

Maiya Devi Girls' College

Bharatpur-10, Chitwan



Environmental and Social (E&S) Safeguard

Operational Manual



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1. Introduction

Maiya Devi Girls' College (MDGC), as a participating institution under the Nurturing Excellence in Higher Education Program (NEHEP), is committed to integrating environmental and social safeguards into its academic, administrative, and infrastructure development processes. This operational manual has been developed in alignment with the Standard Operational Policies and Guidelines (SOPG) of the University Grants Commission (UGC) and the Environmental and Social Framework (ESF) of the World Bank. It aims to guide the college in identifying, mitigating, and managing potential environmental and social risks associated with NEHEP-funded activities. The manual outlines procedures for environmental screening, waste management, labor safety, inclusion, and grievance redress. By implementing these safeguards, MDGC strives to ensure responsible governance, inclusive participation, and sustainable development practices that promote a safe, healthy, and equitable learning environment for all students and stakeholders. This manual serves as a practical tool for institutional accountability and continuous improvement.

2. Objectives

- Identify, assess, and mitigate environmental and social risks linked to infrastructure, procurement, and academic activities.
- Promote labor safety, gender equity, grievance redress, and stakeholder participation.
- Institutionalize resource efficiency, waste management, and safety protocols.
- Ensure inclusive access for women, marginalized, and disaster-affected groups.

3. Institutional Arrangement

Unit	Responsibility
E&S Focal Person	Appointed by the College Management Committee (CMC)
ESS Committee	Includes faculty, admin staff, and a student representative
Reporting	Annual reports submitted to IQAC or CMC



4. Key Focus Areas

4.1 Environmental Safeguards

- Conduct E&S screening before starting any construction/renovation.
- Develop and implement ESMP (Environmental and Social Management Plan).
- Manage e-waste, solid waste, and hazardous materials.
- Promote green campus practices: energy-efficient appliances, rainwater harvesting, and plantation.

4.2 Social Safeguards

- Implement Labor Management Procedure (LMP).
- Enforce Occupational Health & Safety (OHS) standards during all civil works.
- Develop and apply a Grievance Redress Mechanism (GRM).
- Prevent and respond to Sexual Exploitation, Abuse and Harassment (SEA/SH).
- Promote equity grants and scholarships for disadvantaged groups.

4.3 Community and Health Safety

- Follow protocols for pandemic response.
- Disseminate public health and safety awareness materials.

5. Stakeholder Engagement and Information Disclosure

- Implement a Stakeholder Engagement Plan (SEP).
- Share E&S policies and updates through Notice boards, College website, Student/faculty orientation programs

6. Grievance Redress Mechanism (GRM)

- GRM Committee established including female and marginalized reps.
- Complaints may be submitted in-person, anonymously, or online.
- All complaints to be resolved within 15 working days.
- GRM data reported to UGC quarterly.



7. Monitoring and Reporting

- Regular audits on environmental, labor, and social compliance.
- Submission of reports to IQAC or CMC using formats prescribed in NEHEP OM Annex-10.
- Mid-year and end-year assessments of progress and compliance.

8. Capacity Building

- Training on: Waste management and OHS, SEA/SH prevention and handling, Gender and disability inclusion
- Collaboration with UGC and MoEST for technical guidance.

9. Code of Conduct

All staff, students, contractors, and visitors must sign and comply with MDGC's E&S Code of Conduct, covering:

- Respect for environment and cultural heritage
- Prohibition of discrimination and harassment
- Safe and inclusive work and learning environments

