



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi

F. No. 16(08)/Plg./IGDTUW/2019/91

Dated:- 28/2/2020

Circular

University has received a communication from the Office of Joint Director (Planning), DTTE, GNCTD seeking information in a comprehensive checklist for institute's safety.

All the Departments/Branches are informed to submit the information pertaining to their respective Department/Branch in the enclosed performa, latest by 4th March, 2020 as per the following details: -

Comprehensive Checklist Performa Sl. No.	Concerned Department
1, 2, 3, 9 to 14, 20, 21, 23, 24, 26 to 32, 34, 37, 43, 45, 46	Planning & Development Branch
2, 4, 5 to 8, 11, 19, 20, 21, 22, 25, 33, 34, 35, 36, 38, 39, 45	GA Branch
15 to 17	HODs
1, 4, 5, 18, 40	System Analyst
41, 42	In-Charge Dispensary
34, 47	Chief Warden Hostels
47 to 50	Dean (Student Welfare)
44, 51	Chief Proctor

This issues with the approval of Competent Authority, IGDTUW.

(D.P. Singh)

Consultant/SO (Planning & Development)

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Copy forwarded for information and necessary action to the following:-

- (i) All Dean's/Dy. Dean's, IGDTUW
- (ii) All HOD's, IGDTUW
- (iii) All Branch In-Charges, IGDTUW
- (iv) System Analyst, IGDTUW with a request to upload the Circular on University website
- (v) PS to Hon'ble Vice Chancellor, IGDTUW
- (vi) PA to Registrar, IGDTUW
- (vii) Guard File

(D.P. Singh)

Consultant/SO (Planning & Development)

COMPREHENSIVE CHECK-LIST FOR INSTITUTES SAFETY

Institute Gate		
S.No.		Yes/No/Partially/NA
1	The Institute boundary wall is intact and is secured with a fence/Grill on top and under CCTV surveillance all the time	
2	Institute has two gates, with main gate guarded by, at least two authorised personal during institute/activity time	
3	The main gate is clear of any obstructions	
4	Parking area is adequately guarded and has a separate gate limiting access and is under CCTV surveillance	
Institute Entrance for Visitors/Staff/Students		
5	A guard room is located at the entrance gate for visitors and students with CCTV surveillance and a guard on duty	
6	All staff entering the Institute have ID cards	
7	Staff Identification is checked at the entrance	
8	Anyone entering in the institute is checked for prohibited/ restricted items at the main gate	
Structural Safety		
9	All rooms and corridors are well lit, ventilated and have safe fixtures	
10	If the institute is multi story, it has two separate staircases with railings for safety as per norms	
11	Institute ensures that immediate action is taken for minor maintenance work, in case of damage to any furniture, equipment or structure	
12	Institute ensures immediate action for repair if any windows are broken or have loose fittings.	
13	Every Classroom has 2 doors	
14	There are no open pits/manholes etc in the entire institute are and immediately outside institute gate.	
Rooms with special equipment including (but not limited to) Lab/Sports Room/ Auditorium/ Library/Computer Room/ Gymnasium Assembly Hall etc.		
15	Dangerous goods and substances are appropriately labelled and stored. (e.g. Chemicals or sharp edged tools etc.)	
16	Electrical equipment is stored and labelled properly.	
17	Special equipment/hazardous material in labs is used under supervision and kept locked during non-class hours.	
18	<p>Cyber Security is ensured as per the existing Cyber and IT laws</p> <ul style="list-style-type: none"> a. Firewall, filtering and monitoring mechanisms are installed in all computers in the institute premises. b. Regular review of filtering and blocking policies and procedures is done. c. Students use Computers/Internet under supervision of teachers. 	

Toilets

19 Chemicals/toxic/inflammable substances not to be kept in the toilets.

20 All toilets are well lit, accessible and regularly cleaned.

Abandoned/Empty Rooms/Play Grounds/Lunch Area

21 All empty rooms/abandoned or secluded areas of the Institute, including the terraces are under surveillance with CCTV.

22 Empty rooms and terrace areas are always securely locked and all locked rooms are opened and checked every 15 days and keys to all locked doors are labelled and within easy access of administration

Construction in School

23 Labourers'/contractors' access to the Institute area is restricted

24 Institute ensures that labour is not staying inside the Institute overnight and there are no labour huts situated within the Institute during construction period, if Institute is running. Otherwise construction labour huts area is totally cordoned off with no possibility of access to students.

Food Water and Sanitation

25 Institute's water purification system is functional and has been checked for water quality during the last 6 months by a competent authority.

26 Institute has ensured that there is no mixing of DJB water supply with ground water

27 Cleaning and disinfecting of water storage/distribution tanks/water mains is done every 3 months.

28 The Institute has proper drainage system as per structural guidelines.

29 All drains/water tanks/bore-wells within and around the Institute are covered properly.

Electrical Safety

30 The main electricity board is away from the central institute building

31 The main electric board has a fire resistant (non-wooden) cover and sand buckets are placed nearby.

32 All electrical wiring is concealed/ insulated and electrical appliances are regularly checked and maintained before and during rainy season. HOS has personally ensured that there is no leakage of electricity/electric shock.

Fire/Earthquake and other Disaster Preparedness

33	Disaster Response and preparedness plan is in place	
34	Generators/transformers/invertors/cylinders and all other flammable equipment material is kept in safe areas, locked and regularly maintained.	
35	Institute has a valid clearance certificate for fire safety.	
36	Mock drills are conducted as per norms, especially for Fire & Earthquake	
37	Fire extinguishers are functional and periodically checked.	
38	Staff and students are trained is using the fire extinguisher.	
39	Evacuation plan is displayed across the institute and students are given training about how to exit in emergency.	
40	The Institute has a functional Public Announcement System.	
41	Staff and students are trained in responding to trauma and post disaster interventions.	
42	First Aid box is available at all times and checked monthly for supplies.	

Awareness and Information regarding SAFETY

43	Information details of Institute Safety Committee.	
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IMPLEMENTATION OF SUGGESTED ACTIONABLE POINT FOR WOMEN SAFETY

44	Strengthen mechanisms to address sexual harassment (SHC) on campus	
45	Campus Safety Team to interact with faculty and students regularly.	
46	Regular safety audits to be conducted and results made public.	
47	Gender sensitization sessions should be conducted in school, universities and colleges at regular intervals, also mention the date of last session conducted	
48	Sex education programs that are age and context specific should be devised and reviewed with inputs from experts.	
49	Counselling services should be strengthened and made a mandatory service on education campuses.	
50	Regular assessment of curricula to be undertaken to ensure gender sensitivity.	
51	No. of complaints received regarding Women Harassment and action taken thereof	