



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503



GUIDELINES FOR IRMC

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Code of Conduct for organising programmes in the Institute and its premises:

General Instructions

- The conduct of programs should be announced at least 5 days in advance by the authorities.
- All programs with a participation of more than 200 participants must have a detailed plan prepared by the organizers and approved by the IRMC. The plan must provide details of the venue, crowd management plan, and disaster management plan.
- Students must be informed of the general guidelines of the programme well in advance.
- Performers from outside must be restricted, and if unavoidable, special permission should be taken from the authorities as per clause 3(12) above.
- Such programs must be informed to the Police, Fire & Rescue forces, and LSGIs.
- The maximum number of people accommodated in a hall / open area must be restricted, considering five people per sq. as the standard. This must also be properly and prominently displayed at the venue. Wherever possible, especially in technical institutions, technology-based automatic crowd detection systems must be installed so that an actual number of persons accommodated in a venue can be available quickly. In any case, such a number shall not exceed the maximum number permitted under any circumstance.
- Long queues and crowds should be avoided.
- No firecrackers, food preparation or use of inflammable materials must be allowed in the venue.
- Zones of emergency response with the help of trained volunteers must be made mandatory.
- Clear instructions must be given to the students about the exit pathways and the measures taken during emergency situations before every programme.
- Medical teams for emergency situations are mandatory for all large gatherings.
- A proper briefing about the crowd control arrangements must be announced by the organizers/administration in the local electronic media/press and on display boards at the venue so that the persons attending the gathering know the arrangements. It must also be announced through a microphone at the venue before the start of a program.
- The institute's senior faculty/administrative officer shall be in charge of the control room to deal with any emergency situation during the programs. He/she shall be assisted by the other faculty members and student volunteers (NCC, NSS, etc)

Instructions to conduct Programmes in closed auditoria

- Separate entrances and exits must be allotted.
- Multiple exit pathways must be ensured.
- Clear instructions about the exit pathways must be displayed.
- Long queues should be avoided.
- Programmes may be conducted preferably on the ground floor; if not possible, extra care must be taken for emergencies.
- There must be separate entrance and exit pathways for the differently abled with proper ramps.
- No food preparation or use of inflammable materials shall be allowed in the program hall.
- Proper backup of power supply shall be ensured during the conduct of programmes.
- CCTV shall be installed in all auditoria without fail and shall be in working condition

Instructions to conduct Programmes in open spaces/grounds

- Separate entrances and exits must be allotted.
- Multiple exit pathways must be ensured.
- Clear instructions about the exit pathways must be displayed.
- Long queues should be avoided.
- The maximum number of people accommodated in the ground should be displayed, considering 5 people per sq. m as the standard.
- No firecrackers, food preparation or use of inflammable materials will be allowed.
- Proper backup of power supply must be ensured during the conduct of programmes.
- CCTV shall be installed and shall be in working condition.

In addition to the above, the Head of the Institution shall ensure that training is imparted to students for performing specialised roles as part of the Institute Disaster Management Plan. Teaching and Non-Teaching staff shall be given appropriate training in disaster risk reduction. Involvement of LSGIs / Urban Local Bodies and Line Departments shall be ensured in safety planning exercises by the Head of the Institution.