SWAMINARAYAN UNIVERSITY
THE RESERVOIR OF ALL KNOWLEDGE
(Established under Gujarat Private Universities (First Amendment) Act 7 of 2022)

Ref. No. : *Date :* - -20

SU/ Notification/2026/ 559 Date: 11.09.2026

Notification

Sub: Policy for solid waste management and Disaster management, Swaminarayan University.

Preamble:

Swaminarayan University hosts a large and diverse community of students, faculty, staff, contractors and visitors across its academic, residential, laboratory and administrative facilities. This concentration of people and infrastructure makes the campus vulnerable to a range of natural hazards (such as earthquake, flood, cyclone and heat-wave) and human-induced or technological hazards (such as fire, building collapse, chemical/laboratory accidents, stampede, road/traffic accidents, and public-health emergencies including epidemics/pandemics).

This Disaster Management (DM) Policy sets out the University's commitment to a proactive, all-hazards approach to disaster risk reduction — encompassing prevention, mitigation, preparedness, response and recovery — so as to protect life, minimize injury, safeguard property, and ensure the earliest possible resumption of academic and campus life after any disruptive event.

This Policy has been prepared with due reference to the Disaster Management Act, 2005 and the guidelines of the National Disaster Management Authority (NDMA), the National Institute of Disaster Management (NIDM), the Gujarat State Disaster Management Authority (GSDMA), and the University Grants Commission's 2025 Disaster Management Guidelines for Higher Educational Institutions, and has been benchmarked against the disaster-management frameworks and best practices adopted by other Indian universities and colleges, including their Disaster Management Committees, campus Disaster Management Plans, and Disaster Risk Reduction (DRR) initiatives.

This Policy is issued under the authority of the Board of Management and is binding on all persons and entities operating within the University's premises.

This policy shall be implemented with immediate effect.

Note: PFA the solid waste management and Disaster management as (Annexure-I & Annexure-II)

Registrar

REGISTRAR
SWAMINARAYAN UNIVERSITY
KALOL, DIST. GANDHINAGAR-382725

Copy to:

1. Dean of Faculties, Swaminarayan University
2. Director (IQAC), Swaminarayan University
3. Dean Student Welfare, Swaminarayan University
4. Dean of Research, Swaminarayan University
5. Dean Academics, Swaminarayan University
6. The Controller of Examination, Swaminarayan University
7. Student Section / Admission cell
8. Finance &account Section
9. IT Department, Swaminarayan University
10. HR Section, Swaminarayan University
11. Hostel warden (Boys & Girls)
12. All the University Committee/ Cell for information
13. All the students/ Teaching staff/ Non-teaching staff of Swaminarayan University
14. Security Department, Swaminarayan University
15. All the Teaching Hospital staff of SSAC/SSHC & SIMSR-PSM

Copy submitted for information:

1. The President, Swaminarayan University
2. The Vice President, Swaminarayan University
3. The Provost, Swaminarayan University
4. The Pro Vice -Chancellor, Swaminarayan University

SWAMINARAYAN UNIVERSITY

Kalol, Gandhinagar, Gujarat

SOLID WASTE MANAGEMENT POLICY- Annexure-I

Towards a Clean, Green and Zero-Waste Campus

Document Control	
Policy Title	Solid Waste Management Policy
Applicable To	All campuses, constituent institutes, hostels, faculties, staff, students and contractors of Swaminarayan University
Custodian	Estate & Infrastructure Office / University Waste Management Committee
Approving Authority	Board of Management, Swaminarayan University
Version	1.0
Effective Date	To be notified upon Board approval
Review Cycle	Annual (or earlier, upon regulatory change)
Reference Standard	Solid Waste Management Rules, 2016 (MoEF&CC) and allied rules, as amended

This policy has been formulated with reference to the Solid Waste Management Rules, 2016 notified by the Ministry of Environment, Forest and Climate Change, Government of India, allied waste-management rules, and the sustainability and waste-management practices adopted by leading Indian universities and institutes (including IITs, and NAAC Criterion 7 institutional practices), suitably adapted to the campus context of Swaminarayan University.

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1. PREAMBLE

Swaminarayan University recognises that the campus community — comprising students, faculty, staff, contractors and visitors — generates a range of solid wastes through academic, residential, administrative, laboratory and food-service activities. Unmanaged or poorly managed waste degrades the environment, poses health and safety risks, and is inconsistent with the University's role as a centre of learning and social responsibility.

This Solid Waste Management (SWM) Policy sets out the University's commitment to environmentally sound, legally compliant and socially responsible management of all categories of solid waste generated on its campus(es). It has been prepared after review of the Solid Waste Management Rules, 2016 (as amended) and allied Central legislation, and after benchmarking against the waste-management policies and practices of leading Indian institutions, including the sustainability/waste policies of IIT Bombay, the zero-waste initiatives of IIT (ISM) Dhanbad, and the published Solid Waste Management Policies of Chitkara University and other NAAC-accredited universities.

The Policy is issued under the authority of the Board of Management and is binding on all persons and entities operating within the University's premises.

2. VISION, MISSION AND OBJECTIVES

2.1 Vision

To make Swaminarayan University a clean, sustainable and 'Zero Waste to Landfill' campus that serves as a model of responsible environmental stewardship for the region's higher-education institutions.

2.2 Mission

To institutionalise source segregation, minimisation, safe collection, scientific treatment and environmentally sound disposal of all solid waste generated on campus, in full compliance with applicable law, and to build a culture of environmental responsibility among students, faculty and staff.

2.3 Objectives

1. To ensure 100% segregation of waste at source into biodegradable, non-biodegradable/recyclable, hazardous and other special categories.
2. To minimise the quantum of waste sent to municipal landfill sites through the principles of Refuse, Reduce, Reuse, Recycle and Recover (5R).
3. To establish adequate infrastructure — colour-coded bins, storage sheds, composting units, and, where feasible, biogas/vermicomposting facilities — for scientific processing of waste within the campus.
4. To ensure that hazardous, biomedical, e-waste and other special wastes are handled strictly through authorised agencies as mandated under the respective Central rules.

5. To comply fully with the Solid Waste Management Rules, 2016, the E-Waste (Management) Rules, 2016, the Bio-Medical Waste Management Rules, 2016, the Plastic Waste Management Rules, 2016, the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016, and all other applicable law, each as amended from time to time, and with directions of the concerned State Pollution Control Board / Urban Local Body.
6. To institutionalise a Waste Management Committee with clearly defined roles and accountability at every level of the University.
7. To create sustained awareness, training and behavioural change among students, faculty, staff and contractors regarding waste segregation and minimisation.
8. To periodically monitor, audit and publicly report the University's waste-generation and management performance, and to pursue continual improvement.
9. To support the University's environmental, accreditation (NAAC/NIRF/NBA) and sustainability (e.g., green-campus, GRIHA, STARS) goals through demonstrable, auditable waste-management practice.

3. SCOPE AND APPLICABILITY

This Policy applies to all solid waste generated within, or brought onto, the premises of Swaminarayan University, including but not limited to academic blocks, administrative buildings, libraries, laboratories and workshops, hostels and residential quarters, canteens/messes and food courts, guest houses, sports complexes, gardens and open grounds, health centres, construction and renovation sites, and parking and vehicle-maintenance areas.

The Policy applies to and binds every student, faculty member, officer, employee, outsourced/contract worker, vendor, service provider, tenant, licensee, and visitor of the University. Contracts with housekeeping agencies, canteen/mess operators, hostel managers, event organisers and construction contractors shall incorporate compliance with this Policy as a contractual condition.

The Policy covers all categories of solid waste as classified in Section 6, but does not by itself cover liquid effluent/sewage management, which is separately governed by the University's Liquid Waste / Effluent Management Policy and the relevant Sewage/Effluent norms; the two policies shall, however, be read together wherever waste streams overlap (e.g., wet kitchen waste, laboratory washings).

4. LEGAL AND REGULATORY FRAMEWORK

This Policy is framed with due reference to, and shall at all times be read subject to, the following legal and regulatory instruments, as amended or superseded from time to time:

- Solid Waste Management Rules, 2016 (notified by the Ministry of Environment, Forest and Climate Change under the Environment (Protection) Act, 1986, in supersession of the Municipal Solid Wastes (Management and Handling) Rules, 2000) — the principal Central rules governing segregation at source, storage, collection, transportation, processing and

disposal of solid waste, duties of waste generators, and the roles of local authorities and State Pollution Control Boards.

- E-Waste (Management) Rules, 2016 (as amended) — governing collection, storage and channelisation of electronic and electrical waste through authorised dismantlers/recyclers and Producer Responsibility Organisations (PROs).
- Bio-Medical Waste Management Rules, 2016 (as amended) — applicable to the University's health centre, first-aid units, veterinary/life-science and medical laboratories.
- Plastic Waste Management Rules, 2016 (as amended), including subsequent notifications restricting identified single-use plastic items.
- Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 — applicable to chemical, laboratory and workshop hazardous waste.
- Construction and Demolition Waste Management Rules, 2016 — applicable to campus construction, renovation and demolition debris.
- Batteries (Management and Handling) Rules and lead-acid battery provisions, as applicable to institutional battery waste.
- Guidelines and directions issued from time to time by the Central Pollution Control Board (CPCB), the concerned State Pollution Control Board (SPCB/GPCB), and the local Municipal Corporation/Urban Local Body within whose jurisdiction the campus is situated.
- The National Green Tribunal Act, 2010 and orders of the National Green Tribunal relevant to solid waste management.
- Applicable UGC/AICTE and NAAC guidelines relating to green-campus and institutional sustainability practices (Criterion 7 — Institutional Values and Best Practices).

In the event of any conflict between this Policy and the applicable law or a binding direction of a competent authority, the applicable law/direction shall prevail, and this Policy shall be deemed amended to the extent of such inconsistency until formally updated.

5. DEFINITIONS

For the purpose of this Policy, unless the context otherwise requires:

- "Biodegradable/Wet Waste" means waste that can be decomposed by micro-organisms, such as food waste, kitchen waste, garden and horticultural waste, and other organic matter.
- "Non-biodegradable/Dry Waste" means recyclable waste such as paper, cardboard, plastics, glass, metal and textiles that do not readily decompose.
- "Domestic Hazardous Waste" means discarded items such as paints, e-waste, empty containers of cleaning agents, used batteries, expired medicines and similar household-type hazardous items.
- "Bio-Medical Waste" means waste generated during diagnosis, treatment or immunisation at the University health centre or laboratories, as defined under the Bio-Medical Waste Management Rules, 2016.
- "E-Waste" means discarded electrical and electronic equipment and components, as defined under the E-Waste (Management) Rules, 2016.

- "Hazardous Chemical/Laboratory Waste" means waste chemicals, reagents, solvents and contaminated labware generated from teaching and research laboratories, workshops, and maintenance activities.
- "Construction and Demolition (C&D) Waste" means debris generated from construction, renovation, repair or demolition of any civil structure on campus.
- "Bulk Waste Generator" means, in accordance with the Solid Waste Management Rules, 2016, a generator producing more than 100 kg of waste per day, or as otherwise notified by the local authority; the University, given its residential, academic and food-service population, is treated as a Bulk Waste Generator and undertakes the corresponding obligations under law.
- "Source Segregation" means separation of waste into designated categories at the point of generation, before it is collected.
- "Processing" means composting, vermi-composting, anaerobic digestion/biogas generation, recycling or any other scientific method of converting waste into a usable resource or safe residue.
- "Authorised Recycler/Vendor" means an entity holding valid authorisation/registration from the SPCB, CPCB or the concerned regulatory authority for handling, recycling or disposing of the relevant category of waste.
- "Waste Management Committee (WMC)" means the committee constituted under Section 8 of this Policy to oversee implementation of this Policy.

6. GUIDING PRINCIPLES

The University's waste management practice shall be guided by the following principles:

6.1 The 5R Hierarchy

Waste management decisions across the University shall follow the internationally recognised waste hierarchy, applied in the following order of preference:

1. Refuse — avoid bringing unnecessary single-use and non-recyclable items onto campus.
2. Reduce — minimise waste generation at source through efficient procurement, digitalisation and behavioural change.
3. Reuse — encourage reuse of materials, containers and equipment before discard.
4. Recycle — channel all recyclable dry waste to authorised recyclers.
5. Recover — recover energy or manure value (composting, biogas) from waste that cannot be reused or recycled, before any residual waste is sent for landfill disposal as a last resort.

6.2 Polluter Pays / Generator Responsibility

Every waste generator on campus — department, hostel, canteen, laboratory, contractor or individual — is responsible for the cost and proper management of the waste it generates, and shall bear User Fees, Spot Fines or remediation costs as may be prescribed by the University in line with the Solid Waste Management Rules, 2016.

6.3 Source Segregation as a Non-negotiable First Step

No waste shall be accepted for collection by University housekeeping staff or contractors unless it has been segregated at source in accordance with Section 9.1. Mixed waste shall be liable to rejection, return, or a compliance penalty as per Section 17.

6.4 Zero Waste to Landfill

The University shall progressively work towards diverting the maximum practicable proportion of its waste away from municipal landfill sites through composting, recycling and recovery, aspiring to a long-term target of 'Zero Waste to Landfill' for biodegradable and recyclable dry waste streams.

6.5 Integration of Informal Waste Workers

Where feasible and in line with the Solid Waste Management Rules, 2016, the University shall engage registered waste-picker groups/self-help groups in its dry-waste collection and recycling chain, ensuring fair engagement, safety equipment and reasonable remuneration.

6.6 Precaution and Safety

Handling of hazardous, biomedical and chemical waste shall at all times prioritise the health and safety of handlers, and shall follow prescribed personal-protective-equipment (PPE), labelling and packaging norms.

7. CLASSIFICATION AND COLOUR-CODING OF WASTE

All solid waste generated on campus shall be classified, segregated and colour-coded as follows. Bins of the specified colour shall be provided at every generation point (classrooms, offices, hostels, canteens, laboratories, gardens and common areas).

Bin Colour	Waste Category	Typical Examples	Primary Treatment/Disposal Route
Green	Biodegradable / Wet Waste	Food waste, kitchen waste, garden/horticultural waste, paper napkins	On-campus composting / vermicomposting / biogas plant
Blue	Non-biodegradable / Dry Recyclable Waste	Paper, cardboard, plastics, glass, metal, textiles	Segregated storage → authorised recycler / Material Recovery Facility (MRF)
Black	Domestic Hazardous Waste	Used batteries, paint tins, sanitary waste, diapers, contaminated wipes	Separate covered storage → authorised TSDF / incineration as applicable

Bin Colour	Waste Category	Typical Examples	Primary Treatment/Disposal Route
Red	Bio-Medical Waste	Health-centre and laboratory clinical/infectious waste	Common Bio-Medical Waste Treatment Facility (CBWTF), per BMW Rules, 2016
Yellow	Sanitary / Sharps Waste (non-clinical)	Sanitary napkins, incinerable hygiene waste	Dedicated sanitary-waste incinerator with pollution-control device / CBWTF
Designated collection point (no bin colour)	E-Waste	Computers, printers, cables, batteries, lab electronics, mobile devices	Authorised e-waste dismantler/recycler or Producer Take-Back/PRO channel
Labelled hazardous-waste drums	Hazardous Chemical / Laboratory Waste	Spent solvents, acids/alkalis, contaminated glassware, expired reagents	Authorised hazardous-waste TSDF, per Hazardous & Other Wastes Rules, 2016
Segregated open yard	Construction & Demolition (C&D) Waste	Concrete debris, bricks, tiles, wood, metal scrap from repair/construction	On-site reuse / authorised C&D processing facility

Where the University's constituent institutes are located in hilly or space-constrained areas, or where local body infrastructure is limited, the site-specific disposal method shall be determined by the Waste Management Committee in consultation with the concerned SPCB/local authority, consistent with Rule provisions for such areas.

8. INSTITUTIONAL FRAMEWORK AND GOVERNANCE

8.1 University Waste Management Committee (WMC)

A University Waste Management Committee shall be constituted by order of the Vice-Chancellor to oversee planning, implementation, monitoring and continuous improvement of this Policy. The suggested composition is as follows:

Role	Responsibility on the Committee
Vice-Chancellor / Pro-Vice-Chancellor (or nominee)	Chairperson — overall policy direction and accountability to the Board of Management
Registrar	Administrative coordination and budgetary approval

Role	Responsibility on the Committee
Estate/Infrastructure Officer	Member-Secretary — day-to-day implementation, infrastructure and vendor management
Green Campus / Sustainability Coordinator	Awareness campaigns, audits, and liaison with SPCB/local authority
Chief Warden / Hostel Wardens	Hostel and residential waste segregation and monitoring
Medical Officer, University Health Centre	Bio-medical waste compliance
Head, Department of Chemistry/Life Sciences/Engineering (or Safety Officer)	Laboratory hazardous-waste protocol and safety
Canteen/Mess Contract Supervisor	Food-waste segregation and vendor compliance
Faculty Nodal Officers (one per school/faculty)	Departmental-level compliance monitoring
Student Representatives (Eco-Club / Student Council)	Peer awareness, student-led drives and feedback
Head, Housekeeping/Sanitation Services	Supervision of collection, transportation and storage staff

The WMC shall meet at least once every quarter, and additionally as required. Minutes of meetings, audit findings and corrective action plans shall be maintained by the Member-Secretary and placed before the Board of Management annually.

8.2 Green Campus / Sustainability Cell

The University shall designate or establish a Green Campus / Sustainability Cell, functioning under the WMC, to coordinate day-to-day awareness activities, green audits, data collection and reporting, and to serve as the University's nodal point of contact with the SPCB, Urban Local Body and authorised waste vendors.

8.3 Departmental / Hostel Nodal Officers

Every academic department, administrative office, hostel block and canteen/mess unit shall nominate a Nodal Officer responsible for ensuring bin placement, segregation compliance and reporting of waste-related issues to the Green Campus Cell.

9. WASTE MANAGEMENT PROCEDURE

9.1 Segregation at Source

1. Colour-coded bins (Section 7) shall be placed at every point of waste generation, including classrooms, offices, laboratories, hostel rooms/floors, canteens, gardens and common areas.
2. Every waste generator (student, staff, department, hostel, canteen/mess operator, contractor) shall segregate waste into the applicable categories before handing it over for collection.
3. Bins shall be clearly labelled (in English and the local language) with pictorial signage indicating permitted and prohibited items.
4. Mixed or improperly segregated waste presented for collection may be refused collection or shall attract a non-compliance notice/fine under Section 17.

9.2 Collection and Internal Transportation

1. Housekeeping/sanitation staff shall collect segregated waste from each generation point on a defined daily schedule, using separate, covered, and appropriately labelled trolleys/containers for each waste category, to prevent cross-contamination.
2. Collection staff shall be provided with adequate personal protective equipment (gloves, masks, aprons, gumboots) especially for handling hazardous, sanitary and bio-medical waste streams.
3. Internal transportation routes and timings shall avoid peak academic/residential foot traffic and shall not use routes passing through kitchens or food-preparation areas.

9.3 Temporary Storage

1. A centralised Waste Collection and Segregation Yard shall be established at a location away from hostels, academic blocks and water bodies, with separate covered bays for wet, dry-recyclable, hazardous and other special waste categories.
2. Storage areas shall be paved, covered, secured against birds/animals and rainwater ingress, and shall not be retained beyond the permissible storage period prescribed under the Solid Waste Management Rules, 2016 (ordinarily not exceeding the timeframe fixed by the local authority).
3. Hazardous chemical, e-waste and bio-medical waste shall be stored in dedicated, secured, and appropriately labelled storage rooms/cabinets, accessible only to authorised personnel, pending collection by authorised vendors.

9.4 Treatment and Processing

9.4.1 Biodegradable / Wet Waste

- Kitchen and food waste from canteens/messes/hostels shall be processed on-site through composting pits, vermicomposting units and/or a biogas plant, sized to the campus's daily wet-waste generation.
- Garden and horticultural waste shall be shredded/mulched and composted, or used as organic mulch in campus landscaping.
- Compost/manure generated shall be used for campus gardening and landscaping, closing the organic-waste loop within the campus.

9.4.2 Non-biodegradable / Dry Recyclable Waste

- Dry waste shall be further sorted at the Material Recovery point into paper/cardboard, plastics, glass, metal and e-waste-adjacent items.
- Recyclables shall be handed over periodically to authorised recyclers, registered scrap dealers, or integrated waste-picker/self-help-group collection systems, under record.
- The University shall explore participation in national recycling drives (e.g., waste-paper recycling programmes) as an additional recycling and awareness channel.

9.4.3 Domestic Hazardous and Sanitary Waste

- Sanitary napkins, diapers and similar hygiene waste shall be disposed of through dedicated incinerators fitted with adequate pollution-control (e.g., wet-scrubber) systems installed in women's hostels/washrooms, or through tie-up with the local CBWTF, in line with Rule provisions for sanitary waste.
- Used household batteries, paint containers and similar hazardous domestic items shall be stored separately and handed over periodically to authorised hazardous-waste collection agencies.

9.4.4 Bio-Medical Waste

- Waste from the University Health Centre and relevant teaching/diagnostic laboratories shall be segregated as per the colour-coding under the Bio-Medical Waste Management Rules, 2016, and handed over exclusively to an authorised Common Bio-Medical Waste Treatment Facility (CBWTF) under a valid agreement.
- A dedicated log of bio-medical waste generation and hand-over (weighment slips/manifests) shall be maintained by the Medical Officer and reported to the WMC and SPCB as required.

9.4.5 E-Waste

- Discarded computers, printers, laboratory electronics, cables and batteries shall be collected at designated departmental e-waste points and periodically transferred to an authorised e-waste dismantler/recycler or channelled through manufacturer/Producer Responsibility Organisation (PRO) take-back schemes.
- Functional but surplus IT equipment shall first be considered for internal reuse/donation before being classified as e-waste, consistent with the Reduce/Reuse principle.

9.4.6 Hazardous Chemical and Laboratory Waste

- Each laboratory shall maintain a labelled hazardous-waste collection point for spent chemicals, solvents and contaminated glassware, under supervision of the concerned Head of Department/Laboratory-in-charge and the University Safety Officer.
- Hazardous laboratory waste shall never be discharged into sinks, drains or general waste streams, and shall be handed over only to a TSDF/recycler authorised under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.

9.4.7 Construction and Demolition (C&D) Waste

- Contractors engaged for civil works shall be contractually bound to segregate and, where possible, reuse C&D debris (e.g., as fill material or in road/pathway construction), and to route the remainder to an authorised C&D waste-processing facility.

- C&D waste shall not be permitted to be dumped in open areas, water bodies or general waste-collection points.

9.5 Final Disposal

Only non-recyclable, non-recoverable residual waste — after segregation, composting and recycling — shall be handed over to the Urban Local Body/Municipal Corporation for final disposal at an authorised, engineered sanitary landfill or waste-to-energy facility, in the minimum quantity practicable.

10. INFRASTRUCTURE AND FACILITIES

To operationalise this Policy, the University shall progressively establish and maintain the following infrastructure, subject to budgetary approval and site feasibility:

- Colour-coded bins at every generation point across academic, residential, administrative and outdoor areas.
- A centralised Waste Collection and Segregation Yard with separate covered bays for each waste category.
- On-site composting pits / vermicomposting units, sized to campus organic-waste generation.
- A biogas plant (where feasible, based on daily wet-waste quantity) for energy recovery from kitchen/canteen waste.
- A Material Recovery Facility (MRF) or dry-waste sorting shed for recyclables.
- Dedicated, secured storage for hazardous chemical waste, e-waste and bio-medical waste, with appropriate signage and restricted access.
- Sanitary-waste incinerator(s) with pollution-control fittings in women's hostels and common washroom blocks.
- Adequate transportation trolleys/vehicles dedicated to each waste stream, to prevent cross-contamination.
- Weighing scale(s) at the collection yard to enable waste-quantity monitoring and reporting.
- Signage, awareness boards and QR-code-linked information at bin clusters explaining correct segregation.

11. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

Stakeholder	Key Responsibilities
Board of Management	Approves the Policy, budget and major infrastructure investments; reviews annual performance
Vice-Chancellor	Overall accountability for Policy implementation; chairs/oversees the Waste Management Committee
Registrar / Estate Office	Budgeting, procurement of infrastructure, vendor contracting and day-to-day administration

Stakeholder	Key Responsibilities
Waste Management Committee	Policy oversight, monitoring, audits, grievance resolution, periodic reporting to the Board
Deans / HoDs / Faculty Nodal Officers	Ensure segregation compliance within their department/school; report gaps to the WMC
Faculty and Staff	Segregate waste at source; participate in awareness programmes; report violations
Students	Segregate waste at source in classrooms, hostels and common areas; participate in Eco-Club / cleanliness drives
Hostel Wardens / Residence Staff	Ensure bin placement and segregation compliance in hostels; supervise floor-wise collection
Canteen / Mess Contractors	Segregate kitchen/food waste; hand over wet waste for composting/biogas as per schedule; comply contractually with this Policy
Housekeeping / Sanitation Staff	Collect, transport and store segregated waste safely; use prescribed PPE; maintain collection records
Laboratory In-charges / Safety Officer	Enforce hazardous chemical waste protocol; maintain waste logs; liaise with authorised TSDF
Medical Officer, Health Centre	Ensure bio-medical waste segregation and hand-over to CBWTF; maintain statutory records
Construction/Renovation Contractors	Segregate and responsibly dispose of C&D waste per contractual and regulatory obligations
Security Personnel	Prevent unauthorised dumping/burning of waste on campus; report violations to the WMC
Green Campus / Sustainability Cell	Awareness campaigns, data collection, green audits, vendor coordination, statutory reporting

12. WASTE REDUCTION AND MINIMISATION STRATEGY

In addition to end-of-pipe management, the University shall actively pursue waste reduction at source through the following measures:

- Phasing out identified single-use plastic items (cups, plates, cutlery, straws, plastic bags) from canteens, messes, events and offices, consistent with the Plastic Waste Management Rules, 2016 and subsequent single-use-plastic notifications.
- Promoting the use of reusable bottles, cups, cloth/jute bags, and steel/ceramic crockery in canteens and hostels.
- Digitalisation of administrative processes (online forms, digital notices, e-examinations where feasible) to reduce paper consumption.

- Encouraging double-sided printing, shared printing stations, and responsible stationery use in offices and departments.
- Establishing a campus 'reuse corner' or donation drive for usable furniture, books, clothes and equipment before disposal.
- Preferential procurement of products with minimal, recyclable or biodegradable packaging.
- Menu planning and portion management in canteens/messes to reduce food waste generation.

13. AWARENESS, EDUCATION AND CAPACITY BUILDING

1. An orientation session on waste segregation and this Policy shall be conducted for all new students and employees during induction.
2. The University shall organise periodic awareness campaigns, competitions, workshops and cleanliness drives (e.g., aligned with Swachh Bharat Abhiyan) involving the student Eco-Club/NSS/NCC units.
3. Signage, posters and digital communication (notices, intranet, social media) shall be used to reinforce correct segregation practice across the campus.
4. Housekeeping, security and canteen staff shall receive periodic training on safe handling, PPE use, and category-wise handling protocols, especially for hazardous and bio-medical waste.
5. Faculty in relevant disciplines (Environmental Science, Civil Engineering, Life Sciences) shall be encouraged to integrate campus waste-management case studies and research/internship opportunities into curricula, in line with practice at leading Indian institutions.
6. The University shall recognise and reward departments/hostels demonstrating the best segregation compliance through an annual 'Green Champion' recognition.

14. MONITORING, AUDIT AND REPORTING

1. The Green Campus/Sustainability Cell shall maintain a daily/weekly log of waste generated, segregated, processed and handed over to third parties, category-wise, including weighment records.
2. An internal compliance inspection of bins, storage yards and segregation practice shall be conducted at least monthly by the Nodal Officers and reported to the WMC.
3. An independent Green Audit / Waste Audit shall be commissioned at least annually, covering waste quantification, segregation efficiency, infrastructure adequacy and vendor compliance, consistent with practice recommended under NAAC Criterion 7 (Institutional Values and Best Practices).
4. The University shall submit an Annual Report on solid waste management to the concerned SPCB/Urban Local Body, as required under the Solid Waste Management Rules, 2016, and shall maintain records of authorisation, manifests and agreements with all waste-handling vendors for inspection.

5. Any accident, spillage, fire or health incident connected with waste handling (particularly hazardous or bio-medical waste) shall be reported immediately to the Safety Officer/Medical Officer and recorded, with corrective action reported to the WMC within 48 hours.
6. Key performance indicators — including per-capita waste generation, percentage segregation compliance, quantity composted/recycled, and quantity sent to landfill — shall be reviewed by the WMC each quarter and published in the University's annual sustainability/NAAC report.

15. RECORD KEEPING AND DOCUMENTATION

The Estate Office/Green Campus Cell shall maintain, at minimum, the following records for a period consistent with statutory requirements (and in any case not less than five years):

- Daily/monthly waste generation and segregation logs, category-wise.
- Valid authorisations/registrations of all third-party vendors (recyclers, CBWTF, e-waste dismantlers, hazardous-waste TSDF, C&D waste processors).
- Copies of Memoranda of Understanding/agreements with waste-handling agencies.
- Weighment slips, manifests and transfer receipts for bio-medical, hazardous and e-waste consignments.
- Minutes of Waste Management Committee meetings and audit reports.
- Records of awareness programmes, training sessions and incident reports.
- Copies of statutory returns/annual reports filed with the SPCB/Urban Local Body.

16. THIRD-PARTY AND VENDOR ENGAGEMENT

1. The University shall engage only vendors, recyclers, transporters and treatment facilities holding valid, current authorisation from the concerned SPCB/CPCB/local authority for the relevant waste category.
2. All vendor engagements shall be formalised through a written agreement/MoU specifying the scope of service, frequency of collection, applicable safety protocols, record-keeping obligations, and penalty/termination clauses for non-compliance.
3. Vendor authorisation certificates shall be verified and renewed records obtained before expiry; the WMC shall maintain a master register of all active vendor agreements.
4. Where feasible, the University shall give preference to engaging registered waste-picker groups or self-help groups for dry-waste collection, in furtherance of the inclusive-integration principle under Section 6.5.
5. Municipal/Urban Local Body collection shall be availed only for the minimal residual waste that cannot be processed or recycled on campus, and in accordance with the schedule prescribed by that body.

17. COMPLIANCE, PENALTIES AND GRIEVANCE REDRESSAL

1. Compliance with this Policy is mandatory for all stakeholders identified in Section 3. Repeated failure to segregate waste at source may result in a written warning to the individual/department/hostel/contractor concerned.
2. The University may levy a reasonable User Fee or Spot Fine for persistent non-segregation, illegal dumping, littering, or unauthorised burning of waste, consistent with the enabling provisions of the Solid Waste Management Rules, 2016, the quantum of which shall be notified separately by the Registrar's Office.
3. Open burning of any waste on campus is strictly prohibited and shall attract disciplinary action in addition to any applicable fine.
4. Contracts with housekeeping agencies, canteen/mess operators and construction contractors shall include specific non-compliance clauses, including penalty deduction or termination for repeated or serious violations of this Policy.
5. Any student, staff member or stakeholder may report a waste-management concern or violation to the Nodal Officer of the concerned department/hostel, or directly to the Green Campus Cell/Waste Management Committee, through a dedicated e-mail/complaint channel to be notified by the University.
6. The Waste Management Committee shall review and resolve reported grievances within fifteen working days, and shall record the resolution in its minutes.

18. EMERGENCY AND INCIDENT RESPONSE

In the event of an accident, spillage, exposure or fire involving hazardous, chemical or bio-medical waste, the following procedure shall apply:

1. The area shall be immediately cordoned off and access restricted to trained personnel wearing appropriate PPE.
2. The Safety Officer and, where relevant, the Medical Officer shall be notified without delay, and affected personnel shall be provided first aid/medical attention as required.
3. The incident shall be recorded in the University's incident register, with details of cause, response and corrective action, and reported to the WMC within 48 hours.
4. Where required by law, the incident shall be reported to the concerned SPCB/regulatory authority within the prescribed timeframe.
5. The WMC shall review the incident and implement corrective/preventive measures, including additional training if a procedural or human-error cause is identified.

19. BUDGET AND FINANCIAL PROVISIONS

The University shall earmark an annual budgetary allocation, reviewed each financial year, for solid waste management activities, including infrastructure (bins, composting/biogas units, storage sheds, incinerators), vendor contracts, staff training and personal protective equipment, awareness programmes, and third-party audits. Budget proposals shall be prepared by the Estate

Office in consultation with the Waste Management Committee and placed before the Registrar/Board of Management for approval as part of the annual budget cycle. Where applicable, the University may explore Extended Producer Responsibility (EPR) tie-ups, Corporate Social Responsibility (CSR) partnerships, or government schemes to supplement infrastructure investment.

20. POLICY REVIEW AND AMENDMENT

This Policy shall be reviewed by the Waste Management Committee at least once every academic year, and earlier if necessitated by a change in applicable law, a significant incident, or a material change in campus waste-generation patterns (e.g., new hostels, new laboratories, expanded student strength). Proposed amendments shall be recommended by the WMC to the Registrar and shall take effect upon approval of the Board of Management. The version history of the Policy shall be maintained by the Registrar's Office.

ANNEXURE A: QUICK-REFERENCE COLOUR-CODE CHART FOR CAMPUS SIGNAGE

Bin Colour	Put In	Do NOT Put In
Green (Wet)	Food scraps, peels, leftover food, tea leaves, garden waste	Plastic, e-waste, medicines, batteries
Blue (Dry)	Clean paper, cardboard, plastic, glass, metal	Wet/food waste, sanitary waste, hazardous items
Black (Domestic Hazardous)	Batteries, paint tins, contaminated wipes	Food waste, recyclables
Yellow (Sanitary)	Sanitary napkins, diapers (wrapped)	Food waste, e-waste, recyclables
Red (Bio-Medical)	Clinical/infectious waste from Health Centre & labs only	General campus waste

ANNEXURE B: LIST OF KEY REFERENCE DOCUMENTS

- Solid Waste Management Rules, 2016 — Ministry of Environment, Forest and Climate Change, Government of India.
- E-Waste (Management) Rules, 2016 (as amended).
- Bio-Medical Waste Management Rules, 2016 (as amended).
- Plastic Waste Management Rules, 2016 (as amended) and single-use plastic notifications.
- Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.
- Construction and Demolition Waste Management Rules, 2016.
- NAAC Self-Study Report Manual — Criterion 7: Institutional Values and Best Practices (Metric 7.1.3 and related metrics on waste, energy and green-campus initiatives).
- Waste-management practices benchmarked from IIT Bombay's campus Sustainability Policy, IIT (ISM) Dhanbad's zero-waste campus initiatives, and the published Solid Waste Management Policy of Chitkara University, among other Indian institutions.

ANNEXURE C: APPROVAL

This Policy is recommended by the Waste Management Committee and approved by the Board of Management of Swaminarayan University for implementation with effect from the date notified by the Registrar's Office.

Recommended by: Chairperson, Waste Management Committee	Approved by: Vice-Chancellor, Swaminarayan University

SWAMINARAYAN UNIVERSITY

Kalol, Gandhinagar, Gujarat

DISASTER MANAGEMENT POLICY
Annexure-II

Building a Safe, Prepared and Resilient Campus

Document Control	
Policy Title	Disaster Management Policy
Applicable To	All campuses, constituent institutes, hostels, faculties, staff, students, contractors and visitors of Swaminarayan University
Custodian	University Disaster Management Committee / Estate & Security Office
Approving Authority	Board of Management, Swaminarayan University
Version	1.0
Effective Date	To be notified upon Board approval
Review Cycle	Annual (or earlier, upon a major incident or regulatory change)
Reference Standard	Disaster Management Act, 2005; NDMA/SDMA/NIDM Guidelines; UGC Disaster Management Guidelines, 2025; National Building Code (Fire & Life Safety)

This policy has been formulated with reference to the Disaster Management Act, 2005, the guidelines of the National Disaster Management Authority (NDMA), the State Disaster Management Authority (SDMA)/Gujarat State Disaster Management Authority, the National Institute of Disaster Management (NIDM), the University Grants Commission's 2025 Disaster Management Guidelines for Higher Educational Institutions, and the disaster-management/campus-safety practices adopted by leading Indian universities and colleges, suitably adapted to the campus context of Swaminarayan University.

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1. PREAMBLE

Swaminarayan University hosts a large and diverse community of students, faculty, staff, contractors and visitors across its academic, residential, laboratory and administrative facilities. This concentration of people and infrastructure makes the campus vulnerable to a range of natural hazards (such as earthquake, flood, cyclone and heat-wave) and human-induced or technological hazards (such as fire, building collapse, chemical/laboratory accidents, stampede, road/traffic accidents, and public-health emergencies including epidemics/pandemics).

This Disaster Management (DM) Policy sets out the University's commitment to a proactive, all-hazards approach to disaster risk reduction — encompassing prevention, mitigation, preparedness, response and recovery — so as to protect life, minimise injury, safeguard property, and ensure the earliest possible resumption of academic and campus life after any disruptive event.

This Policy has been prepared with due reference to the Disaster Management Act, 2005 and the guidelines of the National Disaster Management Authority (NDMA), the National Institute of Disaster Management (NIDM), the Gujarat State Disaster Management Authority (GSDMA), and the University Grants Commission's 2025 Disaster Management Guidelines for Higher Educational Institutions, and has been benchmarked against the disaster-management frameworks and best practices adopted by other Indian universities and colleges, including their Disaster Management Committees, campus Disaster Management Plans, and Disaster Risk Reduction (DRR) initiatives.

This Policy is issued under the authority of the Board of Management and is binding on all persons and entities operating within the University's premises.

2. VISION, MISSION AND OBJECTIVES

2.1 Vision

To build a safe, disaster-resilient and well-prepared University campus, where every member of the community is aware, trained and equipped to prevent, withstand and recover from disasters, in line with the national vision of a holistic, pro-active and sustainable culture of prevention, preparedness and mitigation.

2.2 Mission

To institutionalise a continuous and integrated process of hazard identification, risk assessment, mitigation, preparedness, prompt response and rapid recovery across all campuses of the University, through a dedicated governance structure, trained response teams, adequate infrastructure, and sustained community awareness.

2.3 Objectives

1. To identify, assess and periodically update the hazard and vulnerability profile of the University's campus(es) and infrastructure.

2. To establish a University Disaster Management Committee and trained Disaster Management Teams with clearly defined roles and responsibilities.
3. To put in place structural and non-structural mitigation measures that reduce the University's exposure and vulnerability to identified hazards.
4. To develop and maintain hazard-specific Standard Operating Procedures (SOPs) for prompt and effective response to earthquake, fire, flood, cyclone, chemical/laboratory accident, stampede, medical emergency, bomb threat/security incident, and epidemic/pandemic situations.
5. To ensure clearly marked evacuation routes, assembly points, and functional early-warning and communication systems across the campus.
6. To conduct regular mock drills, training programmes and awareness campaigns for students, faculty, staff and contract workers, in line with UGC and NDMA guidelines.
7. To integrate Disaster Risk Reduction (DRR) education into the curriculum and co-curricular activities, including support for a campus DRR Club, consistent with the UGC's 2025 Disaster Management Guidelines for Higher Educational Institutions.
8. To establish effective coordination with external agencies — the District Disaster Management Authority, local Fire and Emergency Services, Police, hospitals and utility providers — for a swift and well-coordinated response.
9. To ensure business and academic continuity, and a structured, humane approach to relief, rehabilitation and recovery following any disaster.
10. To comply fully with the Disaster Management Act, 2005, applicable National Building Code fire and life-safety provisions, and all directions issued by NDMA, SDMA/GSDMA, DDMA, UGC and other competent authorities, as amended from time to time.

3. SCOPE AND APPLICABILITY

This Policy applies to all campuses, academic blocks, administrative buildings, libraries, laboratories and workshops, hostels and residential quarters, canteens/messes, guest houses, sports complexes, health centres, parking areas, and any other premises owned, occupied or operated by Swaminarayan University.

The Policy applies to and binds every student, faculty member, officer, employee, outsourced/contract worker, vendor, service provider, tenant, licensee and visitor present on University premises. Contracts with security agencies, housekeeping agencies, construction contractors, event organisers, and hostel/canteen operators shall incorporate compliance with this Policy and the associated Disaster Management Plan as a contractual condition.

The Policy covers the full disaster-management cycle — prevention, mitigation, preparedness, response, relief and recovery — in relation to natural hazards (earthquake, flood, cyclone/high wind, lightning, heat-wave), human-induced/technological hazards (fire, building or structural collapse, chemical/laboratory/gas-cylinder accidents, electrical accidents, road/traffic accidents, stampede or crowd-crush at large gatherings, and security incidents including bomb threats), and biological hazards (epidemics and pandemics). It shall be read together with the University's

Solid Waste Management Policy, Fire Safety and Building/Electrical Safety protocols, and Health and Safety guidelines, wherever these overlap.

4. LEGAL AND REGULATORY FRAMEWORK

This Policy is framed with due reference to, and shall at all times be read subject to, the following legal and regulatory instruments, as amended or superseded from time to time:

- The Disaster Management Act, 2005 — the principal Central legislation establishing the National Disaster Management Authority (NDMA), State Disaster Management Authorities (SDMAs), District Disaster Management Authorities (DDMAs) and the National Institute of Disaster Management (NIDM), and defining the duties of institutions and citizens in disaster prevention, mitigation, preparedness and response.
- National Policy on Disaster Management and guidelines issued by the NDMA from time to time, including guidelines on school/campus safety, chemical (industrial) disaster management, and management of specific hazards.
- Guidelines and directions of the Gujarat State Disaster Management Authority (GSDMA) and the concerned District Disaster Management Authority within whose jurisdiction the campus is situated.
- University Grants Commission (UGC) Disaster Management Guidelines, 2025, for Higher Educational Institutions, prepared in collaboration with NIDM, recommending a 2-credit skill-enhancement course on disaster management, formation of campus Disaster Risk Reduction (DRR) clubs, and hands-on training including first-aid, CPR, fire safety and earthquake-preparedness drills.
- National Building Code of India (relevant Parts on Fire and Life Safety, and structural safety), and applicable Bureau of Indian Standards (BIS) codes on earthquake-resistant design (e.g., IS 1893, IS 4326) for campus buildings, given that Gujarat falls in a seismically active zone.
- Applicable Fire Prevention and Life Safety norms of the Gujarat Fire Prevention and Life Safety Measures Act/Rules, and directions of the local Fire and Emergency Services Department.
- The Factories Act, 1948 and applicable rules, and the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 (as amended), to the extent relevant to laboratory and workshop chemical safety on campus.
- Environment (Protection) Act, 1986 and rules made thereunder, to the extent overlapping with chemical/hazardous-waste aspects of disaster prevention (read together with the University's Solid Waste Management Policy).
- Applicable directions of the Ministry of Health and Family Welfare / State Health Department in respect of epidemic and pandemic preparedness and response, including the Epidemic Diseases Act, 1897, where invoked.
- UGC/AICTE and NAAC guidelines relating to campus safety and institutional best practices (NAAC Criterion 7 — Institutional Values and Best Practices).

In the event of any conflict between this Policy and applicable law or a binding direction of a competent authority (including NDMA, SDMA/GSDMA, DDMA or local civic/fire/police authorities), the applicable law/direction shall prevail, and this Policy shall be deemed amended to the extent of such inconsistency until formally updated.

5. DEFINITIONS

For the purpose of this Policy, unless the context otherwise requires, and adopting the definitions of the Disaster Management Act, 2005, as applicable:

- "Disaster" means a catastrophe, mishap, calamity or grave occurrence arising from natural or man-made causes, or by accident or negligence, resulting in substantial loss of life or human suffering, or damage to or destruction of property or the environment, and of a nature or magnitude beyond the coping capacity of the affected community.
- "Disaster Management" means a continuous and integrated process of planning, organising, coordinating and implementing measures for prevention of danger or threat of disaster, mitigation, capacity-building, preparedness, prompt response, assessment of severity, evacuation, rescue, relief, rehabilitation and reconstruction.
- "Hazard" means a potentially damaging physical event, phenomenon or human activity that may cause loss of life, injury, property damage, or environmental degradation.
- "Vulnerability" means the conditions determined by physical, social, economic and environmental factors or processes that increase the susceptibility of the University community and infrastructure to the impact of a hazard.
- "Mitigation" means measures aimed at reducing the risk, impact or effects of a disaster or threat of disaster.
- "Preparedness" means activities and measures taken in advance to ensure effective response to the impact of a disaster.
- "Incident Commander" means the designated senior official responsible for overall command and coordination of the University's response during a disaster or emergency, until relief by an external competent authority where applicable.
- "Assembly Point" means a pre-designated open, safe area to which occupants of a building are evacuated and accounted for during an emergency.
- "Mock Drill" means a simulated exercise conducted to test and improve the readiness of the University community and its emergency response systems.
- "DRR Club" means the Disaster Risk Reduction Club constituted at the University under the UGC's 2025 Disaster Management Guidelines, to promote student-led disaster-awareness and capacity-building activities.

6. GUIDING PRINCIPLES

6.1 Life Safety First

In every disaster or emergency situation, the preservation of human life shall take absolute precedence over protection of property or continuity of academic/administrative activity.

6.2 All-Hazards, Whole-of-Institution Approach

The University shall adopt a comprehensive, all-hazards approach covering natural, man-made and biological hazards, and shall ensure that every constituent unit — academic, administrative, residential and support services — is integrated into the disaster-management framework.

6.3 Prevention and Mitigation over Response

Consistent with national policy, the University shall prioritise prevention and mitigation measures that reduce risk at source, rather than relying solely on post-disaster response and relief.

6.4 Preparedness through Continuous Capacity-Building

Preparedness shall be treated as a continuous process, sustained through regular training, mock drills, curriculum integration and awareness campaigns, rather than a one-time compliance exercise.

6.5 Inclusiveness and Accessibility

Disaster-management planning shall specifically account for the needs of persons with disabilities, pregnant women, and other vulnerable members of the campus community, ensuring accessible evacuation routes and assistance procedures.

6.6 Coordination and Integration

The University's disaster-management framework shall function in coordination with, and not in isolation from, the District Disaster Management Authority, local Fire and Emergency Services, Police, and public health authorities, consistent with the institutional hierarchy established under the Disaster Management Act, 2005.

6.7 Continuous Improvement

Every mock drill, near-miss and actual incident shall be documented and reviewed, and lessons learnt shall be incorporated into the University's Disaster Management Plan and this Policy through a formal review process.

7. INSTITUTIONAL PROFILE, HAZARD AND VULNERABILITY ASSESSMENT

The University's Disaster Management Committee shall maintain and periodically update a documented Hazard, Vulnerability and Capacity Assessment for each campus, covering at minimum the following:

7.1 Indicative Hazard Profile

Hazard Category	Specific Hazards	Indicative Campus Risk Factors
Geological	Earthquake	Gujarat lies substantially in Seismic Zone III/IV; older/non-engineered structures,

Hazard Category	Specific Hazards	Indicative Campus Risk Factors
		unreinforced parapets and heavy false ceilings increase risk
Hydro-meteorological	Flood, heavy rainfall, waterlogging, cyclone/high wind, lightning, heat-wave	Low-lying or poorly drained areas, hostel and basement flooding, exposed open grounds during sporting/cultural events
Fire	Electrical fire, laboratory fire, kitchen/canteen fire, short-circuit	Ageing wiring, overloaded circuits, LPG cylinders in messes, flammable chemicals in laboratories
Chemical / Laboratory	Chemical spill, toxic-gas release, gas-cylinder leak/explosion	Chemistry, life-sciences, engineering and workshop laboratories handling reactive/flammable substances
Structural	Building/wall/scaffolding collapse	Ongoing construction/renovation, ageing structures, poor maintenance
Crowd-related	Stampede/crowd crush	Convocations, festivals, large cultural/sports events, examination-hall evacuations
Transport	Road traffic accidents	Campus internal roads, two-wheeler/bus traffic at peak hours, construction-vehicle movement
Biological	Epidemic / pandemic, food/water-borne outbreak	Dense hostel occupancy, shared messes and washrooms, large classroom gatherings
Security	Bomb threat, intrusion, civil disturbance	Open campus access points, large public events, examinations

7.2 Vulnerability Factors

1. Concentration of large numbers of students in hostels, classrooms and examination halls at specific times of day.
2. Presence of hazardous chemicals, gas cylinders and specialised equipment in teaching and research laboratories.
3. Ageing or under-maintained electrical installations, fire-fighting equipment, and structural elements in older buildings.
4. Limited disaster-awareness and training levels among a continuously changing student population (fresh intake every year).

5. Dependence on external agencies (fire brigade, ambulance, police) whose response time may be affected by the campus's location and local traffic conditions.
6. Presence of persons with disabilities, elderly staff/visitors, and young children (e.g., at campus schools/creches, if any) requiring special evacuation assistance.

7.3 Capacity Resources

The assessment shall also record existing capacities — trained personnel, firefighting and first-aid equipment, ambulances, open assembly areas, water reservoirs, backup power, and institutional linkages with hospitals and emergency services — as the baseline against which mitigation and preparedness gaps are identified.

8. INSTITUTIONAL FRAMEWORK AND GOVERNANCE

8.1 University Disaster Management Committee (UDMC)

A University Disaster Management Committee shall be constituted by order of the Vice-Chancellor to oversee planning, implementation, monitoring and continuous improvement of this Policy and the associated Disaster Management Plan. The suggested composition is as follows:

Role	Responsibility on the Committee
Vice-Chancellor / Pro-Vice-Chancellor (or nominee)	Chairperson — overall policy direction and accountability to the Board of Management
Registrar	Administrative coordination, budgetary approval, and liaison with the Board
Chief Security/Estate Officer	Member-Secretary — day-to-day implementation, infrastructure, and Incident Commander (or nominee thereof) during an emergency
Dean, Student Welfare / Chief Warden	Hostel and residential-area preparedness and response coordination
Medical Officer, University Health Centre	Medical/first-aid preparedness, triage planning and liaison with hospitals
Head, Department of Chemistry/Engineering/Life Sciences (or Laboratory Safety Officer)	Chemical/laboratory hazard mitigation and response protocol
Head, Civil/Electrical Maintenance	Structural, fire and electrical safety audits and mitigation works
Faculty Nodal Officers (one per school/faculty)	Departmental-level preparedness, drills and compliance monitoring
Public Relations / Communication Officer	Internal and external emergency communication, media coordination

Role	Responsibility on the Committee
Student Representatives (DRR Club / Student Council / NSS-NCC)	Peer awareness, student-volunteer response support, and feedback
Transport/Fleet In-charge	Emergency transport and evacuation-vehicle arrangements

The UDMC shall meet at least once every quarter, and additionally after any significant incident or drill. Minutes, hazard assessments, and corrective action plans shall be maintained by the Member-Secretary and placed before the Board of Management annually.

8.2 Disaster Management Teams

Under the UDMC, the University shall constitute and train the following functional teams, drawing on staff, faculty and student volunteers, each with a designated Team Leader:

- Early Warning & Communication Team — monitors warnings/alerts and operates the public-address and mass-notification systems.
- Evacuation Team — guides safe and orderly evacuation of buildings/hostels to assembly points and conducts headcounts.
- Fire-Fighting Team — trained in use of fire extinguishers/hose reels and first-response fire suppression pending arrival of the Fire Brigade.
- Search and Rescue Team — trained in basic search-and-rescue techniques for building collapse or entrapment scenarios.
- First-Aid and Medical Team — led by the Health Centre, provides immediate first aid and coordinates casualty triage and hospital referral.
- Security and Traffic Control Team — manages access control, crowd control, and keeps emergency-vehicle routes clear.
- Damage Assessment and Recovery Team — assesses structural/infrastructural damage post-incident and coordinates recovery works.

8.3 Incident Command Structure

During an actual disaster or emergency, the Member-Secretary of the UDMC (or a designated senior officer) shall function as the Incident Commander, with overall authority to direct the University's response, mobilise the Disaster Management Teams, and serve as the single point of liaison with external agencies (Fire, Police, Ambulance, DDMA), until such time as command is formally transferred to an external competent authority under law.

8.4 Departmental / Hostel Nodal Officers

Every academic department, administrative office, hostel block, and canteen/mess unit shall nominate a Disaster Management Nodal Officer responsible for maintaining evacuation signage, conducting floor-wise headcounts during drills/emergencies, and reporting hazards or non-compliance to the UDMC.

9. PREVENTION AND MITIGATION MEASURES

The University shall implement the following structural and non-structural mitigation measures, prioritised on the basis of the hazard and vulnerability assessment under Section 7:

9.1 Structural Mitigation

1. Periodic structural-safety audits of all buildings, with particular attention to older structures, parapets, false ceilings and water tanks, and to earthquake-resistance in line with applicable BIS codes.
2. Ensuring new construction and major renovation comply with the National Building Code fire and life-safety provisions and applicable earthquake-resistant design codes.
3. Provision and regular maintenance of fire-fighting infrastructure — extinguishers, hose reels, fire hydrants, smoke detectors and fire alarms — across all buildings, hostels and laboratories.
4. Provision of adequate, unobstructed emergency exits, stairwells and fire-escape routes, illuminated and clearly signed, in all multi-storey buildings and hostels.
5. Safe storage and handling infrastructure for hazardous chemicals and gas cylinders in laboratories and workshops, including fume hoods, spill kits and segregated hazardous-material storage.
6. Periodic electrical safety audits to identify and rectify overloaded circuits, faulty wiring and earthing deficiencies.
7. Provision of adequate stormwater drainage to reduce the risk of flooding/waterlogging in low-lying campus areas.

9.2 Non-Structural Mitigation

8. Development, periodic testing and updating of a written University Disaster Management Plan detailing hazard-specific SOPs, evacuation plans and team assignments.
9. Display of evacuation maps, emergency contact numbers, and dos-and-don'ts signage at prominent locations in every building and hostel.
10. Safe anchoring of tall furniture, almirahs, laboratory racks and equipment likely to topple during an earthquake.
11. Regular inspection and servicing of lifts, generators, transformers and other critical building services.
12. Restriction on overcrowding at events, and crowd-management planning (barricading, multiple entry/exit points, capacity limits) for convocations, festivals and large gatherings, to reduce stampede risk.

10. PREPAREDNESS MEASURES

1. Maintenance of an up-to-date University Disaster Management Plan, hazard-specific SOPs (Section 11), and an Emergency Contact Directory (Annexure A), reviewed at least annually.

2. Constitution and continuous training of the Disaster Management Teams identified in Section 8.2, including basic life support, CPR, first aid, fire-fighting and search-and-rescue skills.
3. Conduct of regular mock drills (Section 16) for earthquake, fire and other high-priority hazards identified for each campus.
4. Maintenance of an adequate stock of emergency equipment — first-aid kits, stretchers, fire extinguishers, torches, megaphones, spill-containment kits and personal protective equipment — at designated, clearly marked locations.
5. Installation and testing of early-warning systems (public address system, siren/alarm, SMS/app-based mass-notification system) capable of alerting the entire campus community within minutes.
6. Maintenance of a tie-up/empanelment with nearby hospitals, blood banks, and ambulance services for emergency medical support.
7. Ensuring backup power (generators/UPS) for critical facilities including the Health Centre, water supply pumps, and the early-warning/communication system.
8. Registration of the University's Disaster Management Plan with, and periodic liaison with, the District Disaster Management Authority, local Fire and Emergency Services, and Police.
9. Integration of disaster-preparedness content into student and employee induction/orientation programmes.

11. HAZARD-SPECIFIC STANDARD OPERATING PROCEDURES (SOPs)

The following Standard Operating Procedures provide the minimum response framework for each major hazard identified for the University's campus(es). Detailed, location-specific SOPs (with building-wise evacuation routes, assembly points and team assignments) shall be maintained in the University's Disaster Management Plan, which supplements this Policy.

11.1 Earthquake

1. On feeling a tremor, occupants shall Drop, Cover and Hold — drop to the ground, take cover under sturdy furniture, and hold on until the shaking stops.
2. Occupants shall stay away from windows, glass partitions, tall cupboards and heavy suspended fixtures.
3. Once shaking stops, occupants shall evacuate in an orderly manner via designated staircases (not lifts) to the nearest Assembly Point.
4. The Evacuation Team shall conduct a headcount at the Assembly Point and report missing persons to the Incident Commander.
5. The Damage Assessment Team shall inspect buildings for structural damage, gas leaks and electrical hazards before permitting re-entry.
6. The Incident Commander shall be prepared for aftershocks and shall keep the campus community informed through the early-warning/communication system.

11.2 Fire

1. On discovering a fire, the nearest fire alarm shall be activated and the Security Control Room/Fire-Fighting Team alerted immediately.
2. Occupants shall evacuate immediately via the nearest fire exit/staircase (never lifts), closing doors behind them to slow the fire's spread, and proceed to the Assembly Point.
3. The trained Fire-Fighting Team may attempt to control a small, incipient fire using extinguishers only if it is safe to do so, without putting themselves at risk.
4. The local Fire and Emergency Services shall be called without delay for any fire beyond incipient stage, and shall be guided to the site by the Security/Traffic Control Team.
5. Laboratory and workshop in-charges shall ensure gas cylinders and electrical mains in the affected area are shut off, where safe to do so.
6. A headcount shall be conducted at the Assembly Point, and re-entry permitted only after clearance by the Fire Brigade/Incident Commander.

11.3 Flood / Waterlogging

1. On receipt of a flood warning or heavy-rainfall alert, the Incident Commander shall assess the risk to low-lying hostels, basements and academic blocks.
2. Vulnerable electrical installations and equipment in flood-prone areas shall be shut down/relocated as a precaution.
3. Occupants of at-risk areas shall be relocated to higher floors or safer buildings as advised by the Incident Commander.
4. The Transport Team shall avoid using low-lying campus roads and shall assist with evacuation using appropriate vehicles where required.
5. Drinking-water and food stocks shall be safeguarded, and coordination maintained with the local municipal/DDMA flood-response machinery.

11.4 Cyclone / High Wind / Lightning

1. On receipt of a cyclone/severe-weather warning, outdoor events, sports activities and construction work shall be suspended, and loose objects (hoardings, scaffolding, furniture) secured or moved indoors.
2. Occupants shall be advised to stay indoors, away from windows, glass facades and trees, until the warning is withdrawn.
3. During lightning activity, outdoor activity shall be suspended immediately and occupants directed to seek shelter in permanent buildings.
4. The Incident Commander shall monitor official weather bulletins and communicate updates to the campus community through the early-warning system.

11.5 Chemical Spill / Laboratory or Gas-Cylinder Incident

1. The affected area shall be evacuated and cordoned off immediately, and the Laboratory Safety Officer/Incident Commander notified.
2. Only personnel trained and equipped with appropriate personal protective equipment shall attempt containment, using spill kits, and only for spills within their training and capacity.

3. For toxic-gas release or a spill beyond safe on-site containment, the Fire Brigade and, where relevant, the District Disaster Management Authority's chemical-emergency response mechanism shall be alerted without delay.
4. Affected persons shall be moved to fresh air, provided first aid, and referred to hospital as required; the Material Safety Data Sheet (MSDS) of the chemical involved shall be made available to responders.
5. The incident shall be documented and reported to the UDMC, with corrective measures identified to prevent recurrence.

11.6 Stampede / Crowd-Crush at Events

1. Event organisers shall pre-plan multiple entry/exit points, barricading and crowd-density limits in consultation with the Security Team before any large gathering.
2. On any sign of crowd surge or panic, the Security/Traffic Control Team shall immediately open additional exits, use the public-address system to issue calm, clear instructions, and prevent further inflow of persons.
3. The First-Aid and Medical Team shall be placed on standby at all large events, with a clear casualty-evacuation route kept open at all times.
4. Following any stampede-related incident, the area shall be secured, injured persons attended to as first priority, and the incident reported to the Incident Commander and, where required, the Police.

11.7 Medical Emergency / Mass-Casualty Incident

1. Any person witnessing a medical emergency shall immediately alert the Health Centre/First-Aid Team and, where necessary, call for an ambulance.
2. The First-Aid and Medical Team shall administer basic first aid/CPR as trained, without moving a seriously injured person unless there is an immediate life threat (e.g., fire).
3. For a mass-casualty incident, the Medical Officer shall initiate triage (prioritising casualties by severity) and coordinate transport of casualties to empanelled hospitals.
4. The Incident Commander shall ensure clear access for ambulances at all times and shall keep next of kin/emergency contacts informed as appropriate.

11.8 Bomb Threat / Security Incident

1. Any bomb threat (by call, message, or note) shall be reported immediately to the Security Control Room and the Incident Commander, without touching or moving any suspicious object.
2. The Incident Commander shall immediately inform the local Police/Bomb Disposal authorities and shall decide on evacuation based on their guidance and the credibility of the threat.
3. If evacuation is ordered, occupants shall move calmly to the Assembly Point via routes away from the suspected location, avoiding use of mobile phones/wireless devices near the suspected object as a precaution.
4. Re-entry shall be permitted only after clearance by the Police/Bomb Disposal team.

11.9 Epidemic / Pandemic / Public-Health Emergency

1. The Health Centre, in coordination with the UDMC, shall monitor public-health advisories and implement recommended screening, isolation, sanitation and social-distancing measures on campus.
2. An isolation/quarantine facility shall be identified in advance for suspected/confirmed cases pending referral to designated health facilities.
3. The University shall be prepared to shift to remote/hybrid modes of academic delivery, as directed by competent health/education authorities, with continuity plans as set out in Section 20.
4. Regular sanitation, availability of hand-hygiene facilities, and clear communication of health advisories shall be maintained across hostels, canteens and academic areas.

12. EVACUATION PROCEDURE AND ASSEMBLY POINTS

1. Every building/hostel block shall have at least two independent means of egress, clearly marked with illuminated exit signage, leading to a pre-designated outdoor Assembly Point at a safe distance from the building.
2. Evacuation route and Assembly Point maps shall be displayed on every floor, near lifts/staircases, and in every hostel room corridor.
3. On activation of an alarm or an instruction from the Incident Commander/Nodal Officer, all occupants shall stop work/class immediately, leave belongings behind, and proceed calmly (not running) to the Assembly Point via the nearest safe exit.
4. Faculty/staff in charge of a room shall be responsible for ensuring all occupants (including any person with a disability requiring assistance) evacuate the room.
5. At the Assembly Point, the concerned Nodal Officer/Evacuation Team member shall conduct a headcount against attendance/occupancy records and report the status immediately to the Incident Commander.
6. No person shall re-enter an evacuated building until the Incident Commander (or an external competent authority, as applicable) has declared it safe to do so.

13. COMMUNICATION AND EARLY-WARNING PROTOCOL

1. The University shall maintain a functional Early Warning and Mass Notification System (public-address system, siren/alarm, and SMS/e-mail/app-based alerts) capable of reaching the entire campus community within minutes of an emergency being declared.
2. The Security Control Room shall function as the University's 24x7 emergency communication hub, with a single, widely publicised emergency contact number.
3. The Incident Commander shall be the sole authorised spokesperson (or shall designate the Public Relations Officer) for external communication and media queries during an emergency, to ensure consistent and accurate information.
4. Regular situation updates shall be communicated to the campus community during a prolonged emergency, to prevent rumour and panic.

5. Emergency contact numbers of the Security Control Room, Health Centre, Fire Brigade, Police and Ambulance shall be prominently displayed across campus and included in student/employee handbooks (Annexure A).

14. RESOURCE INVENTORY AND EMERGENCY INFRASTRUCTURE

The Estate Office, in coordination with the UDMC, shall maintain an up-to-date inventory of emergency infrastructure and resources, including at minimum:

- Fire extinguishers, hose reels, fire hydrants and their locations, inspection and refill dates.
- First-aid kits, stretchers, wheelchairs and basic emergency medical supplies at the Health Centre and other designated points.
- Personal protective equipment for hazardous-material handling and firefighting.
- Backup power sources (generators/UPS/inverters) for critical facilities.
- Emergency vehicles/ambulance and their maintenance status.
- Water storage/reservoir capacity for firefighting and drinking-water contingency.
- Contact list of empanelled hospitals, blood banks, ambulance services, and specialist agencies (structural engineers, chemical-hazard responders).
- List of trained personnel in each Disaster Management Team, with contact details and shift/availability information.

15. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

Stakeholder	Key Responsibilities
Board of Management	Approves the Policy, budget and major mitigation investments; reviews annual disaster-preparedness performance
Vice-Chancellor	Overall accountability for Policy implementation; chairs/oversees the University Disaster Management Committee
University Disaster Management Committee	Policy oversight, hazard assessment, planning, mock drills, monitoring, and reporting to the Board
Incident Commander (Member-Secretary/nominee)	Directs the University's response during an actual emergency and liaises with external agencies
Disaster Management Teams	Perform their designated function (evacuation, firefighting, first aid, search-rescue, security, damage assessment) during drills and actual emergencies
Deans / HoDs / Faculty Nodal Officers	Ensure preparedness compliance within their department; conduct floor-wise headcounts; report hazards
Faculty and Staff	Familiarise themselves with evacuation routes and SOPs; assist students during drills/emergencies; report hazards

Stakeholder	Key Responsibilities
Students	Participate in drills and training; follow evacuation instructions; support peer-awareness through the DRR Club
Hostel Wardens / Residence Staff	Maintain hostel evacuation signage; conduct floor-wise headcounts; ensure occupant awareness
Medical Officer, Health Centre	Lead first-aid/medical response, triage planning, and hospital liaison
Laboratory In-charges / Safety Officer	Enforce chemical/laboratory safety protocol; maintain spill-response readiness; report incidents
Security Personnel	Access control, crowd management, keep emergency routes clear, first point of contact for threats/incidents
Contractors (Construction, Housekeeping, Canteen)	Comply with site-safety and fire-safety norms; participate in relevant drills; report hazards
DRR Club / Student Volunteers	Peer awareness campaigns, support for drills, and community disaster-education initiatives

16. MOCK DRILLS AND TESTING

1. At least two full-scale mock drills (covering, at minimum, fire and earthquake evacuation) shall be conducted each academic year across every campus, hostel and major academic block, in line with UGC/NDMA recommendations for hands-on training.
2. Additional table-top or partial drills (e.g., chemical-spill response, medical-emergency response, bomb-threat evacuation) shall be conducted periodically for relevant departments/teams.
3. Every drill shall be observed and evaluated by the UDMC against defined parameters — evacuation time, headcount accuracy, team responsiveness and equipment functionality — and a After-Action Report prepared.
4. Gaps identified during drills shall be addressed through corrective action plans, with responsibility and timelines assigned and tracked by the UDMC.
5. New students and employees shall undergo a basic orientation drill/briefing within the first month of joining.

17. TRAINING, AWARENESS AND CAPACITY BUILDING

1. The University shall offer the 2-credit skill-enhancement course on Disaster Management recommended by the UGC's 2025 Disaster Management Guidelines, designed in consultation with the National Institute of Disaster Management (NIDM), to undergraduate students across programmes.

2. A Disaster Risk Reduction (DRR) Club shall be constituted and supported to conduct awareness campaigns, workshops and community-resilience activities on campus, in line with UGC recommendations.
3. Hands-on training in first aid, CPR, basic fire-fighting and earthquake-preparedness drills shall be organised periodically for students, faculty, staff and Disaster Management Team members, engaging qualified external trainers (e.g., Fire Department, Red Cross, St. John Ambulance, NIDM-affiliated trainers) where feasible.
4. Disaster-preparedness content shall be included in student and employee induction/orientation programmes, hostel handbooks, and departmental notice boards.
5. Periodic awareness campaigns (posters, digital communication, competitions, guest lectures) shall reinforce key messages such as evacuation procedures, dos-and-don'ts for specific hazards, and emergency contact numbers.
6. The UDMC shall maintain training records for all Disaster Management Team members and shall ensure periodic refresher training.

18. COORDINATION WITH EXTERNAL AGENCIES

1. The University shall register its Disaster Management Plan with, and maintain regular liaison with, the concerned District Disaster Management Authority (DDMA) and the Gujarat State Disaster Management Authority (GSDMA).
2. Formal coordination shall be maintained with the local Fire and Emergency Services, Police, and district administration, including periodic joint drills where feasible.
3. The University shall maintain an empanelment/tie-up with nearby hospitals, blood banks and ambulance services for emergency medical support and mass-casualty situations.
4. Utility providers (electricity, water, telecommunications) shall be engaged for priority restoration arrangements in the event of a disaster affecting campus infrastructure.
5. The University shall cooperate fully with, and act under the direction of, the DDMA/SDMA/NDMA or other competent authority in the event of a disaster of a scale requiring external intervention, consistent with the institutional hierarchy under the Disaster Management Act, 2005.

19. RESPONSE, RELIEF AND RECOVERY

19.1 Immediate Response

Immediate response shall follow the hazard-specific SOPs in Section 11, with the Incident Commander directing the mobilisation of Disaster Management Teams, evacuation, first aid, and liaison with external emergency services as required.

19.2 Relief

1. The UDMC shall arrange immediate relief measures for affected persons, including temporary shelter, food, drinking water, clothing and medical care, in coordination with hostel and canteen administration.

2. A helpline/registration desk shall be set up to account for all students and staff, respond to queries from anxious family members, and coordinate welfare support.
3. Psychological first aid and counselling support shall be made available to affected persons through the University's counselling services, recognising the emotional impact of a disaster.

19.3 Damage Assessment and Recovery

4. The Damage Assessment and Recovery Team shall conduct a structured post-incident survey of structural, infrastructural and academic impact, and submit a report to the UDMC within 72 hours where feasible.
5. A recovery and reconstruction plan, with prioritised timelines and budget estimates, shall be prepared and placed before the Registrar/Board of Management for approval.
6. Academic schedules affected by the disaster shall be revised in consultation with the Academic Council, with provision for make-up classes/examinations as necessary.
7. A post-incident review ('lessons learnt') exercise shall be conducted by the UDMC, and findings incorporated into the Disaster Management Plan and this Policy under Section 21.

20. BUSINESS CONTINUITY AND ACADEMIC CONTINUITY

The University shall maintain a Business/Academic Continuity Plan addressing the continuity of critical functions — academic delivery, examinations, hostel operations, payroll and finance, and IT/data systems — during and after a disaster. This shall include, where relevant, arrangements for remote/hybrid academic delivery, backup of critical academic and administrative data/records at a secure off-site or cloud location, and pre-identified alternate premises for essential functions in case primary buildings are rendered unusable. The Continuity Plan shall be reviewed alongside this Policy and tested periodically as part of the mock-drill programme.

21. MONITORING, REVIEW AND REPORTING

1. The UDMC shall review the University's disaster-preparedness status at least quarterly, covering infrastructure readiness, training completion, drill outcomes and outstanding mitigation actions.
2. An independent Safety and Disaster-Preparedness Audit shall be commissioned at least annually, covering structural, fire, electrical and chemical-safety aspects, consistent with practice recommended under NAAC Criterion 7.
3. Every mock drill and actual incident shall be documented in an After-Action Report, reviewed by the UDMC, and used to update the Disaster Management Plan and hazard-specific SOPs.
4. An Annual Disaster Preparedness Report shall be placed before the Board of Management and, where required, shared with the DDMA/UGC, summarising drills conducted, incidents recorded, mitigation works completed, and areas for improvement.

5. Any actual disaster or significant near-miss shall be reported to the Vice-Chancellor and the Board of Management within 48 hours, with a detailed report to follow within two weeks.

22. BUDGET AND FINANCIAL PROVISIONS

The University shall earmark an annual budgetary allocation, reviewed each financial year, for disaster-management activities, including structural and fire-safety mitigation works, emergency equipment and its maintenance, training and mock drills, the early-warning/communication system, and audits. Budget proposals shall be prepared by the Estate Office in consultation with the University Disaster Management Committee and placed before the Registrar/Board of Management for approval as part of the annual budget cycle. The University shall also maintain a contingency reserve, to the extent feasible, for immediate relief expenditure in the event of a disaster, and may explore insurance cover for critical infrastructure and public liability.

23. POLICY REVIEW AND AMENDMENT

This Policy and the accompanying Disaster Management Plan shall be reviewed by the University Disaster Management Committee at least once every academic year, and earlier if necessitated by a change in applicable law or NDMA/UGC guidelines, a significant incident or near-miss, or a material change in campus infrastructure or population (e.g., new buildings, new hostels, expanded student strength). Proposed amendments shall be recommended by the UDMC to the Registrar and shall take effect upon approval of the Board of Management. The version history of the Policy shall be maintained by the Registrar's Office.

ANNEXURE A: EMERGENCY CONTACT DIRECTORY (TEMPLATE)

Service	Contact Details (to be filled in by the University)
Security Control Room (24x7)	
Incident Commander / Member-Secretary, UDMC	
University Health Centre / Medical Officer	
Nearest Fire Station	
Nearest Police Station	
Ambulance Service	
Empanelled Hospital(s)	
District Disaster Management Authority (DDMA)	
Electricity / Utility Emergency Helpline	
Chief Warden / Hostel Wardens	
National Emergency Number	112

ANNEXURE B: MOCK DRILL CHECKLIST

- Drill objective and hazard scenario clearly defined and communicated to observers in advance.
- All Disaster Management Teams briefed on their roles prior to the drill.
- Evacuation alarm/signal tested and audible across the entire building/area.
- Evacuation time from alarm to full assembly recorded.
- Headcount accuracy verified against attendance/occupancy records.
- Functionality of fire extinguishers, hose reels and first-aid equipment verified.
- Accessibility arrangements for persons with disabilities tested.
- Observer feedback and After-Action Report completed within one week of the drill.
- Corrective actions assigned with responsible owner and timeline.

ANNEXURE C: QUICK-REFERENCE DOS AND DON'TS CARD

Earthquake

- DO: Drop, Cover, Hold. Move away from windows and heavy fixtures.

- DON'T: Use lifts. Don't run outside during shaking if you are on an upper floor.

Fire

- DO: Raise the alarm, evacuate via the nearest stairway, close doors behind you.
- DON'T: Use lifts. Don't stop to collect belongings.

General

- DO: Know your nearest exit and Assembly Point before an emergency occurs.
- DON'T: Spread unverified information; rely on official University communication channels.

ANNEXURE D: LIST OF KEY REFERENCE DOCUMENTS

- Disaster Management Act, 2005 — Government of India.
- National Policy on Disaster Management and NDMA Guidelines (school/campus safety, chemical disaster management, and hazard-specific guidelines).
- Guidelines of the Gujarat State Disaster Management Authority (GSDMA) and the concerned District Disaster Management Authority.
- University Grants Commission (UGC) Disaster Management Guidelines, 2025, for Higher Educational Institutions (prepared with NIDM).
- National Building Code of India — Fire and Life Safety provisions; applicable BIS earthquake-resistant design codes (IS 1893, IS 4326).
- NAAC Self-Study Report Manual — Criterion 7: Institutional Values and Best Practices.
- Disaster-management practices benchmarked from Disaster Management Committees, Plans and DRR initiatives of other Indian universities and colleges.

ANNEXURE E: APPROVAL

This Policy is recommended by the University Disaster Management Committee and approved by the Board of Management of Swaminarayan University for implementation with effect from the date notified by the Registrar's Office.

Recommended by: Chairperson, University Disaster Management Committee	Approved by: Vice-Chancellor, Swaminarayan University