

Safety and Security Committee

1. Purpose

1.1 The purpose of the Committee is to establish, review, and monitor formal policies and procedures and have oversight of performance in connection with the safety and security of IIT Indore

2. Attendance

2.1 The Committee may request any faculty member or staff of the Institute as deemed necessary by the Committee to attend meetings of the Committee, either regularly or by invitation, but such invitees have (except as set out in the following paragraph), no right of attendance as such.

2.2 The Director, Deputy Director and the Deans of the Institute shall have the right to attend and address any meeting of the Committee.

3. Meetings

3.1 The Committee will meet at least four times each year, and at such other times as the convenor of the Committee shall think fit.

3.2 Unless otherwise agreed by all members of the Committee, notice of meetings, confirming the venue, time and date together with an agenda and all relevant papers, should normally be circulated to each member of the Committee, to any other person required to attend, and (unless it would be inappropriate to do so) to Director, Deputy Director and Deans in advance.

4. Reporting

4.1 The Committee convenor shall report to Dean, Administration & Planning on its proceedings on all matters within its duties and responsibilities.

5. Duties of the Committee

5.1 The committee act as the central coordinating mechanism with the aspects of with the aspects of safety and security in the all the areas concerning to the Institute.

5.2 The committee should prepare a guideline for all the faculty members, staffs and students regarding the safety & security measures needs to be followed within the Institute premises.

5.3 The committee also focuses on crime prevention and security, making appropriate recommendations to the Administration and Estate office to improve

both the Institute's physical security and the educational efforts provided for students and employees relating to safety, security and to crime prevention.

5.4 The committee should review and recommend all the safety and health policies and procedures established by the Institute pertaining to the hazard managements.

5.5 The committee should review safety and health policies and procedures established by the Institute pertaining to laboratory and chemical safety. The committee should conduct inspections of laboratories and worksites utilizing chemicals periodically.

5.6 Establishing of any new laboratory should be certified by the committee on the basis of proper laboratory design, ventilation, engineering, proper security of the lab chemicals, handling of inflammable solvents and waste management.

5.7 The committee should review the safety and health policies and procedures established by the Institute pertaining to occupational health and clinical safety.

5.8 The committee should initiate all the procurements related to the safety and security (viz. cctv, access control system etc.) at Institute level and the necessary fund for that will be granted by Dean, Administration and Planning.

6. Authority

6.1 The Committee is authorised by the Institute to investigate any activity or state of affairs within its terms of reference.

6.2 The Committee is authorised to seek any information it requires from any employees or faculty members.

6.3 The Committee is authorised to commission any reports or surveys which it deems necessary to fulfil its obligations.

Shubhadya
16.08.12