



**K.R. MANGALAM UNIVERSITY**  
THE COMPLETE WORLD OF EDUCATION

Ref. No.: KRMU/Admin./O.O./2023-24/ 3508(c)

Date: 12.07.2023

**OFFICE ORDER**

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

With reference to office order KRMU/Admin./O.O./2018-19/1279 dated 22.08.20218 wherein Smoke-Free and Tobacco-Free Campus Policy notified for information and implementation. **The revised Smoke-Free and Tobacco-Free Campus Policy at K.R. Mangalam University is notified for implementation** in line with the Cigarettes and Other Tobacco Products Act (COTPA) 2003, its amendments, and the University Grants Commission (UGC) Guidelines on Tobacco-Free Campuses (2023), 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 54<sup>th</sup> Board of Management meeting vide agenda item 54.07 held on 30.06.2023.

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





**K.R. MANGALAM UNIVERSITY**  
THE COMPLETE WORLD OF EDUCATION



**K.R. MANGALAM UNIVERSITY**

## **SMOKE-FREE AND TOBACCO-FREE CAMPUS POLICY**

**K.R. Mangalam University**



**K.R. MANGALAM UNIVERSITY**

**Sohna Road, Gurugram (Haryana)-122103**

**Email: [registrar@krmangalam.edu.in](mailto:registrar@krmangalam.edu.in), Website: [krmangalam.edu.in](http://krmangalam.edu.in)**





---

**SMOKE-FREE AND TOBACCO-FREE CAMPUS POLICY**

**INDEX**

<b>S. No.</b>	<b>Section Title</b>
1	<b>Preamble</b>
2	<b>Purpose</b>
3	<b>Objectives</b>
4	<b>Scope</b>
5	<b>Policy Statements</b>
6	<b>Responsibilities and Governance</b>
7	<b>Implementation Measures</b>
7.1	Awareness and Education
7.2	Cessation and Support
7.3	Prohibition and Enforcement
8	<b>Disciplinary and Corrective Measures</b>
9	<b>Monitoring and Evaluation</b>
9.1	Smoke-Free Campus Committee (SFCC)
9.2	Functions
9.3	Evaluation Indicators
10	<b>Communication and Advocacy</b>
11	<b>Collaboration and Partnerships</b>
12	<b>Policy Review and Revision</b>
13	<b>Documentation and Record-Keeping</b>





---

## **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) and the University Grants Commission (UGC) Guidelines on Tobacco-Free Campuses (2023), 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. Ensure compliance with the *COTPA Act 2003* and its amendments (2022), UGC Guidelines (2023), and WHO FCTC mandates.
6. 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.
5. Applies 24×7 throughout the year, including holidays and events.

**6. Responsibilities and Governance**

Authority/Group	Primary Responsibilities
<b>Vice-Chancellor</b>	Provide overall strategic leadership and ensure reporting to the Board of Management and District Tobacco Control Cell.
<b>Registrar</b>	Chair the Smoke-Free Campus Committee (SFCC); coordinate policy execution and documentation.
<b>Chief Proctor / Disciplinary Committee</b>	Monitor daily implementation; record incidents; recommend disciplinary actions and counselling.





<b>Deans &amp; Heads of Departments</b>	Disseminate awareness among faculty and students; monitor classroom and departmental compliance.
<b>Wardens / Hostel Superintendents</b>	Enforce rules within hostels; maintain logs of violations; refer offenders to WE DOST or Health Centre.
<b>HR Department</b>	Ensure inclusion of policy in staff orientation; record employee declarations and disciplinary actions.
<b>University Health Centre &amp; WE DOST</b>	Conduct cessation counselling, health check-ups, and referrals to Tobacco Cessation Clinics.
<b>Student Council / NSS / NCC</b>	Lead peer-education programs, campaigns, and community outreach initiatives.
<b>Security and Estate Departments</b>	Prevent sale or use of tobacco on campus and coordinate with local authorities for enforcement.

## **7. Implementation Measures**

### **7.1 Awareness and Education**

- 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.
- Observe World No Tobacco Day (31 May) and National Youth Day (12 January) with public pledges and street plays.
- Circulate monthly infographics and testimonials through ERP and social media platforms.

### **7.2 Cessation and Support**

- Counselling Services: The University Health Centre and WE DOST provide confidential one-on-one and group counselling.
- Partnerships: Link with District Tobacco Cessation Clinic or MoHFW-approved de-addiction centres for referral services.
- Quit Buddy Programme: Train peer volunteers to support those attempting to quit.





- Workshops: Quarterly sessions on stress management and coping skills to address tobacco dependence triggers.
- Monitoring: Maintain anonymous data on number of counselling and cessation cases handled.

### 7.3 Prohibition and Enforcement

- All security and proctorial officers authorized to intervene in cases of violation.
- Random surveillance in hostels, parking lots, and washroom areas.
- Sale of tobacco products around the University to be reported to the District Tobacco Control Cell (DTCC).
- 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 + mandatory counselling at WE DOST.	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 → entry ban or contract termination.	

## 9. Monitoring and Evaluation

### 9.1 Smoke-Free Campus Committee (SFCC)

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
Counsellor (WE DOST)	DSW	Member
Student Representative	Student Council	Member





Faculty Representative	SBAS	Member
Security Officer	Estate & Maintenance	Member

## 9.2 Functions

- Conduct quarterly audits of campus compliance and submit minutes to the Vice-Chancellor.
- Maintain data on counselling, violations, and awareness activities.
- Coordinate with District Tobacco Control Officer for joint inspection and training.
- Submit Annual Compliance Report to the Board of Management and IQAC.

## 9.3 Evaluation Indicators

Indicator	2023 Baseline	2025 Target	Responsible Unit
Number of awareness programs	5 per year	$\geq 12$ per year	DSW / NSS
Violations recorded	18	$< 5$	Proctorial Team
Individuals seeking counselling	10	$\geq 40$	WE DOST
Tobacco shops within 100 m	2	0	Estate Office

## 10. Communication and Advocacy

- Include policy summary in Student Handbooks, Employee Manuals, and Vendor Contracts.
- Announce smoke-free commitment at the start of every semester and major event.
- Broadcast messages via campus radio, website banners, and ERP alerts.
- Engage student clubs in creating short films, digital art, and street plays to spread awareness.
- Host inter-university seminars on tobacco control in collaboration with MoHFW and WHO India.

## 11. Collaboration and Partnerships

- Collaborate with the District Tobacco Control Cell, Civil Hospital Gurugram, and MoHFW for training and compliance.
- Partner with organizations like HRIDAY, Sambandh Health Foundation, and AIIMS Delhi for health talks and quit-smoking clinics.





- Include modules on public health and addiction awareness in Social Work, Psychology, and Allied Health courses.
- Conduct anti-tobacco drives in nearby villages through NSS and NCC volunteers.

## **12. 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.

## **13. Documentation and Record-Keeping**

- Registrar's Office to maintain digital repository of policy records, violation reports, and training materials.
- WE DOST and Health Centre to keep confidential counselling records and aggregate statistics for annual reporting.
- IQAC to retain evidence for NAAC Criterion 7 (Environment & Sustainability) and UGC compliance.
- 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