



K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

Ref. No.: KRMU/Admin./O.O./2018-19/1279

Date: 22.08.2018

OFFICE ORDER

Subject: Implementation of Smoke-Free and Tobacco-Free Campus Policy at K.R. Mangalam University

In line with the Cigarettes and Other Tobacco Products Act (COTPA) 2003, K.R. Mangalam University reaffirms its commitment to promoting a healthy, safe, and sustainable environment for all members of its community. Accordingly, the University has formally adopted the Smoke-Free and Tobacco-Free Campus Policy, which shall be applicable with immediate effect across all academic, administrative, residential, and public areas of the University as approved in 27th Board of Management meeting vide agenda item 27.19 held on 13.08.2018.

The Smoke-Free and Tobacco-Free Campus Policy is enclosed for reference and compliance by all Schools, Departments, Centres, and administrative offices of the University.

This order is issued with the approval of competent authority and comes into force with immediate effect.


Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)
(Registrar)

K.R. Mangalam University

Copy to:

- Hon'ble Vice Chancellor – for kind information
- Pro-Chancellor and Deans of all Schools
- Chief Proctor / Security Officer / HR Department
- Chairperson, Smoke-Free Campus Committee (SFCC)
- WE DOST and University Health Centre
- All Faculty and Staff members
- Notice Boards / University Website
- Office Copy



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SMOKE-FREE AND TOBACCO-FREE CAMPUS POLICY

K.R. Mangalam University
(Edition 2018)



K.R. MANGALAM UNIVERSITY

Sohna Road, Gurugram (Haryana)-122103

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SMOKE-FREE AND TOBACCO-FREE CAMPUS POLICY

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SMOKE-FREE AND TOBACCO-FREE CAMPUS POLICY

1. Preamble

K.R. Mangalam University (KRMU) recognizes that health and well-being are essential for academic excellence, productivity, and personal growth. In line with the Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 (COTPA), KRMU reaffirms its commitment to maintaining a 100% Smoke-Free and Tobacco-Free Campus.

The University promotes a holistic and health-conscious environment, safeguarding students, staff, and visitors from the harmful effects of active and passive smoking while cultivating a culture of wellness, awareness, and responsibility.

2. Purpose

The purpose of this policy is to protect, educate, and empower the K.R. Mangalam University community to lead a tobacco-free and healthy lifestyle by creating a permanently smoke-free environment.

3. Objectives

1. Safeguard all individuals from the harmful effects of active and passive smoking.
2. Discourage initiation of tobacco use among students and young adults.
3. Encourage and assist existing users in quitting through counselling and medical aid.
4. Integrate health promotion into academic and co-curricular activities.
5. Demonstrate leadership in creating a nationally recognized “Healthy Campus – Tobacco Free.”

4. Scope

This policy applies to all persons, spaces, and activities related to KRMU.

a. Persons Covered

- Students (regular, part-time, and research scholars)
- Teaching and non-teaching staff, including contractual and outsourced employees
- Vendors, visitors, contractors, service providers, and guests



b. Locations Covered

- Academic and administrative buildings, classrooms, and laboratories
- Hostels, dining facilities, canteens, and recreational spaces
- Libraries, auditoriums, sports grounds, and parking lots
- University-owned vehicles and transport services
- All open spaces and campus residential zones

c. Products and Substances Covered

Cigarettes, bidis, cigars, vapes, e-cigarettes, hookah, chewing tobacco (gutka, khaini, zarda, pan masala), nicotine pouches, and any other product containing tobacco or nicotine in any form.

5. Policy Statements

1. Smoking or tobacco use in any form is strictly prohibited within all University premises, vehicles, and properties.
2. Sale, distribution, display, and promotion of tobacco or vaping products within 100 metres of the University boundary are prohibited as per *COTPA Section 6*.
3. The University shall not accept sponsorship or funding from any tobacco-related organization.
4. The policy prioritizes education and rehabilitation over punitive action.

6. Responsibilities and Governance

Authority/Group	Primary Responsibilities
Vice-Chancellor	Provide overall strategic leadership and ensure reporting to the Board of Management and District Tobacco Control Cell.
Registrar	Chair the Smoke-Free Campus Committee (SFCC); coordinate policy execution and documentation.
Chief Proctor / Disciplinary Committee	Monitor daily implementation; record incidents; recommend disciplinary actions and counselling.
Deans & Heads of Departments	Disseminate awareness among faculty and students; monitor classroom and departmental compliance.



Wardens / Superintendents	Hostel	Enforce rules within hostels; maintain logs of violations;
HR Department		Ensure inclusion of policy in staff orientation; record employee declarations and disciplinary actions.
University Health Centre		Conduct cessation counselling, health check-ups, and referrals to Tobacco Cessation Clinics.
Student Council / NSS / NCC		Lead peer-education programs, campaigns, and community outreach initiatives.
Security and Estate Departments		Prevent sale or use of tobacco on campus and coordinate with local authorities for enforcement.

7. Implementation Measures

- Display bilingual “NO SMOKING / TOBACCO-FREE CAMPUS” boards at all entry points and public areas.
- Conduct orientation sessions for freshers and induction for staff emphasizing health risks of tobacco.
- Organize health talks, poster competitions, and debates through the Student Council and Eco Club.
- Workshops: Quarterly sessions on stress management and coping skills to address tobacco dependence triggers.
- All security and proctorial officers authorized to intervene in cases of violation.
- Random surveillance in hostels, parking lots, and washroom areas.
- Periodic checklists maintained by the SFCC for compliance verification.

8. Disciplinary and Corrective Measures

Stakeholder	First Violation	Second Violation	Subsequent / Severe Violation
Students	Verbal warning	Written warning + community service + parental intimation.	Fine up to ₹500 + temporary suspension from class or hostel; mandatory de-addiction session.



Teaching/Non-Teaching Staff	Verbal counselling by HoD or HR.	Written warning recorded in service file.	Disciplinary proceedings as per service rules.
Visitors/Vendors	Verbal warning and removal from premises.	Repetition of entry ban or contract termination.	

9. Monitoring and Evaluation

Smoke-Free Campus Committee (SFCC) constitution shall consist of following members:

Designation	Department	Position
Registrar	Administration	Chairperson
Chief Proctor	Discipline	Member
Medical Officer	Health Centre	Member
Student Representative	Student Council	Member
Faculty Representative	SMAS	Member
Security Officer	Estate & Maintenance	Member

Committee Conduct quarterly audits of campus compliance and submit minutes to the Vice-Chancellor.

Evaluation Indicators

Indicator	2019 Baseline	2025 Target	Responsible Unit
Number of awareness programs	5 per year	≥ 12 per year	DSW / NSS
Violations recorded	12	< 5	Proctorial Team
Tobacco shops within 100 m	3	0	Estate Office

- Conduct anti-tobacco drives in nearby villages through NSS and NCC volunteers.

10. Policy Review and Revision

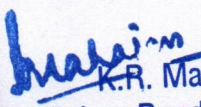
- The policy shall be reviewed biennially or earlier if legislative changes arise.
- The SFCC and IQAC will undertake impact analysis and recommend updates.
- Feedback from students, faculty, and external experts shall be considered before revision.
- Updated versions will be formally notified through University circulars and uploaded to the official website.



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11. Documentation and Record-Keeping

- Registrar's Office to maintain digital repository of policy records, violation reports, and training materials.
- Records shall include:
 - Signed Smoke-Free Declarations (Annexure I)
 - Counselling Referral Slips (Annexure II)
 - Quarterly SFCC Meeting Minutes
 - Awareness event photos, attendance sheets, and publicity materials

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