MINGACHEVIR STATE UNIVERSITY

POLICY DOCUMENT

SMOKE-FREE UNIVERSITY ENVIRONMENT POLICY

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Document Information

Scope	Information
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Responsible Unit	Facilities Management and Technical Maintenance Department
Owner	Advisor on Economic Affairs
Scope	All students, academic and administrative staff, visitors, contractors, and other individuals present within university buildings, facilities, and campus areas.
Related Documents	Occupational Health and Safety Policy; Environmental Sustainability Policy; Student Welfare Policy; Health and Well-being Policy; Quality Assurance Policy
Distribution	Official university website and internal systems
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02 Purpose:

The purpose of this Smoke-Free University Environment Policy is to establish a consistent framework for maintaining a healthy, safe, and smoke-free environment at Mingachevir State University. The policy aims to protect students, academic and administrative staff, visitors, and other members of the university community from exposure to tobacco smoke by preventing smoking and regulating the use of tobacco-related products across university premises.



The policy promotes health, well-being, and environmental responsibility by raising awareness of smoking-related health risks, encouraging tobacco-free lifestyles, and minimizing exposure to secondhand smoke. It seeks to create a supportive and inclusive campus environment where all individuals can study, work, and participate in university activities safely.

Furthermore, the policy establishes institutional responsibilities for implementation, monitoring, and continuous improvement. In alignment with national legislation, international good practices, and the United Nations Sustainable Development Goal 3 (Good Health and Well-being), Mingachevir State University is committed to promoting public health and sustainable campus development.

03 Introduction

Mingachevir State University recognizes that a healthy, safe, and smoke-free environment is essential for ensuring the well-being, academic success, and professional development of its university community. Exposure to tobacco smoke poses significant health risks, affects indoor and outdoor air quality, and can negatively influence the overall learning, working, and social environment. Creating a smoke-free campus is therefore an important component of the University's commitment to public health, institutional responsibility, and environmental sustainability.

The University is committed to promoting a culture of health, safety, and environmental awareness by maintaining smoke-free spaces across its academic buildings, administrative facilities, laboratories, libraries, recreational areas, and other campus premises. This commitment extends to students, academic and administrative staff, visitors, contractors, and all individuals participating in university activities. By encouraging responsible behavior and reducing exposure to secondhand smoke, the University seeks to provide a welcoming, inclusive, and supportive environment for everyone.

The Smoke-Free University Environment Policy establishes a clear institutional framework for regulating smoking and the use of tobacco-related products, promoting healthier lifestyles, and strengthening institutional responsibility. It emphasizes awareness-raising activities, preventive measures, compliance with national legislation, and continuous monitoring of smoke-free practices. Through effective implementation and ongoing improvement, Mingachevir State University aims to foster a sustainable culture of health and well-being while maintaining a safe, inclusive, and environmentally responsible campus for its entire community.

04 Key Definitions

Smoke-Free Environment: A university environment where smoking and the use of prohibited tobacco-related products are not permitted, protecting individuals from exposure to tobacco smoke and harmful emissions.

Smoking: The act of inhaling, exhaling, or holding a lit tobacco product, including cigarettes, cigars, pipes, and other combustible smoking products.



Tobacco and Electronic Smoking Products: Conventional tobacco products, electronic cigarettes, vaping devices, and similar products intended for smoking or inhalation.



Secondhand Smoke: Smoke released from burning tobacco products or exhaled by smokers that may be inhaled by nearby individuals.



University Premises: All academic and administrative buildings, classrooms, laboratories, libraries, recreational facilities, and outdoor campus areas owned, leased, or managed by Mingachevir State University.

05 Scope of Application

This Smoke-Free University Environment Policy applies to all students, academic and administrative staff, visitors, contractors, service providers, and other individuals present on the premises of Mingachevir State University. Compliance with the policy is required regardless of an individual's position, status, or purpose of visiting the University.

The policy covers all university-owned, leased, or managed facilities, including academic buildings, classrooms, laboratories, libraries, administrative offices, meeting rooms, corridors, recreational facilities, and other indoor spaces. It also applies to outdoor campus areas, including courtyards, entrances, pedestrian pathways, green spaces, and common areas, in accordance with institutional regulations and applicable national legislation.

The policy extends to university-organized academic, administrative, cultural, and social activities conducted on campus. All members of the university community are expected to respect smoke-free requirements, contribute to maintaining a healthy environment, and support the effective implementation of this policy.

The Facilities Management and Technical Maintenance Department, under the supervision of the Advisor on Economic Affairs, is responsible for coordinating the implementation of smoke-free measures across university premises. Relevant academic and administrative units shall support compliance by communicating policy requirements, displaying appropriate smoke-free signage, and promoting awareness among students, staff, and visitors. These coordinated efforts aim to ensure consistent application of the policy and maintain a healthy, safe, and supportive university environment.

06 Core Principles

Protection of Health and Well-being

The University prioritizes the health and well-being of students, academic and administrative staff, and visitors by preventing exposure to tobacco smoke and promoting a healthier learning and working environment.

Smoke-Free Campus Environment

Smoking and the use of prohibited tobacco-related products are restricted across university buildings, facilities, and campus areas in accordance with institutional regulations and applicable national legislation.

Equality and Shared Responsibility

Smoke-free requirements apply equally to all members of the university community, regardless of their position or status. Every individual shares responsibility for respecting the policy and maintaining a healthy campus environment.

Awareness and Prevention

The University promotes awareness of smoking-related health risks through educational activities, informational campaigns, and preventive initiatives that encourage responsible behavior and tobacco-free lifestyles.

Institutional Accountability and Compliance

Relevant university units are responsible for implementing and monitoring smoke-free requirements, ensuring compliance with institutional regulations, and addressing violations through appropriate and transparent procedures.

Environmental Sustainability and Continuous Improvement

The University promotes environmentally responsible practices by reducing tobacco-related pollution and waste while regularly reviewing and improving smoke-free measures to maintain a clean, healthy, and sustainable campus.

07 Strategic Objectives



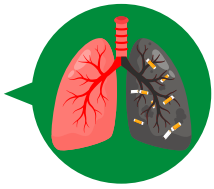
Establish and Maintain a Smoke-Free Campus

To ensure a smoke-free learning and working environment by implementing clear smoking restrictions across university buildings, facilities, and campus areas in accordance with institutional regulations and national legislation.



Protect Health and Prevent Exposure to Tobacco Smoke

To safeguard students, academic and administrative staff, and visitors from the harmful effects of tobacco smoke by minimizing exposure to secondhand smoke and promoting preventive health measures.



Promote Health Awareness and Tobacco-Free Lifestyles

To strengthen awareness of smoking-related health risks through educational campaigns, training sessions, and informational initiatives that encourage healthier lifestyle choices and support smoking prevention.



Strengthen Institutional Compliance and Accountability

To establish effective mechanisms for implementing, monitoring, and enforcing smoke-free requirements while ensuring clear responsibilities among relevant university departments and consistent application of institutional regulations.



Enhance Environmental Sustainability and Continuous Improvement

To reduce tobacco-related pollution, prevent cigarette waste, protect campus green spaces, and regularly evaluate the effectiveness of smoke-free measures to support continuous improvement and maintain a healthy, clean, and sustainable university environment.

08 Key Performance Indicators (KPIs)

Objective	Indicator (KPI)	Baseline (2025)	Target (2028)	Timeline	Responsible Unit
Establish and Maintain a Smoke-Free Campus	Percentage of university buildings and campus areas meeting institutional smoke-free requirements	65%	90%	2025–2028	Facilities Management and Technical Maintenance Department
Strengthen Smoke-Free Infrastructure	Percentage of designated university facilities and campus areas equipped with smoke-free signage	60%	80%	2025–2028	Facilities Management and Technical Maintenance Department
Promote Health Awareness and Tobacco-Free Lifestyles	Percentage of students and staff aware of smoking-related health risks and smoke-free campus regulations	55%	80%	2025–2028	Faculties and Academic Departments
Strengthen Institutional Compliance and Accountability	Percentage of reported smoking violations reviewed and addressed through institutional procedures	70%	90%	2025–2028	Facilities Management and Technical Maintenance Department
Enhance Environmental Sustainability	Percentage of campus areas regularly inspected for tobacco-related litter and environmental pollution	60%	85%	2025–2028	Facilities Management and Technical Maintenance Department
Ensure Continuous Monitoring and Improvement	Number of institutional monitoring assessments conducted annually to evaluate smoke-free practices	1 per year	2 per year	2025–2028	Internal Control Department

09 Implementation Mechanism

The implementation of the Smoke-Free University Environment Policy at Mingachevir State University shall be coordinated by the Facilities Management and Technical Maintenance Department under the supervision of the Advisor on Economic Affairs, in cooperation with relevant academic and administrative units. The policy shall ensure the consistent application of smoke-free requirements across university buildings, facilities, and campus areas.

Appropriate smoke-free signage shall be displayed at building entrances, classrooms, laboratories, administrative offices, and other relevant locations. Academic and administrative units shall communicate policy requirements to students, staff, and visitors while encouraging responsible behavior and compliance.

The University shall organize awareness-raising activities and informational sessions to highlight the health risks associated with tobacco use and secondhand smoke, promote healthier lifestyles, and strengthen preventive practices within the university community.

The Internal Control Department, in cooperation with the Facilities Management and Technical Maintenance Department, shall conduct periodic inspections, document identified violations, and ensure appropriate corrective measures in accordance with institutional regulations and national legislation.

Monitoring results, awareness activities, and corrective actions shall be regularly reviewed to assess policy effectiveness, identify areas for improvement, and support the continuous development of a healthy, safe, and smoke-free university environment.

10 Governance and Responsibilities

Structure / Role	Responsibilities
Rector	Approves the policy, provides strategic oversight, and supports its effective implementation across the University.
Advisor on Economic Affairs	Oversees policy implementation, coordinates administrative measures, and ensures the allocation of necessary resources to maintain a smoke-free campus environment.
Facilities Management and Technical Maintenance Department	Coordinates consultation schedules, develops institutional guidelines, monitors implementation, and supports academic units.
Faculties and Academic Departments	Communicate smoke-free requirements, organize awareness-raising activities, and promote healthy lifestyles among students and academic staff.
Administrative Units	Support policy implementation, inform staff and visitors about smoke-free regulations, and encourage compliance within their respective areas.
Internal Control Department	Monitors compliance with smoke-free requirements, conducts periodic inspections, reviews reported violations, and recommends corrective measures where necessary.
Students, Staff, and Visitors	Comply with smoke-free regulations, respect institutional requirements, and contribute to maintaining a healthy, safe, and environmentally responsible university environment.

11 Monitoring and Evaluation

Mingachevir State University shall establish a systematic monitoring and evaluation process to assess the effectiveness of the Smoke-Free University Environment Policy and ensure consistent compliance with institutional requirements. Monitoring activities shall focus on smoke-free practices, awareness levels, preventive measures, and the overall quality of the campus environment.

The Internal Control Department, in cooperation with the Facilities Management and Technical Maintenance Department, shall conduct periodic inspections of university buildings, facilities, and campus areas. These assessments shall evaluate compliance with smoke-free requirements, the availability of appropriate signage, reported violations, and the effectiveness of corrective measures.

The University shall assess policy implementation through established Key Performance Indicators (KPIs), inspection records, awareness surveys, and feedback from students and staff. Monitoring results shall be documented and reviewed to identify areas requiring improvement and support evidence-based institutional decisions.

The Internal Control Department shall prepare periodic evaluation reports and submit relevant findings and recommendations to the Advisor on Economic Affairs. The results shall inform corrective actions, preventive initiatives, and future policy improvements, ensuring the continuous development of a healthy, safe, and smoke-free university environment.

12 Stakeholder Engagement

Mingachevir State University recognizes stakeholder engagement as an essential component of the effective implementation and continuous improvement of the Smoke-Free University Environment Policy. The University shall encourage active participation, shared responsibility, and cooperation among students, academic and administrative staff, visitors, and relevant external stakeholders to maintain a healthy, safe, and smoke-free campus environment.

Students and staff shall be encouraged to participate in awareness-raising activities, educational campaigns, workshops, and feedback surveys aimed at improving understanding of smoking-related health risks and institutional smoke-free requirements. Faculties, academic departments, and administrative units shall support these initiatives by promoting responsible behavior and communicating policy expectations.

The University shall cooperate with healthcare institutions, public health organizations, local authorities, and community partners to strengthen smoking prevention initiatives and promote tobacco-free lifestyles. Collaborative activities may include health education programs, informational seminars, and preventive campaigns that contribute to broader community awareness.

Stakeholder feedback shall be collected through surveys, consultations, and institutional communication channels. The Internal Control Department, in cooperation with relevant university units, shall review feedback and monitoring findings to identify areas for improvement, strengthen policy implementation, and promote a sustainable culture of health and environmental responsibility.

13 Alignment with Sustainable Development Goals



The Smoke-Free University Environment Policy supports SDG 3 (Good Health and Well-being) by protecting students, staff, and visitors from exposure to tobacco smoke, promoting healthier lifestyles, and maintaining a safe and healthy campus environment.

The policy contributes to SDG 11 (Sustainable Cities and Communities) by improving campus air quality, promoting smoke-free public spaces, and fostering a safer, cleaner, and more sustainable university environment.

The policy also supports SDG 12 (Responsible Consumption and Production) by reducing tobacco-related waste, preventing environmental pollution, and encouraging responsible consumption and sustainable practices across the University.

14 Evidence and Reporting

Mingachevir State University shall maintain systematic documentation and reporting mechanisms to ensure transparency, accountability, and effective implementation of the Smoke-Free University Environment Policy. Relevant institutional units shall collect and preserve evidence demonstrating compliance with smoke-free requirements, awareness-raising activities, preventive measures, and continuous improvement initiatives.

Supporting evidence shall include approved policy documents, institutional regulations, photographs of smoke-free signage, inspection records, awareness campaign materials, participation records, stakeholder feedback, and reports on identified violations and corrective actions. These materials shall be maintained in accordance with institutional documentation and record management procedures.

The Facilities Management and Technical Maintenance Department shall coordinate the collection of implementation-related evidence, while the Internal Control Department shall review monitoring results, assess compliance, and prepare periodic reports. Relevant findings shall be submitted to the Advisor on Economic Affairs to support institutional decision-making and policy improvement.

The University shall ensure that appropriate policy information and implementation outcomes are communicated through its official website and internal information systems. Evidence and reporting practices shall support institutional quality assurance, regulatory compliance, and international sustainability assessments while strengthening transparency and accountability across the university community.