



SURAKSHA KAVACH

COLLEGE SAFETY & WELLBEING HANDBOOK



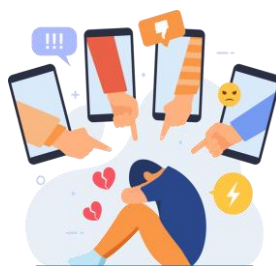
For Colleges, Universities and All
Educational Institutions in Telangana
Society for Cyberabad Security Council (SCSC)

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INTRODUCTION TO THE HANDBOOK

College marks a transformative phase in a young adult's life. It is a time of **independence, self-discovery, and exploration**, when students begin to shape their personal identity, values, and future paths. With the freedom to make decisions—about academics, relationships, career choices, and lifestyle—comes a greater responsibility to make those decisions wisely and safely.

However, this stage also brings with it **unique vulnerabilities**. The digital world exposes students to cybercrimes such as identity theft, sextortion, and online harassment. Social circles can amplify **peer pressure**, increasing the risk of substance abuse, smoking, vaping, or alcohol misuse. On campuses and roads, unsafe practices such as **rash driving, distracted driving, or not wearing helmets and seatbelts** contribute to avoidable accidents. Added to these are the invisible challenges of **stress, anxiety, and mental health struggles**, which, if left unaddressed, can escalate to self-harm or suicide.

The **Suraksha Kavach College Safety & Wellbeing Handbook** has been designed under the aegis of the Society for Cyberabad Security Council (SCSC) to address these risks in a structured, proactive manner. It provides students with:

- **Legal awareness:** Clear understanding of relevant Indian laws such as the IT Act, NDPS Act, POSH Act, IPC provisions, and road safety regulations.
- **Practical strategies:** Everyday safe practices for online behavior, resisting peer pressure, responsible mobility, and maintaining mental wellbeing.
- **Preventive activities:** Peer-led workshops, campus campaigns, surveys, role plays, and simulations to build awareness through participation.
- **Support systems:** Information about institutional mechanisms like Internal Committees (IC), helpline numbers, and mental health support services.

This handbook is not only a tool for **prevention of harm** but also a means of cultivating a culture of **responsibility, respect, and resilience**. It empowers students to protect themselves and their peers, to speak up against unsafe practices, and to contribute to a campus environment that values dignity, accountability, and care. By embracing these principles, today's students can become tomorrow's leaders in building a safer and stronger society.





UNIT 1

CYBER SAFETY

Safe practices, key risks, student activities, laws



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UNIT 1 – CYBER SAFETY & RESPONSIBLE DIGITAL BEHAVIOUR

Key Cyber Risks for College Students

1. Phishing

Phishing is a fraudulent attempt to steal sensitive information such as passwords, credit card details, or bank login credentials by disguising as a trustworthy entity in emails, SMS, or social media messages.

- **How it happens:** Students may receive a fake email appearing to be from their university, bank, or a popular app asking them to “verify details” or “click a link.”
- **Impact:** Clicking such links can install malware, capture keystrokes, or steal account access.
- **Real-life example:** Fake “scholarship” emails asking for personal details or small payments as a processing fee.



2. Financial Frauds

College students are frequent targets of online scams promising quick earnings, loans, or discounted products. Fraudsters exploit their limited financial experience.

- **How it happens:** Fake online shopping websites, fraudulent loan apps, or part-time job offers that ask for deposits.
- **Impact:** Students may lose money, compromise their bank accounts, or become victims of identity theft.
- **Real-life example:** Loan apps that access contacts and photos, then harass students for repayment of inflated sums.



3. Sextortion

Sextortion involves blackmailing individuals using private or intimate images or videos, often obtained through deception, hacking, or trust manipulation.

- **How it happens:** A perpetrator may pose as a friend or romantic interest online, trick students into sharing intimate pictures, and later threaten to publish them unless money or favors are provided.
- **Impact:** Severe emotional distress, financial exploitation, and reputational harm.
- **Real-life example:** Social media “friend requests” from fake accounts that lure students into video calls and record them secretly.

4. Deepfakes

Deepfake technology uses AI to manipulate images, audio, or video to make it appear as if someone said or did something they never did. For students, this is an emerging and dangerous trend.

- **How it happens:** Misuse of photos from social media to create fake explicit videos, fake audio to impersonate friends/faculty, or fake announcements to mislead a community.
- **Impact:** Damage to personal reputation, harassment, spread of misinformation, or fraud.



- **Real-life example:** Circulation of fake morphed images of students on WhatsApp groups or college forums.

5. Cyberstalking

Cyberstalking is the repeated use of digital platforms to harass, monitor, or threaten someone, often leading to fear and loss of safety.

- **How it happens:** Constant unwanted messages, monitoring a person's online activity, or using GPS to track locations.
- **Impact:** Anxiety, stress, fear of attending classes/events, and disruption of personal and academic life.
- **Real-life example:** A student repeatedly receiving threatening DMs on Instagram or being tracked through shared Google Maps locations.

6. Doxxing (Publishing Private Information to Harass or Intimidate)

Doxxing means publicly sharing someone's private information (home address, phone, ID numbers, class schedule, family details, social handles) without consent- often to threaten, extort, or incite mob harassment. It can happen through leaked databases, sharing screenshots, "people-finder" sites, or group chats where someone drops a target's details. Doxxing can lead to stalking, impersonation, financial fraud, blackmail, and offline harm.

Here are the Immediate steps you should take, if targeted:

- **Freeze exposure:** Delete/lock posts, switch profiles to *Private*, remove geotags, change passwords.
- **Preserve evidence:** Take timestamped screenshots/URLs.
- **Report quickly:** File at [cybercrime.gov.in](https://www.cybercrime.gov.in) or call **1930**; inform college authorities and hostel wardens; where threats are present, call **100**.

Legal awareness (India): Depending on facts, doxxing may involve IT Act §§66C/66D (identity/cheating by personation) and IPC §§354D (stalking), 509 (insulting modesty), 503/506 (criminal intimidation).

Peer message: Never forward someone's private details—even "just in the group." Being a bystander who amplifies doxxing can make you complicit.

Safe Practices for Cyber Safety

1. Use Strong Passwords and Two-Factor Authentication (2FA)

- **What it means:** A strong password is unique, long (at least 12–16 characters), and a mix of letters, numbers, and symbols. Two-Factor Authentication adds an extra layer by requiring a second step—like an OTP, authentication app, or fingerprint—before login.



- **Why it matters:** Many cyberattacks succeed because students reuse the same weak passwords across multiple accounts (social media, banking, college portals). If one is compromised, all accounts are at risk.

- **Practical tips:**

- Never use your name, birthdate, or college roll number as a password.
- Use a password manager to generate and store unique passwords.
- Always enable 2FA on email, social media, and banking apps.



2. Avoid Oversharing Personal Data

- **What it means:** Limiting how much personal information you post online—such as phone numbers, addresses, travel plans, or private college details.
- **Why it matters:** Cybercriminals can piece together small details to guess passwords, impersonate you, or target you for fraud or harassment.

- **Practical tips:**

- Set social media accounts to “Private.”
- Do not share class schedules, exam hall tickets, or ID cards online.
- Be mindful of geotags—switch off location sharing when posting.



3. Report Cybercrimes via cybercrime.gov.in or Helpline 1930

- **What it means:** India has a dedicated **National Cyber Crime Reporting Portal** and a toll-free **1930 helpline** for immediate complaints related to online fraud, harassment, or exploitation. In addition to the national helpline number, you can also reach **Hyderabad Cyber Crime (WhatsApp/Phone): 8712665171**; and **Cyberabad (e.g., Gachibowli/Madhapur): 94906 17310**
- **Why it matters:** Quick reporting increases the chance of stopping financial fraud (banks can freeze transfers within the “golden hour”) and ensures legal action is taken against harassers.

- **Practical tips:**

- Save evidence—screenshots, chat logs, transaction IDs.
- Report anonymously if you’re uncomfortable disclosing your name.
- Keep emergency contacts (local cyber police, college authorities) handy.



4. Install Trusted Antivirus and Update Devices

- **What it means:** Protecting laptops, phones, and tablets with licensed antivirus software and keeping operating systems, apps, and browsers updated.
- **Why it matters:** Outdated devices are the easiest entry points for malware, ransomware, and spyware. Free or pirated software often hides malicious code.



- **Practical tips:**
 - Use reputed antivirus (e.g., Quick Heal, Kaspersky, Norton).
 - Avoid pirated movies/games/software downloads.
 - Enable auto-updates for your OS and apps.
 - Regularly back up data on secure cloud or external drives.

Suggested Activities

1. Hackathon-Style Demo: Spotting Phishing Scams

- **Objective:** To train students to recognize fraudulent emails, SMS, and websites by engaging them in a fun, competitive format.
- **How it works:**
 - Students are divided into teams and given a set of real vs fake emails, screenshots, or messages.
 - Teams must identify which are phishing attempts and explain their reasoning.
 - Scoring is based on accuracy and explanation.
- **Impact:**
 - Builds quick recognition skills in students who are otherwise vulnerable to scholarship scams, fake loan apps, or job frauds.
 - Reinforces that even small details (like misspelled URLs, generic greetings, or urgent payment requests) can signal fraud.
- **Reference:** Colleges may refer to **Annexure 1 (Hackathon Kit)** for more detailed hackathon themes, scoring models, and awareness booth ideas.

2. Peer-Led Campaign: "Think Before You Click"

- **Objective:** To make cyber safety a **student-driven movement** on campus.
- **Format:**



- Students design posters, memes, reels, and short videos about online risks (phishing, sextortion, deepfakes).
- Weekly "Cyber Safety Tip" posts on college social media.
- Interactive booth in hostel/common areas where students test their knowledge through quick cyber quizzes.
- **Sample Campaign Messages:**
 - "Don't get hooked – spot the phish."
 - "One careless click can cost you everything."
 - "Your data = Your identity. Protect it."
- **Impact:**



- When campaigns are peer-led, students relate more and adopt safe practices.
- Spreads awareness beyond classrooms into hostels and online spaces.

Legal Awareness

1. IT Act, 2000

- **Section 66C:** Punishes identity theft (using someone else's password, digital signature, or electronic data). Penalty: up to 3 years imprisonment and/or ₹1 lakh fine.
- **Section 66D:** Covers cheating by personation using computer resources (e.g., fake job emails, online scams). Penalty: up to 3 years imprisonment and/or ₹1 lakh fine.
- **Section 67B:** Specifically punishes publishing or transmitting sexually explicit material involving children (e.g., child pornography, grooming minors online). Penalty: up to 5 years imprisonment and fine up to ₹10 lakh for first conviction.

2. Indian Penal Code (IPC) Provisions

- **Section 354A:** Sexual harassment (unwelcome sexual advances, physical contact, showing pornography). Punishment: 1–3 years imprisonment or fine.
- **Section 354D:** Stalking (following or contacting someone repeatedly despite refusal, monitoring online activities). Punishment: 3 years imprisonment for first conviction, 5 years for repeat offence.
- **Section 509:** Word, gesture, or act intended to insult the modesty of a woman (e.g., obscene remarks, messages, cyber comments). Punishment: up to 3 years imprisonment and/or fine.



✔ Key Student Takeaway:

- Cyber safety is not just about protecting devices — it's also about protecting dignity and identity.
- Indian law treats phishing, stalking, and online harassment as **serious crimes** with strict punishments.





UNIT 2

SUBSTANCE ABUSE AWARENESS

Addiction risks, college-specific issues, role plays, laws



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UNIT 2 – SUBSTANCE ABUSE & TOBACCO/ALCOHOL AWARENESS

Key Risks of Substance Abuse

1. Addiction

- **What it means:** Addiction is a chronic condition where the body and mind develop a dependence on a substance such as tobacco, alcohol, or drugs. Over time, tolerance builds, meaning more of the substance is needed to feel the same effect.
- **Why it matters for college students:**
 - Early experimentation in hostels or parties can quickly escalate into regular use.
 - Addiction can interfere with studies, relationships, and long-term career opportunities.
 - Students may become financially strained, borrowing money or resorting to illegal means to sustain the habit.
- **Real-life impact:** Missed classes, loss of concentration, and inability to stop despite knowing the harms.

2. Impaired Judgment

- **What it means:** Substance use alters brain chemistry, slowing down thinking, lowering inhibitions, and impairing decision-making.
- **Why it matters for youth:**
 - Increased risk of unsafe sex, accidents, or violence during intoxication.
 - Higher chance of falling victim to scams, harassment, or crimes when under the influence.
 - Substance use often leads to disciplinary action in colleges (suspension, expulsion) or criminal records under Indian law (e.g., NDPS Act).
- **Real-life impact:** Drunk driving incidents among youth are among the leading causes of road fatalities in India.

3. Health Effects (Short-Term and Long-Term)

- **Tobacco/Smoking:** Causes reduced lung capacity, chronic cough, higher risk of cancers (especially lung, throat, oral). Even vaping introduces harmful chemicals.
- **Alcohol:** Short-term—hangovers, alcohol poisoning. Long-term—liver cirrhosis, heart disease, brain damage.
- **Drugs (e.g., marijuana, opioids, synthetic drugs):** Short-term—memory loss, hallucinations, paranoia. Long-term—mental health disorders, kidney/liver damage, and in severe cases, overdose and death.



- **Why it matters for students:** Young bodies are still developing; early exposure increases the risk of lifelong damage.

College-Specific Risks

1. Peer Pressure in Hostels and Parties

- **What it means:** College life often includes new freedom, hostel living, and social gatherings where alcohol, smoking, or drugs may be introduced casually. Students may feel pressured to “fit in” with friends or seniors by experimenting.
- **Why it matters:**
 - Fear of missing out (FOMO) and desire for social acceptance are strong motivators during this age.
 - “Just once” can easily turn into repeated use, leading to dependence.
 - Party culture, ragging, or “initiation rituals” can normalize dangerous habits.
- **Consequences:** Increased absenteeism, poor grades, accidents after parties (especially drunk driving), and disciplinary/legal action.

2. Misuse of Prescription Drugs & Energy Drinks



- **Prescription Drugs:**
 - Students sometimes misuse medicines such as sleeping pills, painkillers, or stimulants prescribed for ADHD to stay awake, concentrate, or cope with exam stress.
 - Risks include dependency, organ damage, and severe side effects (e.g., irregular heartbeat, seizures).
 - Buying or sharing prescription drugs without a doctor’s supervision is illegal under the **Drugs and Cosmetics Act, 1940**.
- **Energy Drinks:**
 - Overconsumption of caffeine-loaded drinks to stay up late for exams or projects can cause anxiety, dehydration, high blood pressure, and disrupted sleep cycles.
 - Mixing energy drinks with alcohol (a common party trend) masks the effects of intoxication, leading to overdosing and unsafe behavior.
- **Why it matters:** Students often perceive these substances as “safe” or “normal,” but misuse creates hidden health risks that can be as harmful as alcohol or drugs.



Together, peer pressure and misuse of “seemingly harmless” substances make college students particularly vulnerable. Unlike in schools, the absence of close parental supervision in hostels increases these risks.

Please see the case study scenarios mentioned in **Annexure 2**

Vaping / E-Cigarettes (Myths vs Reality)

It has become common to find young adults and teenagers vaping and trying e-cigarettes- they are essentially battery-powered devices that heat liquids (often nicotine) into an aerosol. The various exciting flavours they come in, mask the presence of nicotine and other chemicals.

Why students try it: “Safer than cigarettes,” flavours, easy to hide in hostels, social media trends.

Health risks include:

- Nicotine addiction, reduced attention/memory, elevated heart rate/blood pressure.
- Lung injury from aerosols/solvents; unknown long-term effects from flavouring agents and metals from coils.

Gateway effect: higher likelihood of transitioning to regular smoking or other substances.

Legal position (India): The Prohibition of Electronic Cigarettes Act, 2019 bans production, sale, import, advertising, and possession of e-cigarettes/vapes; violations attract fines and imprisonment. Colleges should treat vaping devices as prohibited contraband on campus.

What colleges/students should do:

- See it? Confiscate devices via campus policy; refer students for counseling/de-addiction support rather than only punitive action.
- Craving support: Nicotine-replacement therapy and counseling through the college health center or state tobacco-cessation helplines.
Quick refusal lines for peers: “I don’t use banned stuff.” / “No thanks—nicotine wrecks my focus.”

Other Suggested Activities

1. Anonymous Campus Survey on Drug Use

- **Objective:** To understand the real extent of substance abuse, peer pressure, and awareness gaps among students, while ensuring confidentiality.



- **How it works:**

- Conduct an **online survey (Google Form/college app)** or **physical drop-box survey** where no names are required.
- Questions can cover: Have you been offered drugs/alcohol? Do you feel pressured in hostels/parties? Do you know the laws and penalties?
- Data is compiled into **aggregate results only** – no individual responses are revealed.

- **Impact:**

- Gives college administration and Suraksha Kavach clubs **real insights** into where awareness is most needed.
- Helps bust myths (e.g., “everyone is doing it”) by showing real statistics.
- Empowers students to be honest without fear of stigma or punishment.

2. Poster Campaign: “Say No, Stay You”

- **Objective:** To reinforce that resisting drugs, smoking, or alcohol is about **preserving your individuality and future.**

- **How it works:**

- Students design posters, infographics, and slogans highlighting the harms of substance abuse and benefits of saying no.
- Posters displayed in hostels, canteens, libraries, and digital screens on campus.
- Social media extension: share winning poster designs with hashtags (#SayNoStayYou, #SurakshaKavach).

- **Sample Slogans:**

- *“Don’t let drugs decide who you are.”*
- *“Stay in control. Stay original. Stay you.”*
- *“One decision today = a lifetime of freedom.”*



- **Impact:**

- Student-made posters have stronger influence on peers compared to generic government campaigns.
- Builds a **visual culture of prevention** across campus.

3. Invite De-Addiction Experts & Real-Life Recovery Stories

- **Objective:** To provide credible medical advice and relatable real-life stories that create an emotional impact.



- **How it works:**

- Organize talks by psychiatrists, psychologists, and NGO counselors (e.g., from de-addiction centers in Hyderabad).
- Invite individuals in recovery to share personal journeys — how peer pressure led to addiction, and how support systems helped them rebuild their lives.
- Follow-up with **Q&A sessions** so students can ask anonymously about doubts, fears, or peer situations.

- **Impact:**

- Real stories create stronger emotional connection than just facts.
- Students see **help is possible** and that recovery is real.
- Encourages those silently struggling to seek counseling before it escalates.

These activities make substance abuse awareness **interactive, peer-driven, and emotionally impactful**, rather than just rule enforcement. Surveys create data, posters spread visibility, and recovery stories build empathy and hope.

Legal References & Student Implications

1. Narcotic Drugs and Psychotropic Substances (NDPS) Act, 1985

The NDPS Act is India's primary legislation to control and regulate operations relating to narcotic drugs and psychotropic substances.

Key Provisions:

- **Possession & Use:** Any possession, consumption, or trafficking of banned substances (like marijuana, hashish, MDMA, heroin, cocaine, LSD, etc.) is a punishable offence.
- **Punishment:**
 - Small quantity: Up to **1 year imprisonment** or fine up to ₹20,000, or both.
 - More than small but less than commercial: Up to **10 years imprisonment** and fine up to ₹1 lakh.
 - Commercial quantity: Up to **20 years imprisonment** and fine up to ₹2 lakh or more.
- **Strict Liability:** Even **possession without consumption** (e.g., carrying drugs for a friend) is punishable.
- **Bail is difficult:** Offences under NDPS are treated as very serious, and courts are strict in granting bail.



Implications for Students:

- Experimenting “just once” with drugs at a party or hostel can result in a **criminal record** that affects careers, travel (visa rejections), and reputation.
- Students caught with drugs can face **expulsion, loss of scholarships, and legal trials**.
- Hosting or being present at a party where drugs are found can also attract suspicion and investigation.

2. Cigarettes & Other Tobacco Products (COTPA), 2003

The COTPA Act regulates the **production, sale, and use of tobacco products** in India.



Key Provisions:

- **Ban on Sale to Minors:** No sale of tobacco products to anyone below **18 years**.
- **Proximity Ban:** No sale of tobacco products within **100 yards of an educational institution**.
- **Public Smoking Ban:** Smoking is prohibited in public places such as restaurants, bus stands, colleges, hostels, and auditoriums.
- **Packaging Rules:** Cigarette packs must carry **health warnings and graphic images**.
- **Penalties:**
 - Smoking in public: Fine up to ₹200.
 - Sale within 100 yards of a school/college: Fine and possible imprisonment for the seller.

Implications for Students:

- Students found smoking in public spaces can be fined and disciplined by the college.
- Hostel areas, canteens, and campus perimeters are legally designated **no-smoking zones**.
- Repeated violations can lead to disciplinary action by colleges under anti-ragging and campus code of conduct rules.
- “Vaping” or e-cigarettes, often marketed as safer, are **banned in India (2019)** under the **Prohibition of Electronic Cigarettes Act** — possession or sale can lead to fines and imprisonment.

✔ Summary for Youth:

- NDPS Act = **Zero tolerance** → drugs = criminal record, jail, ruined future.
- COTPA Act = **Strict regulation** → no smoking/vaping near colleges, no tobacco sale to students, fines for public smoking.



Say **NO TO DRUGS**

A red syringe graphic is positioned horizontally, overlapping the word 'DRUGS' in the main title.



UNIT 3

PHYSICAL SAFETY

Prevention of ragging & sexual harassment, POSH/POCSO, anti-ragging mechanisms, activities



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UNIT 3 – PHYSICAL SAFETY- PREVENTION OF RAGGING AND SEXUAL HARASSMENT

Legal Framework & Mandatory Institutional Mechanisms

1. POSH Act, 2013 (Prevention of Sexual Harassment at Workplace Act)

- **Scope:** This Act applies to **all workplaces**, and colleges are explicitly included in its definition of a workplace. It covers **students, staff, faculty, research scholars, and interns**.
- **What is covered:** Sexual harassment is broadly defined and includes physical contact, inappropriate remarks, showing pornography, sending offensive messages, or creating a hostile academic environment.
- **Obligation of Colleges:**
 - Every college **must establish an Internal Committee (IC)**.
 - The IC should have faculty, students, and at least one **external member** (e.g., NGO or lawyer) to ensure impartiality.
 - The IC must display posters on campus about its existence, complaint procedures, and penalties. See a sample poster attached as **Annexure 5**.
 - Colleges must conduct **annual awareness sessions** on sexual harassment prevention.
- **Penalties for Non-Compliance:** If a college does not form an IC or ignores complaints, it can face penalties, including withdrawal of UGC grants and loss of accreditation. Please see our compliance checklist for colleges attached as **Annexure 4**.
- **Student Implication:** Students have the **legal right** to a safe campus. They can approach the IC directly, and if ignored, escalate complaints to the UGC or the District Officer.



2. POCSO Act, 2012 (Protection of Children from Sexual Offences)

- **Scope:** POCSO is primarily designed to protect minors (under 18). While most college students are adults, POCSO applies when:
 - Students take up **internships, community outreach, or teaching programs** involving schoolchildren.
 - College events include minor participants (festivals, cultural programs, competitions).
- **College Responsibility:**
 - Ensure that students working with minors undergo **POCSO awareness training**.
 - Faculty and student coordinators must be sensitized to mandatory reporting duties — if they witness or hear of abuse involving a minor, it must be reported immediately to the police.



- **Student Implication:** Even if not directly applicable to them as victims, students in colleges should know that when interacting with children (volunteering, teaching, NGOs), they are legally bound to **protect and report** under POCSO.

3. UGC Regulations on Ragging, 2009

- **Scope:** Ragging is recognized as a **serious criminal offence** under the Indian Penal Code (IPC) and UGC regulations. The Supreme Court of India has mandated **zero tolerance** to ragging in all higher educational institutions.
- **What constitutes ragging:**
 - Verbal or physical abuse, humiliation, teasing, and harassment.
 - Forcing juniors into degrading acts, substance use, or exposure to embarrassment.
 - Any conduct that lowers a student's dignity or creates fear.
- **What is "Grooming"?** It is a patterned process where a perpetrator gradually builds emotional dependence and trust to gain control, exploit, or coerce- often without obvious force. Victims may not label it as ragging or harassment because it feels like "special attention," mentorship, or romance.

Common tactics in college settings:

- **Isolation:** "Skip orientation/hostel rules—I'll take care of you," discouraging other friendships.
- **Rapid trust/indebtedness:** Excessive favors, gifting, academic "help," rides, money.
- **Boundary testing:** "Joking" sexual comments, pressuring for personal photos, late-night private meets.
- **Threats/shame:** "If you don't comply, I'll expose our chats," or "You owe me."

Red flags to teach students: Sudden secrecy, being asked to keep interactions hidden, discomfort with requests but fear of saying no, escalation to sexualized talk or substance pressure.

How to respond:

- Write down incidents, save chats/screenshots.
- "No private meets; let's keep it public/with friends."
- Contact the **Internal Committee (IC)** for sexual harassment, the **Anti-Ragging Committee**, wardens, or the anonymous reporting channel.
- For threats, stalking, or sexual exploitation, approach police/Cyber Crime Cell.

Institutional measures include: Visible IC/Anti-Ragging posters, anonymous reporting,



buddy/mentor systems that **do not** concentrate power in one senior, supervised senior-junior mixers, periodic audits of hostel power dynamics.

- **Punishments:**

- **Institutional:** Suspension, expulsion, cancellation of admission, withholding of results, and denial of hostel/placement opportunities.
- **Criminal:** Imprisonment under IPC sections for assault, harassment, and abetment of suicide.

- **Mandatory Mechanisms:**

- Every college must establish both an **Anti-Ragging Committee** (policy-making, disciplinary authority) and an **Anti-Ragging Squad** (active surveillance in hostels, canteens, and common areas).
- Colleges must conduct orientation programs, install **CCTV in hostels**, and set up **24/7 helplines and anonymous complaint boxes**.
- Parents and students must sign an **Anti-Ragging Undertaking** at admission.

- **24x7 National Helpline:** 1800-180-5522 | Email: helpline@antiragging.in

- **Student Implication:** Seniors who rag can face permanent damage to their careers and legal trials. Juniors should know their rights — ragging is not tradition; it is **a punishable crime**.

Key Mandates for Colleges (Non-Negotiable)



✓ Every college **must** have:

- An **Internal Committee (IC)** for sexual harassment prevention.
- An **Anti-Ragging Committee** and **Anti-Ragging Squad** for ragging prevention.
- **Awareness programs** every semester on POSH, POCSO, and Anti-Ragging laws.
- **Helpline numbers and reporting channels** displayed prominently across campus.

Summary of Institutional Mechanisms for Colleges

- **Formation of Student Safety Clubs in Colleges.** Please see **Annexure 8** on Suggested roles for the Student Safety Club and a format for the charter or constitution of the safety clubs. Colleges may adopt and adapt this charter and the club organizational structure.

- **Internal Committee (IC):**

Mandatory under POSH to handle complaints of sexual harassment. The IC must include faculty, students, and external experts.

- **Anti-Ragging Committee & Squad:**

Every college must establish both:





- **Anti-Ragging Committee:** Senior faculty, hostel wardens, representatives of civil administration, parents, and students. Responsible for policy-making and disciplinary action.
 - **Anti-Ragging Squad:** Smaller, mobile units that conduct surprise checks in hostels, canteens, and common areas to prevent ragging.
 - **Anonymous Reporting Channels:** Suggestion boxes, email hotlines, and helplines where students can safely report ragging or harassment without fear of retaliation.
 - **Hostel Safety Measures:**
 - Mandatory orientation sessions for all freshers and seniors on the legal consequences of ragging.
 - Senior–junior interaction programs organized in safe, supervised environments (sports, debates, cultural clubs) instead of informal hostel settings.
 - Night wardens and student mentors assigned to each hostel wing.
-

Suggested Activities

- **Mock IC & Anti-Ragging Committee Hearing:**

Role-play a case study where students simulate the complaint process — from reporting to disciplinary action — to help students understand their rights and responsibilities.
- **Campus & Hostel Safety Audit:**

Teams of students assess lighting, CCTV, warden presence, complaint boxes, and report gaps to administration.
- **Pledge Against Ragging:**

All freshers and seniors sign an annual *Anti-Ragging & Anti-Harassment Pledge* as part of orientation. Please use the Facilitator’s guide attached in Annexure 3 for case studies on prevention of ragging.
- **Awareness Campaigns:**

Street plays, poster campaigns, and digital media campaigns on “Say No to Ragging” and “Respect Dignity.”



UNIT 4

ROAD SAFETY

Safe driving practices, road rage prevention,
student campaigns, laws





UNIT 4 – ROAD SAFETY & RESPONSIBLE MOBILITY

Safe Practices for Road Safety

1. Always Wear Helmet & Seatbelt

- **Why it matters:**

- Head injuries are the leading cause of death in two-wheeler accidents in India.
- Seatbelts reduce the risk of fatal injury by up to 45% in car crashes.

- **Legal Context (India & Telangana):**

- **Motor Vehicles Act, 1988 (amended 2019):**

- Section 129: Mandatory helmet use for both rider and pillion on two-wheelers.
- Section 194D: Fine of ₹1,000 + license disqualification for non-compliance.
- Section 194B: Mandatory seatbelt for driver and passengers; ₹1,000 fine for violation.

- **Telangana Police Enforcement:** Frequent helmet-check drives in Hyderabad; no exemptions for college students.

- **Student Implication:**

- No helmet/seatbelt = immediate fine, impounding of vehicle, or suspension of license.
- More importantly, it could mean **loss of life** in a crash.
- Please see the road safety posters attached as **Annexure 6**.

2. No Cell Phone Use While Driving

- **Why it matters:**

- Texting or calling while driving reduces attention and reaction time.
- Even a 2-second distraction at 40 km/h can cause a crash.

- **Legal Context:**

- **Motor Vehicles Act, 2019 – Section 184:** Use of mobile phones while driving is punishable with fines up to ₹5,000 and/or 6 months imprisonment for repeated offences.
- Telangana Traffic Police conduct regular **“No Mobile Driving” campaigns** with spot fines and challans.

- **Student Implication:**

- Using earphones or holding phones during driving is equally punishable.





- Students caught multiple times may have their license **suspended or revoked**.

3. Follow Traffic Rules & Respect Signals

Why it Matters

- Preventing Accidents: Jumping traffic lights, speeding at junctions, and ignoring lane discipline are among the top causes of road accidents in Hyderabad.
- Protecting Vulnerable Road Users: Pedestrians crossing roads, school children, cyclists, and two-wheeler riders are at the highest risk when signals are ignored.
- Urban Congestion: Hyderabad already faces heavy traffic congestion; even small violations (like blocking a junction during red light) worsen jams and delay emergency vehicles like ambulances and fire trucks.
- Campus Proximity: Many colleges in Hyderabad are near highways or major roads (e.g., Gachibowli, Miyapur, LB Nagar). Reckless student driving at signals puts both students and the public in danger.

Legal Context (India & Telangana)

- **Motor Vehicles Act, 1988 (amended 2019):**
 - Section 177: General provision — disobedience of traffic signals = fine up to ₹500.
 - Section 184: Dangerous driving (including signal violation, lane cutting, speeding) = fine up to ₹5,000 and/or imprisonment up to 6 months.
- **Hyderabad Traffic Police Enforcement:**
 - AI-based Red Light Violation Detection Cameras (RLVD) and Automatic Number Plate Recognition (ANPR) cameras are installed at key junctions (e.g., KBR Park, Biodiversity Junction, Panjagutta).
 - Violations are automatically recorded, and e-challans are issued online to the vehicle owner's name.
 - Multiple unpaid challans can lead to towing, vehicle seizure, or refusal to renew registration/insurance.



Student Implications

- Digital Trace: Unlike older systems, today's violations are logged digitally. Even if a parent owns the vehicle, the challan will show up on the registration number and can affect the entire family.
- Financial Burden: Repeated signal-jumping fines can quickly accumulate (₹1,000+ per violation).
- Legal Trouble: Multiple offences can result in a driving license suspension under Telangana RTA rules.
- Reputation: Colleges may take disciplinary action if students are reported for reckless behaviour near campus, especially if caught on CCTV or social media.



- Safety Consequence: Rash driving at signals doesn't just endanger the driver but can result in injuries or deaths of peers, creating lifelong guilt and legal consequences under IPC Section 279 (rash driving) and 304A (causing death by negligence).

Best Practices for Students

- Approach signals at a safe speed and anticipate the change from yellow to red.
- Stay within marked lanes; never overtake at a junction.
- Stop before the stop line, not in the pedestrian crossing zone.
- Respect zebra crossings and always give way to pedestrians.
- Follow college bus/transport rules if provided; lead by example in promoting safety.



4. Avoid Rash Driving & Road Rage

- **What Rash Driving Really Means**
- **Not just speeding:** Rash driving is more than driving fast. It includes reckless behaviour such as:
 - **Tailgating:** Following another vehicle too closely without safe distance.
 - **Wrong-side driving:** Driving against traffic to "save time," a common but highly dangerous practice on Hyderabad's roads.
 - **Aggressive overtaking:** Zig-zag driving between vehicles, overtaking from the left, or cutting lanes without indicators.
- **Why it matters:**
 - In Hyderabad, rash driving is among the **top 5 causes of fatal road crashes**, especially on ORR (Outer Ring Road) and IT Corridor stretches (Gachibowli, Madhapur, Hitech City).
 - Two-wheelers are particularly vulnerable — a single mistake at high speed can cause multiple fatalities.

Road Rage – A Rising Threat

- **Definition:** Road rage is when a traffic dispute escalates into **verbal abuse, threats, or physical violence** between drivers.
- **Examples in Hyderabad:**
 - Drivers stopping at junctions to fight after being honked at.
 - Bike gangs engaging in group arguments or fights after being blocked.
- **Why it matters:**
 - Road rage incidents often escalate quickly, sometimes leading to **stabbings, group violence, or mob clashes**.





- Even a small argument on the road can result in **criminal FIRs under IPC** (assault, criminal intimidation, unlawful assembly).

Legal Context (India & Telangana)

- **Motor Vehicles Act, Section 184:** Rash or negligent driving attracts fines up to **₹5,000** and/or imprisonment up to **6 months**.
- **IPC Section 279:** Rash driving endangering human life = up to **6 months jail or ₹1,000 fine**.
- **IPC Section 304A:** Causing death by negligence = up to **2 years imprisonment + fine**.
- **Telangana Police Enforcement:**
 - Hyderabad Traffic Police treat **group bike racing, stunts, and road rage incidents** as **criminal cases**, not just challans.
 - Vehicles may be seized, FIRs filed, and students may face **court trials**.

Student Implications

- **Criminal Record:**
 - An FIR under rash driving or IPC sections creates a **criminal history** that shows up in police clearance certificates.
 - This can affect **job background checks, government exams, and foreign student/visa applications**.
- **Academic Discipline:**
 - Colleges/universities in Telangana (including JNTU, OU, private colleges) have suspended students caught in rash driving, racing, or road rage cases.
 - Repeat offenders may be **expelled** under campus conduct rules.
- **Safety Consequences:**
 - One rash driving accident can permanently injure or kill not just the driver, but also pillion riders, friends, or innocent pedestrians.
 - Survivors may live with **lifelong guilt, trauma, and financial liabilities** for victims' compensation.

Best Practices for Students

- Maintain a **3-second safe distance** between vehicles.
- Never drive on the wrong side of the road — take the legal U-turn.
- Stay calm when provoked; avoid arguments on the road.
- If threatened, call **100 (Police)** or use the **Hawk Eye app (Telangana Police)**.





- Never participate in **bike races, stunts, or “gang rides”** on public roads.

✓ Summary for Students:

- Helmets and seatbelts = survival gear, not optional.
- Phone use = high fine + license suspension.
- Signals = mandatory, not suggestions.
- Rash driving = criminal offence.



Road Safety Activities for Colleges

1. Tie-up with Traffic Police for VR Demo of Drunk Driving

- **What it is:**
 - Hyderabad Traffic Police regularly conduct awareness programs where students can wear **Virtual Reality (VR) headsets** to simulate the experience of driving under the influence of alcohol.
 - The VR experience shows how vision blurs, reaction time slows, and coordination fails — helping students realize how dangerous drunk driving is, without actual risk.
- **How colleges can implement:**
 - Partner with **Hyderabad Traffic Police (Cyberabad Commissionerate)** to organize VR demo stalls during fests, orientation, or road safety weeks.
 - Students line up to wear VR headsets and attempt to "drive" in a simulated environment.
 - A debriefing session is conducted by officers to explain the **legal punishments** (fine up to ₹10,000 + 6 months imprisonment for drunk driving under MV Act Section 185) and **real-life accident cases** from Hyderabad.
- **Awareness Impact:**
 - Students personally *feel* the loss of control due to alcohol, making the message stronger than lectures.
 - Encourages peer-to-peer conversation: students who experience the demo often share videos/photos, amplifying the campaign across social media.

2. Peer Campaigns: “One Helmet = One Life”

- **What it is:**
 - A student-driven campaign emphasizing that wearing a helmet is not just about obeying traffic police but about saving lives.



- Uses slogans, posters, flash mobs, and social media challenges to normalize helmet use among youth.

- **How colleges can implement:**

- Launch the campaign during **Road Safety Month (January–February)** or **National Road Safety Week**.
- Design posters and infographics with slogans like *“Your Brain Matters – Wear a Helmet”* and *“Pillion Riders Too Deserve Safety.”*
- Organize **helmet-check drives** outside campus: students wearing helmets are rewarded (stickers, badges, coupons), while those without are sensitized.
- Encourage a **“Helmet Selfie Challenge”** where students post selfies wearing helmets with hashtags (#OneHelmetOneLife, #SurakshaKavach).

- **Awareness Impact:**

- Shifts helmet-wearing from a “rule enforced by police” to a **youth culture of safety**.
- Peer influence works strongly in college — when campaigns are student-led, compliance rises.
- Builds a sense of responsibility: wearing helmets is framed not just as self-protection but also as respect for family and friends who care about one’s safety.

- ✓ **Other Suggested Add-Ons:**

- Invite **accident survivors or families of victims** to share real stories during campaigns.
- Create **street plays/skits** at busy junctions near colleges (in partnership with police).
- Combine with **mental health awareness** — emphasize that risky behaviours like drunk/rash driving often stem from peer pressure and poor stress management.





UNIT 5

MENTAL WELLBEING, SUICIDE PREVENTION AND INCLUSIVE SAFETY

Challenges, warning signs, coping strategies,
peer support, helplines



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UNIT 5 – MENTAL WELLBEING, SUICIDE PREVENTION AND INCLUSIVE SAFETY

Key Challenges Faced by College Students

1. Exam Stress

- Continuous internal exams, semester finals, and competitive tests (JEE, GATE, CAT, UPSC, GRE, IELTS) create sustained pressure.
- Students fear failure, disappointing parents, or losing scholarships.
- Long study hours, irregular sleep, and neglect of hobbies/social life worsen anxiety.

2. Placements & Career Uncertainty

- The race for internships and campus placements creates immense competition.
- Students worry about securing jobs with good pay, especially in fields like engineering, law, or management.
- Fear of unemployment or underemployment leads to chronic stress.

3. Financial Pressure

- Many students rely on educational loans or scholarships.
- Rising tuition fees, hostel/living costs, and family expectations can weigh heavily.
- Students from modest backgrounds often juggle part-time jobs with studies, leading to burnout.



4. Relationships & Personal Life

- College is often when students explore friendships, dating, and new social circles.
- Breakdowns in relationships, conflicts with peers, or family disputes can cause emotional distress.
- Loneliness in hostels or away from family can increase vulnerability.

5. Social Media & Comparison Culture

- Constant exposure to curated success stories on Instagram, LinkedIn, and YouTube creates unrealistic benchmarks.
- Cyberbullying, body shaming, and trolling amplify insecurities.
- Fear of missing out (FOMO) worsens anxiety, while screen addiction disrupts sleep and focus.

6. Performance Anxiety in Academics & Sports (and the Doping Trap)



- Sleep disturbance, panic before tests/matches, obsessive over-training or all-nighters, reliance on “study pills,” stimulants, or performance-enhancing substances to “cope” or “gain an edge. It escalates because of perfectionism, comparison culture, scholarship/placement stakes, team selection pressure, injury comeback timelines.

How Peers Can Recognize & Report Warning Signs

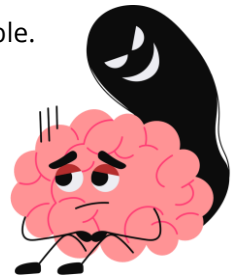
Please see the Peer First Responder Poster attached as [Annexure 7](#)

1. Recognizing Withdrawal

- **What to look for:**
 - A usually outgoing friend suddenly stops attending classes, clubs, or hostel gatherings.
 - They spend long hours alone, avoid meals with friends, or stop answering calls/messages.
- **What peers can do:**
 - Gently check in: *“I’ve noticed you haven’t been coming out much lately. Is everything okay?”*
 - Avoid judging or forcing them to participate, but let them know you’re available.

2. Recognizing Hopeless Talk

- **What to look for:**
 - Expressions of hopelessness, self-blame, or feeling like a burden.
 - Frequent mentions of death, even jokingly, especially when paired with other warning signs.
- **What peers can do:**
 - Take all such statements **seriously** — do not dismiss them as “attention seeking.”
 - Ask directly but sensitively: *“You seem really down — are you thinking about hurting yourself?”* (Research shows asking does not plant the idea but opens space for support).



3. Recognizing Reckless Behaviour

- **What to look for:**
 - Sudden involvement in risky actions (substance use, rash driving, violent fights).
 - Unusual actions like giving away prized possessions or suddenly deleting social media.
- **What peers can do:**



- Express concern without confrontation: *"I noticed you've been taking a lot of risks lately. I'm worried about you."*
- Encourage them to slow down and seek help.
- If behaviour is immediately dangerous (e.g., drunk driving, self-harm), intervene and alert authorities or college staff immediately.

4. Recognizing Academic & Physical Signs

- **What to look for:**

- A sharp drop in grades, absenteeism from classes, or frequent unexplained health complaints.
- Noticeable weight loss/gain, erratic sleep patterns, or appearing constantly tired.

- **What peers can do:**

- Ask simple questions: *"I saw you've been missing classes, want me to share notes?"*
- Suggest meeting the counselor: *"There's a free counseling service in college — maybe they can help ease the stress."*

How to Report & Seek Help

- **Immediate Danger (suicidal attempt, severe risk):**

- Call **100 (Police)** or **108 (Emergency Ambulance)** in Telangana.
- Inform hostel wardens or college authorities immediately.

- **Non-urgent but worrying behaviour:**

- Encourage your friend to approach the **college counselor/psychologist**.
- Report to a trusted faculty, warden, or Suraksha Kavach student club member.
- Use helplines:

- Telangana Govt Mental Health Helpline.
- **Snehi Helpline: 9582208181**
- **Call: 9152987821**
- **AASRA: 91-22-27546669** (24x7 suicide prevention line).



Why Peer Action is Critical



- **Students confide in friends first:** Most young adults won't go directly to a counselor or teacher.
- **Early action saves lives:** Research shows that timely support and referral reduce suicide attempts significantly.
- **Non-judgmental listening:** Sometimes, simply being heard without interruption or criticism is the first step to recovery.

Strategies for Mental Wellbeing

1. Mindfulness, Exercise, and a Balanced Lifestyle



- **Mindfulness:**
 - Involves being fully present in the moment without judgment.
 - Techniques: deep breathing, guided meditation, mindful eating, gratitude journaling.
 - Benefits: Reduces anxiety, improves focus, and helps manage exam-related stress.
- **Exercise:**
 - 30 minutes of daily physical activity (walking, cycling, sports, or yoga) releases endorphins ("happy hormones").
 - Improves sleep quality, reduces fatigue, and lowers risk of depression.
- **Balanced Lifestyle:**
 - Maintain a regular sleep cycle (7–8 hours), healthy diet, and hydration.
 - Balance academics with social interactions, hobbies, and self-care.
 - Avoid overuse of caffeine, alcohol, or late-night cramming, which worsen stress levels.

2. Seek Counseling – Strength, Not Weakness

- **Breaking the Stigma:** Many students wrongly believe seeking help shows weakness. In reality, reaching out to a counselor shows courage and responsibility.
- **Counseling Services:**
 - Confidential sessions with trained psychologists or college counselors.
 - Support for exam anxiety, relationship issues, grief, or substance abuse.
- **Why it Matters:**





- Early counseling prevents issues from escalating into crises.
- Professional guidance equips students with coping tools tailored to their personal struggles.
- **Peer Message:** Just as students consult a doctor for physical pain, they should consult a counselor for emotional distress.

Activities for Student Engagement

1. Peer “Buddy Support System”

- **What it is:** Each student, especially freshers, is paired with a trained peer (senior student or volunteer) who acts as their “buddy.”
- **How it works:**
 - Buddies check in regularly on each other’s wellbeing.
 - Act as the first point of contact if someone feels lonely, stressed, or unsafe.
 - Provide guidance on campus life, academics, and personal challenges.
- **Impact:**
 - Reduces isolation in hostels.
 - Encourages peer-level trust and early identification of distress signs.



2. Wellness Clubs: Yoga, Journaling, and Art Therapy

- **Yoga:** Improves concentration, relieves stress, and builds discipline. Colleges can organize weekly sessions in open spaces.
- **Journaling:** Writing thoughts and feelings helps students process emotions, set goals, and track progress.
- **Art Therapy:** Activities like painting, music, or theatre act as creative outlets for stress release and self-expression.
- **Implementation:**
 - Colleges can create a **Wellbeing Club** managed by students with faculty guidance.
 - Organize monthly events like “Mindful Mondays” (guided meditation) or “Art for Healing” workshops.
- **Impact:**
 - Makes mental health support **visible and normalized** on campus.



- Builds a culture where students see wellbeing as an everyday priority, not just a response to crises.

3. Practical Stress-Management Strategies

While general advice on “managing stress” is useful, students often need **specific, actionable techniques** they can apply daily. This section provides proven study methods, relaxation tools, and quick reminders that help students balance academics with wellbeing.

A. Specific Study Methods

1. Pomodoro Technique

- Study in focused bursts of **25 minutes**, followed by a **5-minute break**.
- After 4 cycles, take a longer **15–30 minute break**.
- Why it works: Helps avoid procrastination, improves concentration, and prevents mental fatigue.
- Tip: Use free timer apps or even a simple phone timer to stay consistent.

2. Cornell Note-Taking Method

- Divide each notebook page into three sections:
 - **Notes (right side):** Main lecture or reading points.
 - **Cues (left margin):** Key terms, questions, or prompts.
 - **Summary (bottom):** A few sentences summarizing the page.
- Why it works: Organizes content for quick revision and builds a ready-made study guide.

3. Active Recall & Spaced Repetition

- Instead of re-reading notes, **test yourself** by closing the book and recalling key points.
- Use flashcards, quizzes, or peer questions.
- Combine with **spaced repetition**: review material after 1 day, 1 week, and 1 month.
- Why it works: Strengthens memory, improves exam performance, and reduces last-minute cramming.

B. Relaxation Tools for Quick Stress Relief

1. 5-Minute Breathing Exercise

- Sit comfortably, inhale deeply through your nose for 4 counts, hold for 4 counts, exhale slowly for 6 counts.
- Repeat for 5 minutes.



- Effect: Lowers heart rate, calms anxiety, and resets focus before exams or presentations.

2. Progressive Muscle Relaxation (PMR)

- Start at your toes, **tense each muscle group for 5 seconds**, then release for 10 seconds.
- Move gradually up the body (legs, abdomen, shoulders, face).
- Effect: Releases physical tension caused by long hours of study or stress.










3. Grounding Exercise (5-4-3-2-1 Method)

- Identify **5 things you see, 4 things you feel, 3 things you hear, 2 things you smell, 1 thing you taste**.
- Effect: Brings the mind back to the present moment, useful for panic attacks or overwhelming stress.

C. Quick Tips Box

(Suggested format: printable poster or diary insert for students to keep visible in hostels or study areas.)

Quick Stress Busters for Students

-  Break big tasks into **25-min study chunks** (Pomodoro).
-  Take notes using the **Cornell method** – review, recall, summarize.
-  Test yourself often – **active recall beats passive reading**.
-  Try **5-minute breathing** before exams or presentations.
-  Use **progressive muscle relaxation** after long study sessions.
-  Ground yourself with the **5-4-3-2-1 technique** when anxious.
-  Sleep 7-8 hours; avoid all-nighters — memory depends on rest.
-  Stay hydrated; even mild dehydration reduces focus.
-  Talk to a friend or counselor early — stress is lighter when shared.

Summary:

- *Strategies* → Everyday practices (mindfulness, exercise, counseling) that build resilience.
- *Activities* → Peer-driven programs (buddy system, wellness clubs) that make mental health support accessible and relatable.



Inclusive Safety for Diverse Student Groups

A safe campus must protect **all students**, recognizing that some groups face additional risks due to identity, background, or personal circumstances. Colleges have a duty to ensure that **LGBTIQ+ students, international students, and students with disabilities** experience dignity, safety, and equal access to resources.

1. LGBTIQ+ Students

- **Gender-Neutral Facilities:** Provide gender-neutral restrooms and hostel options to reduce exclusion and harassment.
- **Confidential Support:** Ensure counseling services explicitly welcome LGBTIQ+ students and protect privacy.
- **Zero-Tolerance Policy:** Treat homophobic or transphobic bullying as seriously as ragging or harassment.
- **Peer Allies:** Train student volunteers as “Safe Zone Allies” to support peers facing discrimination.

2. International Students

- **Multilingual Helplines:** Display helpline numbers and key safety instructions in English and at least one other widely spoken language on campus (e.g., Hindi, Telugu, French, Arabic, or Mandarin depending on student profile).
- **Buddy System Pairing:** Pair each international student with a trained local peer “buddy” to ease adjustment, provide cultural orientation, and reduce isolation.
- **Cultural Sensitivity:** Conduct orientation sessions highlighting respect for diverse cultures, religions, and customs.
- **Emergency Communication:** Maintain updated embassy/consulate contact lists for quick response during crises.

3. Students with Disabilities

- **Accessible Campus Design:** Ensure ramps, elevators, tactile pathways, and accessible classrooms are available and maintained.
- **Inclusive Events:** All safety workshops, awareness campaigns, and extracurriculars should include students with physical, sensory, or learning disabilities.
- **Training Wardens & Faculty:** Conduct periodic sensitivity training so staff know how to assist during emergencies (e.g., evacuation support, respectful communication).
- **Assistive Tech & Support:** Provide sign-language interpreters, captioned videos, and accessible reporting platforms for students with visual/hearing impairments.



Embedding Inclusivity into Campus Safety Culture

- **Policy Commitment:** Colleges should publicly state that safety policies apply equally to all students, regardless of gender, sexuality, nationality, or ability.
- **Awareness Campaigns:** Integrate inclusivity messages into posters, safety pledges, and campus events (e.g., “Safe for All, Stronger Together”).
- **Regular Audits:** Conduct annual audits on inclusivity measures—checking accessibility, restroom availability, helpline usage, and peer feedback.
- **Student Voice:** Invite representatives from diverse groups to participate in safety committees and student clubs, ensuring policies are not just top-down but lived experiences are heard.



UNIT 6 - FIRST AID & EMERGENCY RESPONSE

First aid awareness and readiness for campus emergencies

Why First Aid Matters

Emergencies can occur anytime on campus—during classes, sports, labs, or travel. Immediate action in the first few minutes often determines the outcome before professional medical help arrives. Equipping students and staff with basic first aid skills ensures lives can be saved and injuries managed until professional care is available.

This unit provides step-by-step instructions for common emergencies, highlights CPR and choking response, and encourages colleges to institutionalize first aid training as part of their safety culture.

Immediate First Aid Steps

1. Fainting (Loss of Consciousness)

- **Check responsiveness:** Gently tap the shoulder and call their name.
- **Lay flat:** Place the person on their back; elevate legs slightly to improve blood flow to the brain.
- **Airway:** Loosen tight clothing around the neck and chest.
- **Do not:** Give water or food until the person is fully alert.
- **Call for help:** If the fainting lasts more than 1–2 minutes, seek medical assistance immediately.



2. Bleeding (Cuts, Wounds, Accidents)

- **Apply pressure:** Use a clean cloth or bandage, press firmly on the wound.
- **Elevate:** Raise the injured part above the heart if possible.
- **Do not remove:** If an object (glass, metal) is stuck, do not pull it out — stabilize and seek immediate help.
- **Call emergency:** Severe bleeding = call 108 ambulance or rush to nearest hospital.

3. Burns

- **Cool the burn:** Place under cool running water for 10–20 minutes.
- **Cover:** Use a clean, non-fluffy cloth or sterile bandage.
- **Do not:** Apply toothpaste, oil, or butter — these worsen injury.
- **Seek medical help:** If burn is larger than palm size, involves face/genitals, or caused by chemicals/electricity.



4. Seizures (Epileptic Fits)

- **Protect from injury:** Move objects away, cushion the head.
- **Do not restrain:** Never hold the person down or put anything in their mouth.
- **Time it:** Most seizures last 1–2 minutes.
- **After seizure:** Place the person in recovery position (on their side) and stay until they are fully alert.
- **Call for help:** If seizure lasts more than 5 minutes, repeats, or if it's the person's first seizure.

5. Fractures (Broken Bones, Falls, Sports Injuries)

- **Immobilize:** Keep the injured part as still as possible.
- **Support:** Use a splint (stick, rolled newspaper) and bandage loosely if trained.
- **Apply ice pack:** Reduces swelling and pain.
- **Do not:** Try to push bones back into place.
- **Call medical help** immediately for suspected fractures.



CPR Basics (Cardiopulmonary Resuscitation)

Used when a person is **not breathing or has no pulse** (cardiac arrest, drowning, electrocution).

Steps (Adults):

1. **Check responsiveness:** Tap and shout.
2. **Call for help:** Dial 108 (ambulance) or ask someone to get an AED (defibrillator).
3. **Chest compressions:**
 - Place hands in the center of the chest.
 - Push hard and fast — at least 100–120 compressions per minute, depth ~5 cm.
4. **Rescue breaths** (if trained): After 30 compressions, give 2 breaths (tilt head, lift chin, pinch nose, cover mouth, blow until chest rises).
5. **Continue** until help arrives or person shows signs of life.

Choking Response (Blocked Airway)

For conscious adult/child:

- Encourage coughing if they can still breathe/speak.
- If unable to breathe/speak:





- Stand behind, wrap arms around the waist.
- Make a fist, place above the navel.
- Perform quick upward abdominal thrusts (“Heimlich maneuver”).
- Repeat until airway clears or person becomes unresponsive.

If unresponsive: Begin CPR immediately.

Visual Aids & Flowcharts

Colleges should display **First Aid Flowcharts** in hostels, labs, and sports complexes. QR codes can link to trusted resources such as:

- **Indian Red Cross First Aid videos**
- **NDMA (National Disaster Management Authority) emergency response tutorials**
- **St. John Ambulance India training materials**

Institutional Best Practices

- **Annual First Aid Workshops:** Partner with local hospitals, Red Cross, or St. John Ambulance to train students and staff.
- **First Aid Kits:** Ensure every hostel, lab, bus, and classroom block has accessible, replenished kits.
- **Campus Emergency Team:** Train select student volunteers and wardens as certified “First Responders.”
- **Mock Drills:** Conduct evacuation and emergency response drills at least twice a year.





Six-Month Suggested Activity Calendar for Colleges

Month	Theme	Suggested Activities
Month-1	Gender Safety, POSH, POCSO & Anti-Ragging	<ul style="list-style-type: none"> • Mock ICC hearing to explain complaint process. • Orientation for freshers: <i>"Zero Tolerance for Ragging."</i> • Street play on respect & consent. • Anti-Ragging Pledge + hostel squad surprise checks. • Campus safety audit (CCTV, complaint boxes).
Month-2	Cyber Safety & Digital Responsibility	<ul style="list-style-type: none"> • Phishing & financial fraud workshop led by Cyber Police. • Hackathon: <i>"Think Before You Click"</i> (students design awareness tools). • Poster & slogan contest on cyber safety. • Launch anonymous cyber incident reporting system.
Month-3	Mental Wellbeing & Suicide Prevention	<ul style="list-style-type: none"> • World Suicide Prevention Day (Sept 10) awareness drive. • Launch Buddy Support System for freshers. • Yoga & journaling workshops. • "Wall of Hope" – students post positive messages across campus. • Counseling orientation: <i>"Help is Strength, Not Weakness."</i> <ul style="list-style-type: none"> • Inclusivity Week – Safe for All: 5-day campus program (See Annexure 10) including Safe Zone workshops, accessibility audit walk, buddy mixer for international students, poster/reel contest, and inclusivity pledge.
Month-4	Substance Abuse & Tobacco/Alcohol Awareness	<ul style="list-style-type: none"> • Poster campaign: <i>"Say No, Stay You."</i> • Skit/street play on hostel peer pressure & drug risks. • Expert lecture by de-addiction specialists. • Peer quiz: <i>"Myths vs Facts on Smoking, Vaping, Alcohol."</i>



Month-5	Road Safety & Responsible Mobility	<ul style="list-style-type: none"> • Helmet-check drive with reward stickers for compliance. • VR drunk driving demo in partnership with Traffic Police. • Peer selfie challenge: #OneHelmetOneLife. • Debate: “Speed Thrills or Kills?” • Poster drive: “Red Means Stop.”
Month-6	First Aid Workshops	<ul style="list-style-type: none"> • Hands-on training sessions by local hospitals, Red Cross, or St. John Ambulance India. • Demonstrations on CPR, Heimlich maneuver, and wound care. • Distribution of pocket-size “First Aid Quick Reference Cards.”
Month-7	Annual Review & Campus Safety Expo	<ul style="list-style-type: none"> • Safety Expo: stalls by Cyber Police, NGOs, Traffic Police. • Student clubs showcase their campaigns. • Awards for <i>Safety Champions</i>. • Student survey & feedback for next year’s plan. • Suraksha Kavach annual report submission.

ANNEXURE 1

Hackathon Framework

Here’s a structured **Hackathon Framework** you can include in the *Cyber Safety* unit of your handbook (and adapt into an activity sheet for colleges). It’s designed to make awareness-building interactive, student-driven, and fun while tying back to real risks.

Cyber Safety Hackathon: Awareness through Innovation

Objective

To engage college students in **problem-solving and innovation** around pressing cyber safety issues—phishing, financial frauds, sextortion, deepfakes, and cyberstalking—while raising awareness across the campus.



Hackathon Themes & Challenges

1. Phishing Defense Challenge

- Task: Build a browser plugin or app mock-up that flags suspicious emails, SMS, or links.
- Awareness Angle: Demonstrates how easily students can be tricked by fake portals.
- Quick Activity: Create a quiz game “Spot the Phish” with real vs fake screenshots.

2. Financial Fraud Prevention

- Task: Design a simple tool or chatbot that educates users about loan app scams and safe online banking.
- Awareness Angle: Helps students recognize red flags (too-good-to-be-true offers, permissions requested by apps).

3. Sextortion Awareness Campaign

- Task: Develop a peer-awareness digital campaign (video reels, posters, chatbots) on how sextortion traps work and how to report safely.
- Awareness Angle: Emphasizes the importance of **not sharing private images**, understanding consent, and using official helplines.

4. Deepfake Detection

- Task: Create an awareness demo showing the difference between a real video and an AI-altered deepfake (using existing detection tools or datasets).
- Awareness Angle: Educates students that “seeing is not always believing” and warns about reputational harm.

5. Cyberstalking Countermeasures

- Task: Prototype a student safety app that allows quick reporting of stalking incidents, location sharing with trusted contacts, or “panic button” alerts.
- Awareness Angle: Reinforces the need for digital and physical boundaries.

Structure of the Hackathon (Suggested 12–24 hrs)

1. Opening Session (1 hr)

- Talk by Cyberabad Cyber Crime Cell on recent cases.
- Introduction of themes and judging criteria.

2. Team Formation (30 min)

- 3–5 students per team, multidisciplinary (CS, design, law, business).



3. Problem Solving Sprint (6–8 hrs)

- Teams brainstorm, research, and build awareness projects (prototypes, campaigns, demos).
- Mentors (faculty + cybersecurity experts) available for guidance.

4. Awareness Booth Setup (2 hrs)

- Each team prepares a **5-minute pitch/demo** for peers.
- Infographic/poster to explain problem → solution → reporting options.

5. Judging & Awards (2 hrs)

- Judges: Police officials, cybersecurity professionals, professors.
- Criteria:
 - Creativity (25%)
 - Practical impact (25%)
 - Technical execution (25%)
 - Awareness value (25%)

6. Campus Outreach (Post-hackathon)

- Winning solutions integrated into **Suraksha Kavach awareness campaigns**.
- Posters/videos shared on official college and SCSC channels.

Sample Activity Sheets

- **Spot the Scam Challenge** → Provide 10 screenshots (emails/SMS), ask students to mark phishing attempts.
- **Deepfake vs Reality Quiz** → Show 5 real vs manipulated videos/images, students identify fakes.
- **Cyber Law Awareness Relay** → Teams answer rapid-fire questions on IPC §§354D, IT Act 66C/D, POSH, NDPS.

Partnership Ideas

- Collaborate with **Telangana Police Cyberabad Security Council** for real-world case studies.
- Invite cybersecurity startups from Hyderabad to mentor students.
- Connect winners with incubators to expand promising ideas into real tools.



ANNEXURE 2

Case Study Scenarios for Role Play / Group Discussion

Scenario 1: Hostel Party Pressure

Background:

A group of first-year students are invited to a seniors' party in the hostel. Alcohol and cigarettes are freely available. Some seniors insist that drinking is a "rite of passage" to be part of the group.

Roles:

- Freshers (some unsure, some tempted).
- Seniors pressuring them.
- A student who refuses and explains why.
- Observer who later reports.

Discussion Prompts:

- How should the fresher handle the pressure without losing respect?
- What alternatives could the student offer to avoid direct confrontation?
- How can peer "upstanders" create a safe environment in hostels?

Takeaway:

Peer pressure is real, but saying "no" firmly and confidently is possible. True respect comes from setting boundaries.

Scenario 2: Exam Stress & Misuse of Prescription Drugs

Background:

During finals, a student obtains "study pills" (stimulants) from a roommate, claiming they help focus longer. A group of friends debates whether to take them to survive exam week.

Roles:

- The student promoting pills.
- Friends (one tempted, one cautious, one knowledgeable about risks).
- A college counselor (brought in later).

Discussion Prompts:

- What short-term and long-term risks are being ignored?



- Why do students believe in “quick fixes” during exams?
- How should the counselor address this issue?

Takeaway:

Prescription misuse is dangerous and illegal. Healthy coping strategies (time management, rest, counseling) are safer and more effective.

Scenario 3: Energy Drinks at a Night Out

Background:

At a college fest after-party, students mix energy drinks with alcohol to “stay awake and party longer.” One student feels dizzy and nearly collapses.

Roles:

- Student mixing drinks.
- Friends encouraging it.
- Friend who notices the health risk.
- A doctor (played by faculty or a senior student).

Discussion Prompts:

- Why do students think energy drinks are safe?
- What happens physiologically when alcohol and caffeine are combined?
- What responsibility do peers have when they see a dangerous mix?

Takeaway:

Energy drinks are not harmless — when combined with alcohol, they mask intoxication and lead to overdosing and accidents.

Scenario 4: Online Sextortion Trap

Background:

A student accepts a “friend request” on Instagram from someone posing as a peer from another college. They are lured into a private video chat and coerced into sharing intimate images. Days later, the scammer threatens to post the images unless money is paid.

Roles:

- Victim student.
- Scammer (off-screen or narrated).



- Friend offering support.
- Cyber police officer explaining next steps.

Discussion Prompts:

- What mistakes did the student make?
- What immediate steps should they take (report, block, evidence preservation)?
- How can peers provide emotional support without victim-blaming?

Takeaway:

Never share private content online. Report sextortion immediately to **1930 / cybercrime.gov.in**.

Scenario 5: Road Rage & Rash Driving

Background:

After a college football match, students ride back on bikes. One student, without a helmet, uses a phone while driving and nearly hits a pedestrian. Another driver honks aggressively, leading to a roadside argument that escalates into a physical fight.

Roles:

- Student riding rashly.
- Friend on the pillion seat.
- Pedestrian.
- Traffic police officer.

Discussion Prompts:

- How did negligence (no helmet, phone use) lead to escalation?
- What safer alternatives existed?
- How do anger and ego worsen small mistakes into road rage incidents?

Takeaway:

Road safety is about responsibility. Wearing helmets, avoiding distractions, and staying calm saves lives.



ANNEXURE 3

Facilitator's Guide to conduct awareness sessions on ragging and sexual harassment prevention

This Facilitator's Guide is designed to help college faculty, mentors, and Suraksha Kavach trainers conduct interactive awareness sessions on ragging and sexual harassment prevention. Using real case studies from Indian colleges, it provides structured role plays, group discussion prompts, and key takeaways to engage students effectively.

Case Study 1 – Aman Kachroo (2009, Himachal Pradesh)

Incident:

A 19-year-old MBBS student died due to violent ragging by four drunk seniors in a hostel.

Impact:

National outrage, Supreme Court directives, suspension of negligent officials.

Lesson:

Ragging is not fun—it can kill. Hostels must enforce strict alcohol bans and surprise checks.

Role Play & Discussion Prompts:

- What warning signs were ignored?
 - How could the hostel administration have prevented this?
 - What measures can your college adopt?
-

Case Study 2 – S.V. University (2017, Tirupati)

Incident:

Juniors were stripped and abused by seniors in a hostel; videos were circulated online.

Impact:

Arrests made under IPC and IT Act; college improved CCTV monitoring.

Lesson:

Digital humiliation is equally harmful. Surveillance and swift action are vital.

Role Play & Discussion Prompts:

- What role did technology play in worsening this case?
 - What immediate support should victims receive?
 - How can colleges create safer hostel environments?
-



Case Study 3 – Jadavpur University (2023, Kolkata)

Incident:

A 17-year-old first-year student died by suicide after ragging in the hostel.

Impact:

Sparked protests; several seniors arrested; university pledged zero-tolerance hostels.

Lesson:

Psychological ragging is as damaging as physical abuse.

Role Play & Discussion Prompts:

- Why is psychological ragging harder to detect?
 - What can peer mentors do to protect freshers?
 - How can colleges strengthen counseling support?
-

Case Study 4 – Anna University (Prevention Model)

Incident:

After ragging incidents, Anna University implemented strict anti-ragging policies.

Impact:

Mandatory declarations, helplines, supervised senior-junior interactions.

Lesson:

Proactive prevention reduces risks significantly.

Role Play & Discussion Prompts:

- What positive practices here can be adopted in your college?
 - How does a declaration form change student accountability?
 - Why is supervised senior-junior bonding important?
-

Case Study 5 – IITs & IIMs (Mixed Approach)

Incident:

Ragging and harassment complaints exist even in elite institutions, but effective ICs and buddy systems have helped.

Impact:

Mentorship programs, anonymous complaints, alcohol control.

Lesson:

Prestige does not prevent harassment; culture and systems do.

Role Play & Discussion Prompts:



- How do mentorship programs reduce ragging?
 - What role should alumni and seniors play?
 - Why must every institution have an IC and Anti-Ragging Committee?
-

Facilitation Tips & Activities

- Begin sessions with a short video or news article on ragging incidents.
- Assign roles for role plays: victim, perpetrator, bystander, authority, counselor.
- Encourage empathy: ask students to reflect on how the victim must have felt.
- Use debates: 'Is ragging a tradition or a crime?' to break myths.
- Conclude every session with laws (UGC, IPC, POSH) and helpline numbers.
- Encourage students to sign an annual 'Anti-Ragging & Anti-Harassment Pledge.'



ANNEXURE 4

Mandatory Safety Mechanisms for Colleges

Introduction

This checklist is designed for college administrators to ensure compliance with national laws and UGC regulations on student safety. Every college must establish mandatory committees, prevention mechanisms, and awareness programs to create a safe and supportive environment. Non-compliance can lead to penalties, loss of accreditation, and legal liability.

Compliance Checklist for Colleges

1. POSH Act, 2013 – Sexual Harassment Prevention

- Internal Committee (IC) constituted with faculty, students, and external member.
- IC details and contact information displayed across campus.
- Annual POSH awareness workshops conducted for students and staff.
- Posters on complaint process and penalties displayed in classrooms, hostels, and offices.
- Regular reporting of IC cases to management and UGC as required.

2. POCSO Act, 2012 – Child Safety in Outreach/Internships

- Awareness sessions conducted for students engaging with minors (NGOs, teaching internships, outreach).
- Faculty coordinators trained on mandatory reporting duties under POCSO.
- Clear protocols established for reporting child abuse cases to police and child welfare authorities.
- Background verification of NGOs/organizations involving college students with minors.

3. UGC Regulations on Ragging, 2009 – Zero Tolerance

- Anti-Ragging Committee established (faculty, students, parents, civil authorities).
- Anti-Ragging Squad active with surprise checks in hostels and common areas.
- Mandatory Anti-Ragging Undertaking signed by students and parents at admission.
- CCTV cameras installed in hostels and vulnerable areas.
- 24/7 helpline and anonymous complaint mechanisms active and publicized.
- Orientation programs on anti-ragging laws and punishments conducted every semester.
- Strict disciplinary action taken in all reported cases (suspension, expulsion, FIR registration).

4. General Safety & Wellbeing Measures



- Campus safety audits conducted (lighting, CCTV, safe zones).
- Collaboration with Cyberabad Police for cyber safety workshops.
- Road safety awareness sessions conducted (helmets, seatbelts, no phone use).
- Mental health counseling center and helplines available to students.
- Annual Safety Pledge signed by all students during orientation.
- Posters with national and local helplines (1930, 100, 181, anti-ragging) displayed in all hostels.

5. Faculty Guidance: Best Practices for Committee Operations

Internal Committee (IC) – Sexual Harassment Prevention

- Meet at least once every quarter, even if no cases are pending.
- Ensure active participation of external NGO/lawyer representative.
- Maintain confidentiality of all records; publish only anonymized annual data.
- Submit annual report on cases handled, awareness sessions, and follow-up actions to administration and UGC.

Anti-Ragging Committee & Squad

- Conduct surprise hostel checks and document findings.
- Ensure mandatory anti-ragging orientation each semester (with pledge signing).
- Track complaints through a secure dashboard (digital or physical).
- Engage Student Safety Clubs to gather feedback and support peer-driven campaigns.

Faculty Do's and Don'ts in Hearings

Do's

- Listen impartially and record signed minutes of all proceedings.
- Give equal opportunity to complainant and respondent.
- Apply UGC regulations and legal provisions in decision-making.
- Communicate outcomes in writing within a reasonable timeframe.

Don'ts

- Never disclose identities outside the committee.
- Do not let personal biases or hierarchies influence judgments.
- Do not delay hearings without valid reasons.



- Do not pressurize students to withdraw or settle complaints informally.

This checklist should be reviewed annually by college administrators, and compliance reports should be submitted to the University Grants Commission (UGC) and state higher education authorities as required.



ANNEXURE 5 SAMPLE IC Poster

INTERNAL COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT

KNOW YOUR RIGHTS

- Sexual harassment on campus is prohibited under POSH Act, 2013.
 - The IC ensures a safe academic and work environment
-

HOW TO COMPLAIN



Email: ic@college.edu



Visit the IC office (Room G12)

Drop a written complaint in the box

ENSURING CONFIDENTIALITY

All complaints will be handled sensitively and privately

PENALTIES FOR HARASSMENT

- Disciplinary action
- Suspension
- Legal prosecution



ANNEXURE 6

Sample Road Safety Posters

Buckle Up Properly!

Always wear your **seatbelt correctly** and tightly.
Front or back seat – seatbelts are a must for **everyone's safety.**

DON'T OVERSPEED

One reckless ride can turn your bike into a wheelchair.

Essential Road Safety Tips for Every Driver

- Never exceed speed limits
- Always wear a helmet while riding and ensure that the pillion rider wears a helmet
- Never drive under the influence of alcohol or illegal drugs
- Never use your mobile phone while driving

YOUR SAFETY COMES FIRST, NOT A MESSAGE

Avoid using mobile phones while driving

WRONG SIDE DRIVING A SHORTCUT TO DANGER



ANNEXURE 7

Peer First Responder Poster

PEER FIRST RESPONDER



NOTICE

- CHANGES IN BEHAVIOUR
- WITHDRAWAL OR TALK OF HOPELESSNESS



CARE

- LISTEN NON-JUDGMENTALLY
- OFFER SUPPORT



ACT

- CONNECT TO PROFESSIONAL HELP

HELPLINES

SNEHI HELPLINE: 9582208181

iCALL: 91529878221

AASRA: 91-22-27546669



ANNEXURE 8

Suraksha Kavach Student Safety Clubs

Purpose

Suraksha Kavach Student Safety Clubs serve as the **student-led arm of campus safety and wellbeing initiatives**. Their purpose is to:

- Create a **peer-driven culture of safety**, where students take ownership of awareness campaigns and support each other.
- Act as a **bridge between students and faculty committees** such as the Internal Committee (IC) and Anti-Ragging Committee, ensuring that student concerns are heard and addressed.
- Build **leadership and accountability** among youth by assigning clear roles and responsibilities within the club.
- Sustain momentum for safety campaigns throughout the year by aligning with the six-month Suraksha Kavach activity calendar.

When students themselves lead these efforts, awareness campaigns feel more relatable, reporting channels are trusted more, and a proactive safety culture develops on campus.

Roles & Responsibilities

1. President

- Leads the club and coordinates all campaigns, events, and safety initiatives.
- Prepares the monthly agenda and ensures alignment with the Suraksha Kavach activity calendar.
- Acts as the spokesperson for the club in official meetings and during campus-wide events.

2. Vice-President

- Serves as the primary **liaison with faculty coordinators** and official safety committees.
- Ensures smooth communication between the club, Internal Committee, Anti-Ragging Committee, and administration.
- Steps in for the President when required.

3. Media Head

- Designs and circulates campaign materials such as **posters, digital infographics, social media content, and videos**.
- Maintains the club's online presence through campus social media handles.
- Documents all campaigns for use in annual reports and safety expos.

4. Peer Support Lead

- Runs the **buddy system** for freshers and organizes peer-support training sessions.



- Manages the peer helpline or WhatsApp group where students can share concerns confidentially.
- Works closely with the counseling center to ensure distressed students are guided to professional help.

5. Logistics Lead

- Handles the operational aspects of campaigns and events (venue booking, permissions, supplies, refreshments).
- Ensures that events are inclusive and accessible to all student groups.
- Maintains an inventory of campaign materials (banners, pledge cards, feedback forms).

Operations

- **Monthly Meetings:** The club meets once every month to review past activities, plan upcoming campaigns, and address urgent student concerns.
- **Calendar Alignment:** Activities are mapped to the Suraksha Kavach six-month theme calendar (e.g., Cyber Safety in August, Mental Wellbeing in September).
- **Collaboration with Committees:**
 - The Vice-President and President attend quarterly meetings of the Internal Committee (IC) and Anti-Ragging Committee.
 - Student insights and anonymous feedback from peers are presented to faculty.
- **Reporting to Administration:** Key safety issues identified by students (cyber frauds, ragging, mental health concerns) are formally reported to the college principal or designated safety officer.

Documentation & Accountability

- **Minutes of Meetings:** Every club meeting must be documented with agenda, discussion points, and action items.
- **Annual Report:** At the end of each academic year, the club prepares an annual report summarizing:
 - Campaigns conducted
 - Student participation numbers
 - Major concerns raised and addressed
 - Recommendations for the following year
- These reports are to be shared with the college administration and included in the Suraksha Kavach Annual Safety Expo.



SURAKSHA KAVACH STUDENT SAFETY CLUB

Model Charter & Constitution

Article I – Name

The name of the organization shall be the **Suraksha Kavach Student Safety Club (SKSSC)** of [College Name].

Article II – Purpose

The Suraksha Kavach Student Safety Club exists to:

1. Promote a culture of **safety, dignity, and wellbeing** on campus through peer-led initiatives.
2. Support and collaborate with faculty-led statutory committees, including the **Internal Committee (IC)** and the **Anti-Ragging Committee**.
3. Conduct awareness campaigns, peer support programs, and interactive activities aligned with the Suraksha Kavach six-month activity calendar.
4. Provide students with safe, anonymous channels to express concerns and seek support.
5. Encourage leadership, accountability, and civic responsibility among students.

Article III – Membership

1. **Eligibility:** Membership is open to all currently enrolled students of [College Name] who commit to the objectives of the club.
2. **Diversity & Inclusion:** The club shall actively ensure representation from all genders, academic streams, and student groups, including international students, LGBTIQ+ students, and those with disabilities.
3. **Selection Process:** Members may be nominated or volunteer during the annual orientation drive. Office bearers shall be selected through an open application and interview process overseen by the faculty coordinator.

Article IV – Executive Committee & Roles

The club shall be governed by an **Executive Committee** consisting of the following student office bearers:

1. **President** – Leads the club, coordinates campaigns, and represents the club in official forums.
2. **Vice-President** – Liaises with faculty and statutory committees; assumes the President's role in their absence.
3. **Media Head** – Designs and disseminates campaign materials across campus and social media.
4. **Peer Support Lead** – Coordinates the buddy system, helpline, and peer-to-peer wellbeing initiatives.



5. **Logistics Lead** – Manages event operations, permissions, and campaign resources.

In addition, a Faculty Coordinator shall guide the club and serve as a non-voting advisor.

Article V – Meetings & Operations

1. **General Meetings:** The club shall hold at least one meeting every month to review activities and plan future campaigns.
2. **Executive Meetings:** The Executive Committee shall meet separately before each general meeting to prepare the agenda.
3. **Decision-Making:** Decisions shall be taken by simple majority of members present, with the President holding a casting vote if required.
4. **Alignment with Activity Calendar:** All events shall be mapped to the Suraksha Kavach safety calendar themes (Cyber Safety, Mental Wellbeing, Substance Abuse, Road Safety, etc.).

Article VI – Documentation & Reporting

1. **Minutes:** Every meeting shall be minuted and maintained by a rotating student secretary (nominated each semester).
2. **Annual Report:** At the end of each academic year, the Executive Committee shall submit an annual report to the college administration, covering:
 - Activities conducted
 - Participation data
 - Key student concerns raised
 - Outcomes achieved and recommendations for the next year
3. Reports shall also be showcased during the **Suraksha Kavach Annual Safety Expo**.

Article VII – Finance

1. The club may receive funds or sponsorship from the college, SCSC, or external partners with prior approval from administration.
2. All expenditures must be documented with receipts and included in the annual report.
3. The Logistics Lead and Faculty Coordinator shall jointly oversee financial accountability.

Article VIII – Amendments

This Charter may be amended by a two-thirds majority of active members present at a general meeting, subject to approval by the Faculty Coordinator and the college administration.

Article IX – Dissolution

The club may be dissolved only by order of the college administration or SCSC in the event of non-compliance, inactivity, or violation of laws/regulations.



ANNEXURE 9

Anonymous Online Reporting Platform

Why It Matters

Many students hesitate to report incidents of ragging, harassment, discrimination, or wellbeing concerns due to **fear of retaliation, stigma, or lack of trust** in existing systems. An easy-to-use, anonymous reporting platform ensures that:

- Students have a **safe, confidential space** to share concerns.
- Serious issues reach the right authority quickly (e.g., Internal Committee for sexual harassment, Anti-Ragging Committee for ragging).
- Colleges build a culture of **transparency and accountability** without exposing individual students to unnecessary risks.

Platform Options

Colleges are encouraged to adopt **one integrated reporting platform** to avoid confusion and increase student trust. This may be:

1. **Google Form** – Encrypted, anonymous forms with restricted access to designated faculty.
2. **College App / ERP Module** – A dedicated “Report Concern” tab within the official student app or ERP system.
3. **SCSC Portal (Recommended)** – Linking the college to the Suraksha Kavach network for standardised reporting and external oversight.

Key Features

1. Anonymous Reporting

- Students should be able to submit reports without entering their name, email, or roll number.
- Option to voluntarily share contact details for follow-up must remain **student’s choice**.

2. Auto-Routing

- The system should be programmed to automatically forward complaints to the **appropriate committee**:
 - Sexual harassment → Internal Committee (IC)
 - Ragging → Anti-Ragging Committee
 - Other concerns (cybercrime, mental wellbeing, substance abuse) → Faculty Coordinator/Safety Officer



- This reduces delays and ensures issues don't get lost in manual routing.

3. Tracking of Closure

- Each complaint should generate a **unique tracking number** visible only to the complainant.
- Students can use this number to check whether the issue has been acknowledged, is under review, or has been closed.
- This builds trust that complaints are taken seriously and not ignored.

4. Confidentiality Safeguards

- Access to submissions must be restricted to committee members only.
- Data should be encrypted and stored securely; no screenshots or unauthorized sharing allowed.
- Colleges should commit in writing that **student identities will never be revealed without consent**, unless legally required.

5. Non-Retaliation Policy

- Every college must publicly declare a **zero-tolerance policy for retaliation**.
- Students must be assured that reporting will not affect their grades, hostel allotments, placements, or reputation.
- Any retaliation (harassment, threats, social exclusion) will itself be treated as a punishable offence under campus rules and UGC regulations.

Implementation Best Practices

- **Visibility:** Posters with QR codes linking to the platform should be displayed across hostels, canteens, libraries, and common areas.
- **Orientation:** Freshers should be introduced to the platform during induction, with a live demo on how to file a report.
- **Integration with Helplines:** Platform should list national and local helplines (1930 for cybercrime, 181 for women's helpline, 100 for police, anti-ragging helpline).
- **Periodic Review:** Committees should publish an **annual safety report** with anonymized data on number of complaints received, categories of issues, and action taken.



ANNEXURE 10

Activity: “Inclusivity Week – Safe for All”

Objective

To build awareness and acceptance of diverse student groups, including LGBTIQ+ students, international students, and students with disabilities, while embedding inclusivity into the overall campus safety culture.

Format

- **Day 1: Safe Zone Workshop** – Interactive session where faculty and students learn how to be allies (covering pronouns, respectful communication, and anti-bullying practices).
- **Day 2: Accessibility Audit Walk** – Student teams assess campus infrastructure (ramps, restrooms, signage, helplines) and present quick-fix recommendations to administration.
- **Day 3: Buddy Mixer** – International students paired with local buddies in a cultural exchange activity (food stalls, storytelling circles, music).
- **Day 4: “Safe for All” Poster & Reel Contest** – Students create campaigns promoting gender-neutral restrooms, anti-discrimination, and accessible design.
- **Day 5: Inclusivity Pledge** – Entire campus signs a public pledge committing to respect and dignity for all students, regardless of background or identity.

Impact

- Makes inclusivity **visible and celebrated** on campus, not just a policy on paper.
- Builds peer-led responsibility for making every student feel safe and supported.
- Ensures administration receives **practical student feedback** on accessibility gaps.



CONTACT US

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