

Guidelines of Environment and Safeguard Unit



Shaheed Smriti Multiple Campus
Ratnanagar-3, Chitwan

1. Introduction

Shaheed Smriti Multiple Campus (SSMC) is committed to promoting a sustainable, safe, and healthy learning environment. The Environment and Safeguard Unit (ESU) functions to ensure environmental conservation, disaster readiness, infrastructure safety, and wellbeing of students, staff, and visitors. The guidelines provide direction for planning, implementing, monitoring, and improving environment- and safeguard-related activities within the campus.

2. Objectives of the Environment & Safeguard Unit

1. Develop an environmentally responsible campus culture.
2. Ensure safety and protection of students, faculty, staff, and campus property.
3. Minimize environmental risks and hazards associated with campus activities.
4. Integrate environmental sustainability into campus planning, teaching, and operations.
5. Promote preparedness and response mechanisms for disasters and emergencies.

3. Scope of the Guidelines

These guidelines apply to:

- Students
- Faculty and staff
- Administrative units
- Campus infrastructure and facilities
- Visitors and contractors

4. Roles and Responsibilities of ESU

4.1 Environment Responsibilities

- Promote cleanliness, greenery, and waste management.
- Conduct environmental assessments before new construction or renovation.
- Ensure proper drainage, sanitation, and pollution control.
- Conduct awareness programs on climate change, hygiene, and sustainability.

4.2 Safeguard Responsibilities

- Identify and assess risks (physical, environmental, social).
- Establish emergency preparedness procedures (fire, flood, earthquake, accidents).

  

- Prevent discrimination, harassment, exploitation, and unsafe behavior on campus.

5. Environmental Management Guidelines

5.1 Waste Management

- Separate waste into biodegradable, non-biodegradable, and recyclable categories.
- Prohibit burning of solid waste within campus premises.
- Ensure proper waste disposal with municipal coordination.

5.2 Green Campus Initiatives

- Conduct tree plantation and garden maintenance annually.
- Encourage paperless communication and digital submission of documents.
- Conserve water through controlled usage and regular maintenance of taps.

5.3 Energy Conservation

- Promote use of energy-efficient appliances.
- Ensure lights, fans, and equipment are switched off when not in use.
- Encourage installation of solar systems where feasible.

5.4 Pollution Control

- Prevent littering, noise pollution, and environmentally harmful activities.
- Ensure construction sites follow safety and dust-control measures.

6. Safeguard Guidelines

6.1 Physical Safety

- Maintain safe pathways, staircases, lighting, and signage.
- Inspect the buildings daily to identify cracks or structural risks.
- Establish emergency exits clearly and keep corridors unobstructed.

6.2 Emergency Preparedness

- Develop a campus emergency response plan.
- Conduct at least one fire/earthquake drill per year.
- Train security personnel and staff in first-aid and evacuation procedures.
- Install and regularly service fire extinguishers and alarms.

6.3 Health and Hygiene

- Maintain clean classrooms, toilets, laboratories, and drinking water facilities.

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- Ensure availability of handwashing stations and sanitary supplies.
- Promote awareness on disease prevention and mental wellbeing.

6.4 Student & Staff Protection

- Establish mechanisms for reporting safety concerns, harassment, or misconduct.
- Ensure confidential handling of complaints.
- Enforce strict prohibition of physical, verbal, or digital abuse.
- Monitor safety in laboratories, sports areas, and high-risk zones.

7. Safeguard in Infrastructure Development

- Conduct Environmental and Social Screening (ESS) before any project.
- Ensure contractors follow safety standards and protective equipment use.
- Minimize construction noise, dust, and disturbances.
- Restore construction areas to safe conditions after project completion.

8. Coordination and Collaboration

The ESU will collaborate with:

- Local government bodies
- Community forest and environmental groups
- Disaster Risk Reduction agencies
- Health institutions
- Student organizations
- Campus management committees

9. Monitoring and Reporting

- Conduct monthly inspection of campus environmental and safety conditions.
- Prepare quarterly safeguard reports for the Campus Management Committee.
- Maintain records of incidents, hazards, complaints, and corrective actions.
- Review guidelines annually and update as required.

10. Compliance

All students, staff, and visitors must follow these guidelines. Non-compliance may result in disciplinary action as per campus rules.

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