



# V. Ramakrishna Polytechnic College

(Sponsors - V. Ramakrishna Charitable Trust)  
(Approved by AICTE and Govt. of Tamilnadu & Affiliated to DOTE)

## Standard Operating Procedure (SOP)

### Objective

To ensure a safe, secure, and disciplined learning environment with efficient administrative and academic practices in line with institutional goals and government regulations.

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### 1. Campus Security

- Tight security with controlled entry and exit points shall be maintained
- Compound walls surround the campus entirely.
- Unauthorized persons, including relatives staying on premises shall be strictly prohibited.
- Visitor and vehicle records to be maintained .
- Regular patrolling of the campus shall be done by security personnel to deter breaches.
- Outsourced shop workers and contract staff shall wear authorized ID cards at all times.
- CCTV cameras across the campus are installed and maintained

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### 2. Student and Staff Safety

- Conduct regular safety awareness workshops for students and staff, emphasizing prevention and action against ragging.
- Maintain a strict no-ragging policy with clear reporting and disciplinary measures in place. Any incidents of ragging must be reported immediately to the Anti ragging committee and any sexual harassment in the college to be reported to Internal Complaints Committee (ICC) and POSH Committee, which will ensure prompt investigation and resolution.
- Provide multiple accessible channels for students and staff to lodge grievances confidentially, including in-person, email, telephone, and online portals.
- Actively gather and review feedback from students and staff regarding safety, academic environment, and institutional operations to continuously improve campus life.
- Ensure the effective functioning of POSH Committee, ICC, and Helpdesks to address grievances related to harassment, ragging, or other concerns with transparency and fairness.
- Communicate changes or corrective actions taken in response to feedback and grievances through official notices and updates on the institutional website.



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## 3. Academic and Administrative Procedures

- Display all Standard Operating Procedures and important notices prominently on the website and across campus.
- Collect feedback on safety measures and overall governance from students and staff periodically.
- Ensure timely submission of reports to headquarters and relevant government departments (e.g., DOTE).

## 4. Health and Hygiene

- Maintain cleanliness and hygiene in all academic areas.
- Provide adequate sanitation facilities compliant with health standards.
- Monitor and control any communal bias or discrimination within the campus.

## 5. Emergency Preparedness

- Conduct periodic emergency drills for fire, earthquake, and other contingencies.
- Train security and staff in first aid and emergency response.

## 6. Compliance and Audit

- Facilitate periodic third-party security audits to ensure adherence to safety standards.
- Implement recommendations from audits promptly to rectify weaknesses.

## Review and Amendments

This SOP shall be reviewed annually or as required to incorporate new regulations, improvements, or institutional requirements.

For further queries or suggestions, please contact the Administration Officer Mr.HARI Ph no : 9840873993 Email id : vrptoffice@gmail.com

  
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