accordance with approved procedures and applicable law.

7. SECURITY PERSONNEL AND PATROLLING

- The University shall deploy trained security personnel at designated gates, buildings and other identified locations based on risk and operational requirements.

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- Security personnel shall receive orientation on access control, visitor management, emergency communication, incident reporting, fire response, evacuation assistance and respectful conduct.
- Routine and risk-based patrolling shall be carried out in academic blocks, hostels, parking areas, perimeter areas and other designated locations.
- Security personnel shall maintain duty rosters, shift handover records, occurrence registers and incident logs.
- Security staff shall not use excessive force, threaten, harass or unlawfully detain any person. Any intervention shall be proportionate, lawful and consistent with approved procedures.
- Serious threats, suspected criminal activity, violence or other matters requiring public authority intervention shall be escalated promptly.

8. CCTV SURVEILLANCE AND SECURITY TECHNOLOGY

CCTV cameras, access-control systems, alarms, public-address systems, emergency communication devices and other security technologies may be deployed in appropriate locations based on risk assessment and operational need.

- CCTV placement shall prioritise entrances, exits, corridors, perimeter areas, parking areas and other appropriate common or high-risk locations.
- Cameras shall not be installed in toilets, changing rooms, private residential spaces or other locations where individuals have a reasonable expectation of privacy, except where specifically permitted by law and subject to strict safeguards.
- Surveillance shall not be used for unauthorised monitoring, harassment, discrimination or purposes unrelated to legitimate safety and security needs.
- Access to live feeds and recorded footage shall be restricted to authorised personnel and logged where appropriate.
- Footage shall be retained for a period determined by the University in accordance with operational needs, applicable law and approved retention procedures. Relevant footage may be preserved for longer where required for an investigation, complaint, legal process or direction of a competent authority.
- Requests for access to or disclosure of footage shall be handled by the designated authority after verifying identity, purpose, legal basis and privacy considerations.

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- Security systems shall be periodically checked and maintained. System outages or suspected tampering shall be reported and addressed promptly.

9. FIRE AND LIFE SAFETY

- Buildings and facilities shall maintain fire detection, alarm, firefighting and emergency exit arrangements as required by applicable building and fire-safety rules and approvals.
- Fire exits, stairways, corridors, access routes and assembly points shall be kept clear and identifiable.
- Fire extinguishers, hydrants, alarms, emergency lighting and related equipment shall be inspected and maintained at prescribed or recommended intervals.
- Electrical installations, generators, lifts, laboratories, kitchens, stores and other higher-risk facilities shall be subject to appropriate inspection and preventive maintenance.
- Employees and students shall not tamper with fire-safety equipment or block emergency routes.
- Fire drills and evacuation exercises shall be conducted periodically, with special arrangements for persons requiring assistance.
- Any fire, smoke, gas leak, electrical hazard or suspected unsafe condition shall be reported immediately through the designated emergency channel.

10. EMERGENCY PREPAREDNESS AND RESPONSE

The University shall maintain emergency response and evacuation procedures appropriate to its campus profile and identified risks. Emergencies may include fire, structural damage, severe weather, flooding, electrical incidents, hazardous material release, medical emergencies, violence, security threats, transport accidents or other events requiring urgent action.

1. Raise the alarm and notify the designated campus emergency contact/security control point immediately.
2. Contact the relevant emergency service, including fire and rescue, ambulance or police, as the situation requires.
3. Follow instructions issued by authorised incident responders and move to designated safe areas or assembly points.

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4. Do not use lifts during fire evacuation unless specifically designed and authorised for emergency use.
5. Do not re-enter an affected building or restricted area until clearance is given by the authorised response authority.
6. Provide accurate information about the incident, location, persons affected and immediate hazards.
7. Preserve the scene and relevant records where safe and appropriate, without obstructing emergency response.

The University shall identify an incident coordinator or response lead for significant emergencies. The incident command, communication and reporting arrangements shall be detailed in a separate Emergency Response Plan or standard operating procedure.

11. MEDICAL EMERGENCIES AND FIRST AID

- Emergency contact information and procedures for obtaining ambulance and medical assistance shall be communicated to campus users.
- First-aid kits shall be made available at designated locations and checked periodically.
- Identified staff may be trained in basic first aid, CPR and emergency response, as appropriate.
- Medical emergencies shall be referred promptly to the appropriate medical facility or emergency service.
- Where the University operates hospitals or clinical facilities, their emergency, infection-control, patient-safety and clinical protocols shall apply in addition to this Policy.
- Personal medical information shall be handled confidentially and shared only with persons who need it for emergency response or lawful purposes.

12. BUILDING, LABORATORY AND FACILITY SAFETY

- Buildings, classrooms, hostels, laboratories, workshops, libraries, kitchens, lifts and common facilities shall be maintained in a safe and serviceable condition.
- Periodic inspections shall identify unsafe structures, damaged wiring, water leakage, trip hazards, blocked exits, defective equipment and other risks.

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- Laboratories and workshops shall maintain appropriate safety instructions, supervision, personal protective equipment, storage arrangements and emergency procedures.
- Chemicals, biological materials, gas cylinders, biomedical waste and other hazardous materials shall be handled, stored and disposed of in accordance with applicable laws and specialised institutional procedures.
- Construction and maintenance work shall be controlled through appropriate work permits, barricading, warning signs and contractor safety requirements.
- Unsafe equipment or areas may be isolated or taken out of service until the identified risk is addressed.

13. CAMPUS TRAFFIC AND PARKING MANAGEMENT

- Vehicle movement within campus shall follow notified speed limits, traffic signs, designated routes and instructions of authorised personnel.
- Pedestrian movement and emergency vehicle access shall be prioritised.
- Vehicles shall be parked only in designated areas and shall not obstruct gates, fire exits, access roads or emergency assembly points.
- Entry of delivery vehicles, construction vehicles and service vehicles may be regulated through permits, time windows or designated routes.
- Accidents, unsafe driving, obstruction or damage to campus property shall be reported promptly.
- Where required, the University may issue separate transport and parking procedures.

14. HOSTEL AND RESIDENTIAL SAFETY

Hostels and other University-managed residential facilities shall maintain appropriate access control, visitor registration, security staffing, emergency contact arrangements and incident reporting procedures. Hostel wardens and designated staff shall coordinate with the Security and Administration functions.

- Residents shall comply with notified hostel entry, visitor and safety rules.
- Unauthorised access to residential areas shall be restricted.
- Emergency exits and common areas shall remain unobstructed.

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- Residents shall promptly report threats, harassment, suspicious activity, fire hazards, medical emergencies or maintenance risks.
- Any gender-sensitive or safeguarding concern shall be referred to the appropriate University mechanism, including the Internal Complaints Committee where the matter falls within its jurisdiction.

For further details, please refer to the MRV Hostel Policy.

15. EVENTS, GATHERINGS AND SPECIAL ACTIVITIES

Departments and organisers of conferences, festivals, sports events, convocations, public programmes and other large gatherings shall assess safety and security requirements in advance. Depending on the scale and nature of the event, arrangements may include prior approval, crowd management, entry control, emergency access, first aid, fire precautions, traffic management, electrical safety and coordination with public authorities.

The event organiser shall coordinate with Administration and Security and shall comply with conditions imposed by the University or competent authorities.

16. PERSONAL SAFETY, HARASSMENT AND THREATS

Threats, violence, stalking, intimidation, harassment, bullying, suspicious behaviour and other conduct that may compromise personal safety shall be reported promptly to the designated University authority. Matters falling within the jurisdiction of statutory committees or specialised policies shall be referred to those mechanisms, including the Internal Complaints Committee, Anti-Ragging Committee, Students' Grievance Redressal Committee or other competent body, as applicable.

This Policy does not replace the University's anti-ragging, ICC (POSH act), grievance redressal, disciplinary, equal opportunity or other specialised policies. Such policies shall continue to apply independently.

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17. INCIDENT REPORTING AND INVESTIGATION

1. Any person who witnesses or experiences a safety or security incident shall report it immediately to Campus Security, the designated emergency contact, the Director of Facilities, or the competent authority.
2. Security personnel shall record the date, time, location, nature of incident, persons involved, immediate action taken and escalation details.
3. Serious incidents shall be promptly escalated to the Registrar or designated senior authority and, where necessary, to emergency services or law-enforcement authorities.
4. The University may conduct an administrative review or inquiry in accordance with applicable rules, while preserving confidentiality and fairness.
5. Corrective and preventive actions shall be assigned to responsible units and monitored for completion.
6. Incident records shall be securely maintained with access limited to authorised persons.

18. TRAINING, AWARENESS AND DRILLS

- The University shall periodically conduct safety and security awareness programmes for students, employees, security personnel and other relevant groups.
- Training topics may include emergency contacts, evacuation, fire prevention, first aid, laboratory safety, visitor management, cyber-physical security awareness and incident reporting.
- Fire drills, evacuation exercises and other emergency simulations shall be organised periodically based on risk and applicable requirements.
- Lessons learned from drills and incidents shall be documented and used to improve procedures.

19. COMMUNICATION AND EMERGENCY CONTACTS

The University shall communicate relevant emergency contact details, reporting channels, assembly points and safety instructions through appropriate means, such as notice boards, student and employee portals, official communication channels and campus signage.

A current list of emergency contacts, including campus security, designated administrators, medical assistance, fire and rescue, police and ambulance services, shall be maintained by the

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Administration function and reviewed periodically. Contact numbers shall be verified before publication.

20. CONTRACTORS, VENDORS AND OUTSOURCED PERSONNEL

- Contractors, vendors and outsourced service providers shall comply with campus entry, identification, safety, security and conduct requirements.
- Work involving electrical systems, height, hot work, excavation, hazardous materials or other higher-risk activities shall be undertaken only with appropriate authorisation and safety controls.
- Contractors shall provide suitable training, supervision and personal protective equipment to their personnel, as required by law and contract.
- Contractor personnel shall not access restricted areas except for authorised work.
- Relevant safety obligations shall be incorporated into contracts, work orders or service-level requirements.

21. PRIVACY, INFORMATION AND RECORD MANAGEMENT

Personal data, visitor registers, access logs, CCTV footage, incident reports and emergency records shall be collected, accessed, used, disclosed and retained only for legitimate University purposes and in accordance with applicable data protection, privacy and records-management requirements. Access shall be role-based and restricted to authorised personnel. Records relevant to an investigation or legal requirement shall be preserved in accordance with directions of the competent authority.

22. ROLES AND RESPONSIBILITIES

Authority / Function	**Key Responsibilities**
Executive Council	Exercises powers assigned under MRV Statutes and Ordinances, including matters specifically reserved to it; this Policy does not assign routine operational duties to the Council.
Vice-Chancellor	Provides institutional leadership and exercises powers assigned under the University's governing instruments and approved delegation.

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Registrar	Provides administrative oversight, coordinates implementation and escalates significant safety and security matters to the competent authority.
Campus Safety and Security Committee	Coordinates risk reviews, monitors implementation, reviews incident trends and recommends improvements, subject to its approved terms of reference.
Administration / Estate / Engineering	Coordinates facilities maintenance, safety inspections, infrastructure risk mitigation, emergency equipment and contractor safety arrangements.
Security Function	Manages access control, visitor registration, patrolling, security logs, initial incident response and escalation.
IT Function	Supports authorised security technology, access systems, CCTV infrastructure, system maintenance and protection of relevant digital records.
Deans / Heads of Departments / Unit Heads	Ensure local safety arrangements, communicate hazards, supervise safe practices and report incidents within their units.
Hostel Wardens	Implement residential safety and visitor procedures and coordinate emergency response in hostels.
Event Organisers	Assess and arrange proportionate safety measures for University events and activities.
Students and Employees	Follow safety instructions, use facilities responsibly, report hazards and cooperate with authorised emergency response.
Contractors and Vendors	Comply with applicable campus safety, security and contractual requirements.

23. MONITORING, COMPLIANCE AND CORRECTIVE ACTION

The Administration function, in coordination with the Campus Safety and Security Committee and relevant units, shall monitor implementation through inspections, incident reviews, drills, maintenance records and other appropriate measures. Deficiencies shall be documented, assigned to responsible units and tracked until closure. Serious or repeated non-compliance may be referred for action under applicable University rules and law.

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24. NON-COMPLIANCE

Any person who wilfully violates safety instructions, interferes with emergency response, damages or misuses safety equipment, gains unauthorised access, obstructs emergency routes or engages in conduct that endangers others may be subject to appropriate action under University rules, contractual terms and applicable law, following due process where required.

25. REVIEW AND AMENDMENT

This Policy shall be reviewed at least once every three years or earlier in response to changes in applicable law, regulatory directions, campus infrastructure, risk assessments, significant incidents or audit recommendations. Amendments shall be approved by the competent authority in accordance with the MRV Statutes, Ordinances and applicable delegation of powers.

26. APPROVAL AND IMPLEMENTATION

This Policy shall come into force from the date of approval by the competent authority of Malla Reddy Vishwavidyapeeth. The Registrar shall communicate the approved Policy to all Schools, Departments, Centres, constituent institutions and administrative units for implementation.

Detailed emergency contact lists, campus maps, evacuation plans, security post orders, incident forms, CCTV access procedures and facility-specific safety procedures may be issued separately as standard operating procedures and annexures.

CAMPUS SAFETY INSPECTION CHECKLIST

- Entry and exit points, gates and boundary/perimeter arrangements
- Security deployment, duty rosters and patrol records
- Visitor registration and access-control arrangements
- CCTV cameras, alarms, access systems and emergency communication devices
- Fire extinguishers, alarms, hydrants, emergency lighting and exit signage
- Clear corridors, stairways, fire exits and assembly points
- Electrical panels, wiring, generators and lift maintenance
- Laboratory, workshop, chemical and hazardous-material safety
- Hostel access, common areas and emergency arrangements

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- Parking, traffic routes and emergency vehicle access
- First-aid kits and emergency medical contact information
- Construction, maintenance and contractor work-site controls
- Incident register, corrective action records and drill reports

INCIDENT REPORT DETAILS

- Date and time of incident
- Exact location / building / unit
- Type and brief description of incident
- Persons affected or involved, where known and appropriate
- Immediate hazards and actions taken
- Emergency services or University authorities notified
- Witness details, if voluntarily provided and relevant
- Available supporting records or evidence
- Follow-up action required, responsible unit and target date
- Closure details and review findings

Sd/-

Registrar

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