Smoke-Free Campus Policy		
sru	**POL #:**	**Version No.: 2**
	Date of Approval: 16-09-2022	**Date of Review: 09-07-2024**

INTRODUCTION

In accordance with national regulations under the Cigarettes and Other Tobacco Products Act (COTPA), 2003, and the institution's commitment to fostering a healthy and safe academic environment, this Smoke-Free Campus Policy is formulated to protect students, staff, and visitors from the hazards of tobacco use and passive smoking. The policy forms part of the SR University quality and wellbeing initiatives overseen by the IQAC.

Objectives

- To ensure a completely smoke-free academic, administrative, and residential environment.
- To safeguard the health of all stakeholders by eliminating exposure to tobacco smoke.
- To promote a culture of wellbeing and responsible behaviour within the campus.
- To comply with statutory and accreditation requirements.

Scope and Applicability

This policy applies to:

- All students, teaching faculty, non-teaching staff, administrative officers, and support personnel.
- Visitors, contractors, vendors, and external stakeholders.
- All areas of the campus including academic blocks, laboratories, libraries, offices, hostels, canteens, sports grounds, parking lots, and institutional vehicles.

Policy Statement

- The institution is declared a **100% Smoke-Free and Tobacco-Free Campus**.
- Smoking or use of any tobacco product including cigarettes, cigars, bidis, chewing tobacco, snuff, hookah, e-cigarettes, and vaping devices is **strictly prohibited** in all campus areas.
- Sale, distribution, or promotion of tobacco products within 100 meters of the campus is strictly prohibited.

Implementation Mechanism

Responsibilities of the Administration

- Install "No Smoking/No Tobacco" signboards at prominent locations.
- Conduct regular awareness and sensitization programmes (in collaboration with NSS, NCC, Health Centre, etc.).
- Monitor compliance through designated committees and security personnel.
- Include the policy in student and staff handbooks, orientation programmes, and website.

Responsibilities of Stakeholders

- Adhere to the Smoke-Free Campus Policy at all times.

- Refrain from possessing or consuming tobacco products on campus.
- Report violations to the concerned authority.

Enforcement & Penalties

- **First violation:** Counseling and written warning.
- **Second violation:** Penalty as per institutional disciplinary rules.
- **Repeated violations:** Strict disciplinary action, including possible suspension for students or reporting to HR for staff.
- Visitors may be asked to leave the premises upon violation.

Tobacco Cessation Support

The institution provides support to individuals attempting to quit tobacco use through:

- Counseling services through the Health Centre/Student Support Cell.
- Awareness programmes on the harmful effects of tobacco.
- Referral to authorized cessation clinics when required.

Review and Approval

This policy is reviewed annually by the IQAC and revised based on regulatory requirements and campus needs.

REGISTRAR

REGISTRAR
SR UNIVERSITY
(V) Ananthasagar, (M) Hasanparthy
Dt; Warangal - 506371, T.S.

INTERNAL COMPLAINTS COMMITTEE (ICC)

POLICY DOCUMENT

SR UNIVERSITY

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1. Purpose

The Internal Complaints Committee at SR University is dedicated to ensuring a workplace and academic environment that is respectful, safe, and free from sexual harassment. This policy outlines the steps and procedures to address complaints, promote accountability, and protect the rights of all students, faculty, and staff at SR University.

In compliance with the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015, and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, SR University has established the Internal Complaints Committee (ICC). The purpose of this policy is to provide a framework for addressing complaints of sexual harassment and ensuring a safe, respectful, and inclusive environment for all members of the university.

2. Definition of Sexual Harassment

"Sexual harassment" at SR University includes any unwelcome behaviour of a sexual nature, whether direct or indirect. This includes:

- Physical contact and advances.
- Demands or requests for sexual favours.
- Sexually coloured remarks, including jokes.
- Display of sexually explicit materials, including indecent representations of women in books, photographs, films, etc.

- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Additionally, under the Act, the following also constitute sexual harassment:

- Implied or explicit promises of preferential treatment in employment or academics.
- Implied or explicit threats of adverse consequences in employment or academic performance.
- Creation of an intimidating, hostile, or offensive environment.
- Humiliating treatment likely to affect an individual's mental health or safety.

3. Selection of Committee Members

- Committee members must be neutral and balanced in their roles.
- Members in subordinate positions to the accused should not be involved in the inquiry to avoid conflicts of interest.
- A diverse composition of the committee is encouraged to ensure fairness, sensitivity, and proper representation.

4. Roles and Responsibilities of the Committee

- **Power to Summon:** The ICC has the authority to summon witnesses and request documents relevant to the complaint.
- **Document Production:** The Committee can ask for production of necessary documents or information.
- **Access to Electronic Records:** The Committee may access electronically stored documents pertinent to the case.
- **Retention of Documents:** Documents related to the inquiry will be retained for its duration.

- **Interim Directions:** The Committee may issue interim measures during the investigation to protect the complainant.
- **Recommendations for Action:** The ICC will recommend appropriate disciplinary actions against individuals found guilty of sexual harassment, false complaints, or retaliation.

5. **Functions of the Committee**

Preventive Steps:

- Create a safe environment that is free of sexual harassment for students, faculty, and staff.
- Promote awareness of gender equality and ensure equal opportunities for all.

Remedial Steps:

- Provide a safe, accessible mechanism for registering complaints.
- Conduct prompt investigations, provide support, and recommend appropriate penalties.
- Advise on necessary legal action against perpetrators of sexual harassment.
- Facilitate access to psychological, emotional, and legal support for victims.

6. **Procedure to be Followed by the Committee**

- **Meeting Schedule:** The ICC will convene upon receipt of a complaint.
- **Detailed Statement:** Complainants must submit a detailed account of the incident within two days.
- **Response from Accused:** The accused must provide a written response within four days of receiving the complaint.

- **Sharing of Statements:** Each party will receive copies of the other's statements for review.
- **Natural Justice:** The proceedings will be conducted with full observance of the principles of natural justice, allowing both parties to present their case.
- **Evidence Submission:** Both parties may produce documents, witnesses, or other evidence relevant to the case.
- **Challenge of Evidence:** The opposing party has the right to cross-examine evidence presented.
- **Proceedings Duration:** Every effort will be made to complete the inquiry within fifteen days of receiving the complaint.
- **Written Findings:** Findings will be documented and forwarded to the Registrar within five days of conclusion.
- **Disciplinary Actions:** The ICC may recommend disciplinary actions as necessary, which could range from warnings to termination, depending on the severity of the offence.
- **Retaliation and False Charges:** Any instances of retaliation against the complainant or false charges will be treated seriously, with appropriate actions recommended by the Committee.

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