



St Joseph College of Communication

Media Village, Changanassery
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Vision: Transforming Media for a Wholesome World

Founded in 2004

Green Policy

Energy, Water Conservation and Waste Management Policy

Responsible Executive	Member Secretary, Green Policy, St Joseph College of Communication
Responsible Office	Office of the Principal, St Joseph College of Communication
Date Issued	November 2020
Date Last Revised	November 2023
Code	SJCC/ADMP/11/23

1. Statement of Policy

The College recognizes the need for protection of the natural environment within the campus and incorporates it as an integral part of good institutional practices. To achieve this, the College shall develop, implement and sustain an Environment Management System based on the following policy. The policy on ‘Energy, Water Conservation and Waste Management’ will be hereafter designated as ‘Green Policy of the College’. This policy aims to provide a safe and healthy work environment for teaching and non-teaching employees, students and other stakeholders. It will also ensure that the campus wastes are disposed of through proper segregation at source and if possible, convert them into value-added eco-friendly products and reduce the environmental impacts of all human activities on the campus. The policy is in line with the Sustainable Development Goals (SDGs) as well as Environmental laws and legislations laid by the government. The policy inter alia takes cognizance of the various environmental regulations such as The Air Act, Water Act, Environmental Protection Act and the National Environmental Policy of 2006 along with different rules framed by the State and Central Government from time to time.

- The college will constitute an advisory board for ‘Energy, Water Conservation and Waste Management’ and convene its meeting at least twice a year.
The college will undertake possible efforts to reduce its environmental footprint through the use of cleaner and eco-friendly practices/technologies.
The College will adopt the principles of best environmental practices as reasonably as possible in the delivery of its waste management services and ecological initiatives.
- The College will promote water conservation and use energy efficiently through effective programs and practices.
- The college will formulate a “Water Management Plan for Optimum Usage of Water” which carefully prevents any wastage of water.
- The college will formulate an “Energy Management Plan for Optimum Usage of Electricity and other energy sources”.
- The College will make maximum efforts to reduce energy consumption and use renewable sources of energy as far as possible.
- The College will apply the ‘waste hierarchical approach’, to reduce, reuse, recycle and recover waste products to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling wherever possible.
- The college recognizes the importance of abiding by applicable environmental laws and regulations as laid down by the government from time to time.
- The college will review the environmental objectives and targets from time to time to minimize resource consumption and improve environmental performance.
- The college will communicate this policy to every stakeholder.
- The principal will constitute a green monitoring cell comprising three permanent teachers and assign the charges of Energy Monitoring, Water Monitoring and Waste Management Monitoring to each one of them. The term for the cell will be three years.

2. Objectives

- Disseminate environmental awareness among students and staff members.
- Promote efficient and effective waste management, resource conservation and green initiatives on the college campus.

Ensure that waste management is performed at the college campus in line with all legislative requirements related to it.

Encourage judicious use of environmental resources to meet the needs and aspirations of the present and future generations of stakeholders.

- Provide clearly defined roles and responsibilities to identify and coordinate each activity related to waste management and green initiatives.

3. Composition of the Advisory Board

An advisory board shall be constituted with the following organizational structure:

- Principal - Chairman
- Member Secretary (With Environment/Life Science Background)
- College Bursar
- One Faculty member from each department
- NSS Program Officer
- Two Outside Experts (need-based) nominated by the principal

3.1 Functions of the Advisory Board

- The advisory board shall assume office on the date of publishing this document with the following roles:
- Guide and provide directions to the implementation of various green initiatives for environmental conservation in the field of water and energy conservation, and waste management.
- Formulate “Water Management Plan for Optimum Usage of Water” and “Energy Management Plan for Optimum Usage of Electricity and other energy sources” and amend the plan from time to time.

- Screen any major/minor activity (past/ present or future), on the campus in the light of the College's Green policy and advise the responsible parties to abide by this policy in value and spirit.
- Evaluate the status of water and energy conservation, Waste Management practices and the Green Initiatives at the campus based on the provisions laid down by this policy.

Ensure that all stakeholders are advised and informed regularly that they must comply with the College's Green Policy.

Advise the Green Monitoring Cell of the College for the efficient monitoring and supervision of the action plans under their responsibility.

4. Individuals and entities affected by this Policy

All stakeholders of the college (employees, students or anyone making use of the premises), staying temporarily or permanently on the campus, including those in the parking lots, grounds and also in the staff and student accommodations have to strictly comply with the environmental objectives set in the policy and associated Environmental Management System of the college directed by the "Action Plan" in the subsequent sections.

5. Roles & Responsibilities

Though the responsibility to upkeep the 'Green Policy of the College' is shared among various personnel within the college community according to the structure provided in the succeeding sections, the primary responsibility of execution of "green policy" at all levels in the campus and it's monitoring will rest up on the Green Monitoring Cell.

5.1 Heads of Departments/Directors/In-charges of Committees, Clubs and Cells, Associations,/Hostel Wardens

They shall have the following responsibilities

- Abide by this policy document in value and spirit and execute the action plans for energy and water conservation and waste management within their administrative set-up and premises.
- Cooperate with the Green Monitoring Cell in charge and respond to their intimations promptly.

- Ensure that waste is disposed of responsibly in their premises through the appropriate waste disposal system following college policy and procedures.
- Ensure that all stakeholders in their respective departments/or facilities are aware of the procedures/practices about waste management and green initiatives formulated under the policy.

5.2 Students/Staff members/others on campus:

- Abide by this policy document of the College in value and spirit.
- Dispose of the waste responsibly (at both office and residence), through the appropriate waste disposal system (segregation of waste), following college policy and procedures.
- Promote peer-to-peer understanding and appreciation of the natural environment.
- Report any challenges or problems in the implementation of waste management and green initiatives to the Head of Department.

5.3 Green Monitoring Cell

The green Monitoring cell in charge will ensure that the green policy is followed through strict adherence to the action plan by all stakeholders on the campus. If any time, any defilement is found, the respective in charge will bring the matter to the attention of the person/s concerned/responsible through a notice, and if no appropriate action/modification is taken in the stipulated time, the same must be intimated to the principal. The Green Monitoring Cell as a panel will inspect the Departments, Library, Hostels and all other facilities on campus once a year and submit the report to the principal. The cell will execute all green initiatives on the campus as advised by the Advisory board from time to time.

5.3.1 Action Plan for Water Conservation

- All stakeholders on the campus should follow the “Water Management Plan for Optimum Usage of Water”.
- College should facilitate rainwater percolation and groundwater recharge in open spaces as a priority through the construction of an adequate number of water percolation pits or other suitable provisions.

- Potable water must be rationally and hygienically used through efficient monitoring and regulations at all departments/other facilities.
- Wastage of water should be minimised on campus by the use of efficient fixtures and through technology intervention for irrigation.
- Rainwater harvesting units are to be installed at suitable locations on campus.
- Horticultural practices must be sustainable.

5.3.2 Action Plan for Energy Conservation

- All stakeholders on the campus should follow the “Energy Management Plan for Optimum Usage of Energy”.
- The points of energy wastage and leakage must be identified and appropriate steps shall be taken to set a target of attaining significant energy savings by appropriate modifications and adopting best practices.
- The fluorescent/halogen lights should be replaced with LED inside the buildings and premises across the campus.
- The use of renewable sources of energy should be increased either by installing solar panels on rooftops as well as at suitable open places or by other suitable means.

5.3.3 Action Plan for Waste Management

Solid Waste Management

- The College shall apply a ‘Waste Hierarchical Approach’, to reduce, reuse, recycle and recover waste products to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling wherever possible.
- Waste Avoidance and Minimization - In the hierarchy of waste management, waste avoidance and waste minimization have to be attempted first, for which dissemination of information on technological options should be continued to exercise.
- The college will insist on “Zero Littering” on its campus and will place an adequate number of user-friendly waste bins/boxes/ collection units, and maintain them as ready to use all the time.

- Segregation of Solid Waste at Source - Waste generators would have to segregate waste into two streams – Biodegradable and Dry waste (Plastic, Paper, Metal, Wood, etc.) before handing it over to the collector as mentioned in Solid Waste Management Rules, 2016 laid by Government of India.
- Reuse and Recycling - The recyclable materials like plastic, tin, glass, paper and others should be handed over either to authorised waste-pickers and recyclers or to the urban local body.
- Solid Waste Processing and Disposal - It is advised that the biodegradable waste should be processed, treated and disposed of through composting or any other suitable process/technology within the premises as far as practically possible and the nonbiodegradable wastes shall be disposed of through a responsible waste collector or agency as directed by the local authority.

Wastewater Management

- The College shall undertake its best efforts to treat or dispose of wastewater sustainably originating from college activities as per applicable guidelines by the Central Ground Water Department and National Green Tribunal.

E-waste/Hazardous waste Management

- The e-waste/Hazardous waste originating at college premises shall be managed as per the policy or regulations laid down by Central and state governments such as E-Waste Management Rules 2016, Hazardous and Other Wastes (Management and Trans Boundary) Rules 2016.
- All the departments may be required to carry out an inventorisation of items which could be classified in e-waste in the next 3, 6 and 12 months from the date of current usage.
- An e-waste collection centre may be established for obtaining e-waste from different departments.
- Suitable authorised vendors by the Central Pollution Control Board and willing to offload the e-waste from the campus would be invited for an auction of the e-waste.

Policy Monitoring and Review

The advisory board shall monitor and review the efficacy of the policy on an annual basis. Discrete or microdata could be made accessible to faculty and departmental heads to take appropriate actions and comply with them regularly.

6. Approval & Review Details

Approval Authority:

Executive Director, St Joseph College of Communication

Officer In-charge:

Member Secretary, Green Policy, St Joseph College of Communication

Approved on: November 2023

Next Review Date: November 2024

7. Feedback:

Stakeholders may provide feedback about this document by e-mailing IQAC.