1. Introduction: Manipal University (MU) cares very much about the safety and well being of its students, staff, faculty, guests and visitors. Appropriate safety measures applicable to the semi-urban environment are observed in the campus. MU employees are part of a highly capable student Life and Health Services system headed by Dean of Students and Human Resources staff members – all committed to your safety and well being.

2. It is important for every member of the MU community to develop good safety habits and instincts in order to minimize risk to themselves and their personal property. The most frequent crime on MU campus is theft of personal property left unattended or unsecured: mobile telephone sets, bicycles, wallets, laptop computers, and other electronic items.

“`The whole university is mine, and none shall rob me of any corner of it”, must be our cry!

3. Wide publicity is called for and incumbent on an institution of higher education, participating in various National & Inter- National student aid programmes, to produce and distribute an annual report on campus incidents, along with descriptions of campus policies, practices, and programmes designed to ensure and promote campus safety and security.

(a) The ‘Security Student Hand Book’ is published yearly.

(b) It is distributed to all new students and employees, directly or by notice of an Internet posting.

(c) It is mandatory that prospective employees and students upon request are informed of the availability of the book, are given a summary of its contents, and given the opportunity to request a copy.

4. Procedures and channels for students to report criminal actions or other emergencies:

(a) Students who observe any suspicious individuals or unusual incidents in and around campus buildings should go to a safe place and then contact MU Security.

(b) Do not personally confront such individuals or become involved!

(c) Security phone numbers are published in student handbooks, Hostel handbooks, and MU office phone lists.

(d) A Security guard is stationed at the entrance to each MU building during open hours, all night at vantage points and at each hostel entrance. Main Building & Hostels’ employ Security Staff who mainly check IDs and screen visitors.

(e) All Institutions and Hostels have outgoing telephone lines to access the MAHE exchange network. All manned private phone booths have important numbers pasted of MU phones and allow anyone to call a Security Officer or ‘9’in an emergency.
(f) The Duty Security Supervisor’s office is located in the basement of manipal.edu. (Manipal University Building)

5. Policies for making timely warnings to the campus community:

(a) The Registrar Manipal University, Director of Student Affairs immediately cautions the Chief Security Officer (CSO) of any impending situation.

(b) The Dean of Students cautions all concerned if any policy violations or incidents have been observed.

(c) Any member of the MU community who observes an incident should report it to a Security Officer.

(d) MU Security Officers complete detailed written incident reports as soon as possible, and always within four hours of learning of an incident. Incident reports must include the date, time and general location of each incident, as well as the nature of the incident. Please be sure to give this information when you report an incident, to speed up the process.

(e) These reports are circulated internally by e-mail and paper copy to specific senior administrators, as appropriate.

(f) In the event of an incident that could recur and pose a danger to others, a ‘NOTICE’ would be promulgated, circulated by e-mail, memos, or in person, as appropriate.

6. Safety of and access to campus facilities including campus residences:

(a) MU Security actively monitors access to all buildings 24 hours.

(b) Hostels and Main Institution buildings have Security Guards present at the entrance during closed hours, in addition to Hostel Caretaker and House Keeping staff belonging to Manipal Servicecorp Facility Management (MSFM) in all Hostels.

(c) Keys to the external doors of buildings are limited to authorized staff members, such as House Keeping staff (MSFM) and Security Supervisors.

(d) Manipal Security maintains records of all keys issued to employees. Departing employees are required to surrender keys, along with other MU property at the end of working hours daily.

(e) Locks and keypad codes are changed periodically, or as needed.

(f) Motion detectors and alarms cover numerous areas after working hours.

(g) A security vehicle, WHITE in colour with ‘Security’ written on it periodically and randomly patrols the MU campus at all hours.

(h) Electronic surveillance equipment allows Security Officers to monitor specific areas of the campus.

(i) MU faculty and staff are issued Photo ID & Banking Combo Cards issued through the State Bank of India.
(j) MU students are also issued similar photo ID & Banking Combo Cards on admission.

(k) Everyone is required to produce his/her ID on entering an MU building or on demand at any time; access to facilities/offices is programmed depending on the requirement of each cardholder.

(l) Combo ID Cards limited access is automatically surrendered when employment or study at MU ends and only banking facilities are retained if desired.

(m) MU employee parking lot is available to faculty and staff only. A guard posted at its entrance verifies the identity of vehicles or pedestrians who enter the lot. The parking lot is locked at 11 PM daily and opened at 6 AM.

(n) Students are encouraged to have their valuable property, such as instruments, engraved with personal information; to keep lists of their personal property in a safe place; and to purchase personal property insurance for their valuable possessions-on their own or through their parents’ coverage.

(o) Numerous offices have electronic keypads requiring individual user codes; electronic and biometric to enter, in addition to double-bolt locks.

7. Hostels have their security cover monitored by the Chief Warden through each Hostel Warden and Care taker.

(a) Guests must be ‘signed in’ by a resident. The resident must be present to sign in a guest, and may not do so by telephone. The resident and the guest must leave a photo ID at the security/reception desk.

(b) If locked out of a room, a resident must contact the caretaker on duty. The duty schedule is posted on each floor. If the caretaker on duty is not in, students can call the lobby Security guard and the guard will contact the Security Control to break the lock open if required.

(c) Students are advised never to lend ID cards or keys to anyone or to leave messages or notes indicating that they are not in their rooms.

(d) Lobby surveillance cameras record all activity at the entry of certain areas.

8. Security considerations in the maintenance of campus facilities:

(a) MU Security and MSFM staff members regularly monitor interior and exterior lighting, and immediately report failures or replace lights on MU property that are essential to campus safety. As a power saving system they are controlled by photo voltaic cells depending on the intensity of natural light.

(b) MU Security and MSFM staff members contact the Town Municipality in case any streetlights are reported to be unlit.

(c) Hazardous objects are promptly removed.

(d) Hallway lights remain lit at a level to maintain sufficient visibility.
(e) Trees and shrubs are kept trimmed and away from windows;

(f) Broken windows or locks are promptly repaired by MSFM; if not Chief Security Officer is contacted.

(g) Classrooms, halls and laboratories are inspected and locked after hours, to ensure that doors are not left propped open, windows are closed and locked, and no one remains behind in the building.

9. Working relationship of campus personnel with State and local agencies:

(a) Arrest by authority of security personnel MU and Security Officers are not authorized by the rules; neither to carry weapons.

(b) Liaison with Police and local agencies is maintained through the MU Estate Officer.

10. Policies that encourage accurate and prompt reporting to campus security and appropriate police agencies:

(a) Senior MU administrators monitor the time and date of incidents, compared to the time and date an incident report is received. Failure of a Security Officer or Staff member to report serious incidents that occurs on MU’s campus in an accurate and timely manner may result in disciplinary action, depending on the specific circumstances.

11. Description of procedures, if any, that encourage staff and professional mental health counsellors to refer persons who are being counselled to report crimes on a voluntary, confidential basis for inclusion in the annual campus statistics report: The MU Counselling Center co-located with Director Students Affairs has a confidentiality policy and discloses information to the Director of Student Affairs or the Dean of Students if a threat to him/herself or to others, or if the student gives permission to disclose information.

12. Programmes designed to inform students and employees about campus security procedures and practices to encourage responsibility for personal and community safety:

(a) The Dean of Students and Director of Student Affairs present programmes for students on living and studying safety in an environment along with the Chief Security Officer.

(b) A brochure on Code of Conduct & Hostel Rules is distributed annually to all students.

(c) Crime awareness literature is posted on the notice board in the lobby of the Hostels and Institutions.

(d) Students, faculty, and staff are encouraged to:

i. Use a “buddy system,” (in pairs) or to travel in groups, rather than walking alone at night.
ii. Let their friends or roommates know where they are going, what route they plan to take, and their estimated times of arrival and return.

iii. Report to the Hostel staff members or to a Security Officer if anyone fails to arrive or return as planned.

iv. Avoid strangers and be alert for suspicious individual and situations, reporting any concerns immediately to Manipal University Security.

v. Call MU exchange # 22515 to request a Security Officer escort after hours.

vi. Walk only in well-lit areas, avoiding alleys or narrow passageways.

All are advised to:

- Avoid loud conversation in public on mobile handsets or otherwise using names and personal details- beware of eves dropping

- Not to ‘wash dirty linen’ in public or when conversing on mobile handsets- sensation may draw unwanted attention

- Call 91-0820-2575555 for emergency medical services in the event of an emergency, reporting the incident immediately afterwards to Manipal University Security or to MAHE # 22761

- Have a key in hand before reaching a door to a building or a car

- Avoid leaving Rooms/ Offices unlocked or personal belongings unattended or unsecured

(e) Hostel security depends on individual security. Students are asked to observe the following guidelines at all times:

- Lock your room door with a pad lock (do not use combination locks)

- Do not loan your room key to anyone; ensure all Keys are in your possession

- If you misplace your key, report it to Security immediately

- Do not leave valuables & money in your room especially when out of station

- Close your windows when you leave your room

- Be conscious of strangers in the Hostel

- Report anyone who looks suspicious to a Security Officer
• Do not leave your possessions in a classroom, Mess, Food Court & Library etc

• Do not give personal information out on mobile telephone and in public in the hearing of strangers

• Do secure Credit/ Debit Cards and their Pin Number

(a) Manipal University strongly discourages students from attaching room keys to their IDs, wallets, or ID holders.

13. Programmes designed to inform students and employees about crime prevention:

In addition to the above:

i. The Director of Student Affairs annually works with the Medical College Forensic Department to organise programmes for students on urban safety with the help of the Local Police authority.

ii. The Director of Student Affairs and the Security Officer has created this security and safety brochure for broad distribution to the MU community.

iii. Illegal Drugs and Alcohol (Possession/Personal use/ providing for others). Illegal drugs and/or alcohol are not permitted on the MU premises/ property or any college excursion.

iv. If students are found to be experiencing difficulties, with substance abuse, they will be referred to counselling, drug and alcohol rehabilitation programmes. Persistent disregard or denial of medical assistance could result in criminal charges and possible expulsion.

v. Smoking- Smoking is not permitted in any college/ hostel/ campus. Fine will be levied for each infraction.

14. Policy regarding campus sexual assault programme to prevent sex offenses and procedures to follow when a sex offence occurs:

(a) MU is committed to maintaining an environment where all members of the community are treated with respect and dignity; we will not tolerate sexual assault or harassment. Offenders will be subject to appropriate adjudication processes and disciplinary action. Information on prevention and follow-up procedures is available for students from the Offices of the Dean or Director Students Affairs.