Tantia University
SRI GANGANAGAR (RAJASTHAN)
(Established by State Govt. Act 32 of 2013 & U/S 2 (f) of UGC Act, 1956)

Ref. No. Date.....

Tantia University

Guideline title	**LOCAL BIODIVERSITY IN PLANNING AND DEVELOPMENT** *(Guidelines and Mandatory Procedure)*
Effective date	05-11-2024
Next scheduled review	Three years after the effective date, or earlier if applicable rules change

The University integrates local biodiversity considerations into the selection, planning, approval, and implementation of construction and other development projects. Before work begins, each relevant project is screened for potential impacts on trees, native vegetation, and wildlife habitats. Wherever feasible, project designs are modified to avoid or minimise adverse impacts, and appropriate biodiversity protection measures are incorporated into site instructions and work orders. The Office of the Registrar, in coordination with the Faculty of Agriculture, maintains records of the screening process, decisions, and mitigation measures.

These guidelines operationalise the University's commitments to land conservation, biodiversity protection, and the responsible management of non-native species through a clear planning and construction process. They apply to all new buildings, extensions, roads, boundary works, utilities, drainage systems, external lighting, landscaping, and other major development activities on land owned or managed by the University, including the main campus, colleges, hospital, and Research Farm.

Mandatory procedure

Stage	What must be done	Record
1. Screen the site	Check the tree register, Species Register and available map of green areas and water points. Prefer previously built, disturbed or cleared land where feasible.	Screening note
2. Survey biodiversity	Before final design, record trees, native vegetation, nests/burrows, water points, wildlife signs, invasive species and topsoil condition.	Tree and Habitat Survey
3. Improve the design	Follow this order: avoid harm; minimise unavoidable harm; restore disturbed ground; compensate for residual loss. Retain mature native trees wherever feasible.	Plan and short design note
4. Approve before work	The committees review the checklist. No clearing, excavation, tree work or construction starts before approval.	Signed Project Checklist
5. Control construction	Protect retained trees; store and reuse topsoil; prevent waste and wash-water entering green areas or drains; check for nests before tree work; stop work if protected wildlife is found.	Work order/site log/photos
6. Complete and monitor	Restore disturbed ground, finish approved native planting and record tree survival at one and three years.	Completion note/tree register

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Planning requirements

Site and survey

The Registrar's Office shall ensure that biodiversity screening is completed at site-selection stage. The Faculty of Agriculture shall carry out or verify a proportionate site survey before the design is finalised. Sensitive nest or wildlife locations shall not be placed on a public webpage.

Design rules

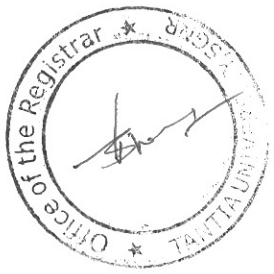
- Keep existing mature native trees and useful habitat wherever practicable by adjusting the footprint, access or service lines.
- Protect natural drainage and water points, retain soft or permeable ground where suitable and reuse site topsoil.
- Use species from the University's Approved Plant List and do not introduce known invasive alien plants.
- Where suitable, include native shade planting, bird-safe water or nesting features and downward-facing outdoor lighting limited to operational need.
- Where removal cannot be avoided, follow the University's land policy for approval, replacement planting and survival monitoring.

Contractor controls

Relevant tenders, work orders or site instructions shall require protection fencing around retained trees; no storage, excavation, parking or burning below protected canopies; separate storage and reuse of topsoil; control of dust, waste, fuel and cement wash-water; and a nest check before felling or trimming. If a conservation-listed species, active nest or injured wild animal is found, work in the immediate area shall stop and the Estate Officer shall seek technical advice before work resumes.

Consultation

Community consultation is not mandatory for every small internal project. It shall be undertaken when a project may materially affect neighbouring land, shared water, important local trees or wildlife, or when local ecological knowledge could change the plan. Any consultation used as evidence must be real, dated and supported by signed minutes and attendance records.



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Project Checklist

Project:

Location:

S. No.	Check	Response	Remarks/evidence
1	Site checked against tree, species and green-area records.	☐ Yes ☐ No ☐ N/A	
2	Alternative site or footprint considered.	☐ Yes ☐ No ☐ N/A	
3	Tree and habitat survey completed.	☐ Yes ☐ No ☐ N/A	
4	Mature native trees and important habitat retained where feasible.	☐ Yes ☐ No ☐ N/A	
5	Design adjusted to avoid or minimise impacts.	☐ Yes ☐ No ☐ N/A	
6	Topsoil, drainage and water-point protection planned.	☐ Yes ☐ No ☐ N/A	
7	Approved native planting specified; invasive species excluded.	☐ Yes ☐ No ☐ N/A	
8	Relevant wildlife-friendly features considered.	☐ Yes ☐ No ☐ N/A	
9	Biodiversity conditions included in work order/site instructions.	☐ Yes ☐ No ☐ N/A	
10	Nest check and wildlife stop-work procedure included.	☐ Yes ☐ No ☐ N/A	
11	Restoration/replanting and monitoring responsibilities confirmed.	☐ Yes ☐ No ☐ N/A	
12	Project approved by the relevant committee before work.	☐ Yes ☐ No ☐ N/A	

Decision: Approved / Approved with conditions / Returned:

Conditions:

Name and position:

Signature and date:

Office of the Registrar TANTIA UNIVERSITY

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Ref. No.

Date.....

Tree and Habitat Survey

Project _____

Surveyor

_____

Date

_____

Feature	Finding / location	Photo or map ref.
Existing land use		
Trees and native vegetation		
Nests, burrows or other habitat		
Water points and drainage		
Wildlife observations or signs		
Protected/listed species check		
Alien/invasive species check		
Topsoil and erosion condition		

Tree no.	Species/local name	Size/condition	Nest/habitat	Keep/remove	Reason/action
1					
2					
3					
4					
5					
6					

Survey Conclusion:

Design changes:

Surveyor signature and date:

REGISTRAR
TANTIA UNIVERSITY
Sri Ganganagar (Rajasthan)