SMOKE-FREE CAMPUS POLICY

Date Created	14 June 2019	Approved By	Board of Management
Last Reviewed	22 March 2024	Next Review Due	March 2027
Version	1.0	Owner	Office of the Registrar / IQAC

1. Preamble

P. P. Savani University is committed to providing a safe, healthy and hygienic environment for its students, faculty, staff, visitors and the surrounding community. Tobacco use, including smoking and smokeless tobacco, is recognised as a major preventable cause of illness. This policy sets out the University's commitment to maintaining a completely smoke-free campus in line with the Cigarettes and Other Tobacco Products Act (COTPA), 2003 and the University's own duty of care towards the health of its campus community.

2. Objectives

- To eliminate exposure to tobacco smoke for every person who lives, studies or works on the campus.
- To promote a culture of health-consciousness among students and employees.
- To comply fully with applicable national and state tobacco-control legislation.
- To support individuals who wish to quit tobacco use through referral and counselling.
- To protect minors and young adults from early exposure to tobacco products on campus.

3. Scope & Applicability

This policy applies to all University-owned or University-controlled premises, including academic blocks, hostels, administrative buildings, laboratories, libraries, sports facilities, parking areas, internal roads and open grounds within the campus boundary at Dhamdod, Kosamba, Surat and to all persons present on campus students, faculty, non-teaching staff, contractors, vendors, guests and visitors at all times, without exception for designated smoking areas.

4. Definitions

Smoking: Inhaling, exhaling, burning or carrying any lighted cigarette, cigar, bidi, e-cigarette, vape device, hookah or any other lighted tobacco or tobacco-substitute product.

Smokeless Tobacco: Any tobacco product consumed without combustion, including gutkha, khaini, paan masala containing tobacco and similar products.

Campus: All land, buildings and facilities owned, leased or operated by the University within its notified boundary.

Designated Authority: The Proctorial Board and the Estate Office, jointly responsible for day-to-day enforcement of this policy.

5. Policy Statement

5.1 Prohibition on Smoking and Tobacco Use

Smoking and the use of any tobacco or tobacco-substitute product, including smokeless tobacco, is strictly prohibited within the entire campus boundary, including hostel rooms, balconies, terraces, staircases, parking lots and vehicles parked within the campus. No indoor or outdoor 'smoking zone' shall be designated anywhere on campus.

5.2 Signage

'No Smoking' signage, bearing the statutory warning prescribed under COTPA, 2003, shall be prominently displayed at all entry gates, academic blocks, hostels, canteens, the library, sports complex and administrative buildings. Signage shall be renewed or replaced whenever found faded, damaged or missing.

5.3 Sale and Advertisement

The sale of cigarettes, bidis, smokeless tobacco products and e-cigarettes is prohibited within a 100-metre radius of the campus boundary, in line with Section 6 of COTPA, 2003. No advertisement, sponsorship or promotional material for tobacco products shall be permitted on campus, in University publications or at University-organised events.

5.4 Hostel and Residential Areas

Hostel Wardens shall ensure that hostel premises, including individual rooms, common rooms, mess halls and rooftops, remain entirely smoke-free. Any violation reported by roommates, floor representatives or wardens shall be recorded and processed under the disciplinary procedure of the respective hostel.

5.5 Employee Responsibility

All faculty and staff members are expected to model compliant behaviour and are prohibited from smoking within view of students or on any part of the campus, including private vehicles parked on campus premises.

5.6 Visitors and Contractors

Visitors, delivery personnel, contract labour engaged in construction or maintenance work and vendors operating on campus shall be informed of this policy at the point of entry through security personnel and shall be required to comply for the duration of their presence on campus.

5.7 Cessation Support

The University Health Centre shall offer basic tobacco-cessation counselling and shall maintain a referral list of nearby de-addiction and counselling services for students or staff who wish to quit tobacco use. Cessation support shall be offered confidentially and without academic or professional prejudice.

5.8 Enforcement and Penalties

Security staff, hostel wardens and the Proctorial Board are authorised to caution and, where necessary, report violations. A first violation shall result in a written warning; repeated

violations by students may be referred to the Student Disciplinary Committee and may attract a fine as prescribed in the Student Code of Conduct; repeated violations by employees shall be referred to Human Resources for action under service rules.

6. Roles & Responsibilities

Role	Responsibility
Proctorial Board	Day-to-day monitoring, issuing warnings and escalating repeat violations.
Estate Office	Installation and upkeep of signage; ensuring the 100-metre sale-free perimeter is maintained.
Hostel Wardens	Enforcement within residential blocks and reporting incidents to the Proctorial Board.
Health Centre	Cessation counselling, referrals and health awareness campaigns.
Human Resources	Disciplinary follow-up for repeat employee violations.

7. Implementation Measures

Orientation sessions for new students and employees include a mandatory briefing on this policy.

Annual 'No Tobacco Day' (31 May) awareness drive organised jointly by the Health Centre and NSS/NCC units.

Security personnel conduct periodic rounds of hostels, parking areas and campus perimeter.

Anonymous reporting channel available through the student grievance portal for reporting violations.

8. Monitoring & Review

The Proctorial Board shall submit a half-yearly compliance report to the Registrar's office summarising incidents recorded, action taken and awareness activities conducted. The policy shall be formally reviewed once every three years or earlier if triggered by a change in applicable law.

9. Grievance Redressal

Any member of the University community may report a suspected violation to the Proctorial Board, hostel warden or through the online grievance portal. Complaints shall be acknowledged within 48 hours and resolved within 7 working days.

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