



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

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



**STANDARD OPERATING PROCEDURE (SOP)
INSTITUTIONAL RISK MANAGEMENT
COMMITTEE (IRMC)**

1. Objective

The purpose of this SOP is to outline the responsibilities, procedures, and protocols for the Institutional Risk Management Committee (IRMC) at colleges. The IRMC is responsible for assessing risks, ensuring safety compliance, and overseeing the safe conduct of all activities within the college campus.

2. Scope

This SOP applies to all members of the IRMC, college administration, faculty, staff, students, and external entities involved in activities on the college campus.

3. Constitution of the IRMC

- **Chairperson:** Principal of the College
- **Members:**
 - Staff Advisor of the College Union
 - Two Senior Teachers
 - Administrative Assistant/Superintendent of the college office
 - A member of the Engineering staff (if available)
 - A representative of the student union
 - One member from the district disaster management authority (external member)

4. Meetings

- The IRMC will meet at least once every quarter.
- Emergency meetings may be convened by the Chairperson as needed.
- Minutes of the meetings will be recorded by the Administrative Assistant/Superintendent and circulated to all members.

5. Risk Audits

- **Frequency:** Risk audits must be conducted at least once every six months.
- **Process:**
 1. **Preparation:** The IRMC will develop a checklist based on government safety standards.
 2. **Inspection:** The audit will cover all critical areas including classrooms, laboratories, hostels, auditoria, and open spaces.
 3. **Reporting:** The findings will be documented in an audit report.
 4. **Action Plan:** An action plan will be developed to address any identified risks, with timelines and responsibilities assigned.

6. Event Approval and Supervision

- **Event Proposal Submission:** Event organizers must submit a detailed proposal to the IRMC at least 10 working days before the event. The proposal should include:
 - Venue details
 - Crowd management plan
 - Disaster management plan

- List of external participants (if any)
- Security arrangements
- **Review Process:**
 1. The IRMC will review the proposal and provide feedback or request modifications if necessary.
 2. Approval will be granted only if all safety measures are in place.
- **Supervision:**
 0. During the event, IRMC members or their representatives must be present to monitor compliance with safety protocols.
 1. Any deviation from the approved plan must be reported immediately to the Chairperson.

7. Disaster Management and Emergency Response

- **Disaster Management Plan:** The college must maintain an up-to-date Disaster Management Plan, which includes:
 - Identification of potential emergencies (e.g., fire, earthquake, chemical spill)
 - Communication protocols within and outside the college
 - Evacuation routes and assembly points
 - Procedures for assisting students with special needs
 - Emergency equipment and material stockpile
- **Emergency Drills:**
 - Evacuation drills must be conducted twice a year.
 - All faculty, staff, and students must participate in these drills.
- **Emergency Response:**
 1. In the event of an emergency, the IRMC will activate the Disaster Management Plan.
 2. The Chairperson will coordinate with local authorities, including the police, fire services, and medical teams.
 3. The IRMC will oversee the evacuation and ensure that all individuals are accounted for.

8. Training and Awareness

- **Staff Training:** All teaching and non-teaching staff must receive annual training on disaster risk reduction and emergency response procedures.
- **Student Awareness:**
 - Orientation sessions on safety protocols and emergency procedures must be conducted at the beginning of each academic year.
 - Anti-ragging and safety awareness programs should be held each semester.
- **External Coordination:** The IRMC will coordinate with Local Self Government Institutions (LSGIs), Urban Local Bodies, and Line Departments for safety planning and training.

9. Documentation and Reporting

- **Audit Reports:** All risk audit reports must be documented and filed with the college administration.
- **Event Reports:** Reports on each event, including safety compliance and any incidents, must be submitted to the IRMC within two days after the event.

- **Annual Report:** An annual summary of IRMC activities, including risk audits, events, training, and emergency drills, will be prepared by the Chairperson and submitted to the relevant authorities.

10. Monitoring and Review

- **Monitoring:** The IRMC will continuously monitor the implementation of safety measures and compliance with this SOP.
- **Review:** This SOP will be reviewed annually by the IRMC and updated as necessary to reflect changes in regulations, infrastructure, or identified risks.