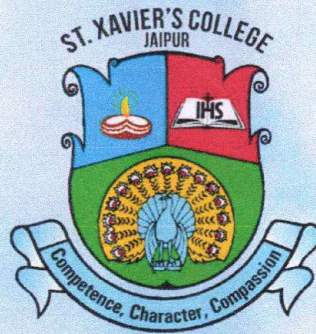


# St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956  
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



## College Manual A Compendium of Policies and Guidelines



## PART A

### College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

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## **15. INSTITUTIONAL GREEN POLICY**

### **1. Introduction**

St. Xavier's College Jaipur is dedicated to fostering sustainability initiatives across all levels of decision-making among its stakeholders through the implementation of its Green Policy. The institution is firmly committed to prioritizing sustainability and environmental management in its operations.

### **2. Purpose**

All the stakeholders of St. Xavier's College Jaipur – management, staff, students and those who use the campus shall adhere to the green policy and code stated herein.

### **3. Composition and Functioning**

#### **3.1 Composition – Following shall be member of Institutional Environmental Consortium**

- Principal
- Campus Administrator
- Swachhta Action Plan (SAP)
  - Sanitation & Hygiene Unit
  - Waste Management Unit
  - Energy Management Unit
  - Greenery Unit (Biodiversity conservation & Preservation)
  - Water Management Unit
- Eco-Friendly Club/ National Green Corps (NGC)
- National Service Scheme (NSS)
- Institutional Social Responsibility & Extension Activity Cell (ISREAC)/ Unnat Bharat Abhiyan (UBA)
- Internal Quality Assurance Cell (IQAC)
- Internal Audit Committee

#### **3.2. Functioning**

The core functions of the Institutional Green Committee shall be: **St. Xavier's College, Jaipur**  
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- The institutional Green Committee shall perform the role of overall planning, executing, and monitoring of the eco-friendly initiatives of the institution.
- Promote and expand environmental consciousness about the importance of a clean green environment through orientation, circulars, notices and signages among stakeholders and the neighbourhood communities.
- Identification and implementation of alternative sources of energy and energy conservation measures.
- Implementation of effective waste management techniques to reduce pollution.
- Identification and putting into practice water conservation measures.
- Implement and monitor green initiatives in the campus.
- Review and implement the recommendations made by Green Audit.
- The Green units will serve as creating a roadmap for all the employees and stakeholders of St. Xavier's College Jaipur to be more environmentally conscious and become green citizens of the country.
- The Department of Science will collaborate with these units for the implementation of these green initiatives.

#### 4. GENERAL GUIDELINES

##### 4.1. Energy Management

To protect the environment for the present and future generations, it is imperative that the members of the unit strive to conserve energy and use alternate sources of energy.

Reduce energy consumption by taking initiatives like:

- **Installing Solar power panels and use of renewable energy:** Solar Energy shall be harnessed through Solar Rooftop Systems, ensuring generation of maximum electricity abiding by the guidelines of the Ministry of New and Renewable Energy (MNRE), Government of India
- **Only star rated equipment** – refrigerator, air conditioners, microwave, deep freezers etc. shall be procured. The computer labs and library shall utilize LED desktop monitors.
- **LED lights** will be implemented in classrooms, laboratories, auditorium, halls and corridors.

  
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dispose of the same in a manner to contain potential hazards and to protect the environment.

- Biomedical waste, other than sharps, should be collected in strong containers (labeled red)
- Laboratory shall display **biosafety protocols** for safe handling and disposal of biomedical waste.
- **Disposal of needles and sharps** should be linked with a large hospital with a proper waste disposal system or buried in deep pits.
- Only **trained laboratory personnel** are authorized to handle biomedical waste with standard precautions.
- Biomedical waste should be **incinerated or autoclaved or treated with disinfectants** to prevent any health and environmental hazards.

#### **4.3.5 Management of E-waste**

The NGC cell is responsible for e-waste management. The following norms will be implemented for e-waste management:


A MoU shall be signed with an authorized e-vendor for the timely collection and recycling of e-waste. The NGC cell shall make arrangements for the annual collection and disposal of the e-waste.

#### **4.4. Green Campus**

The Institution should take steps to encourage sustainability and environmental consciousness among its stakeholders and maintain an environmentally friendly campus with appropriate policies and procedures which adhere to the Environmental (Protection) Act, 1986.

**Usage of Battery powered Vehicles, Bicycles, and carpooling system:** Members of the institution shall be encouraged to use e-vehicles for commuting. Transportation within the campus shall be provided through battery operated e-vehicle to reduce carbon emission. Charging points shall be set up for the convenience of recharging e-vehicles.

College buses and carpooling are two sustainable modes of transportation that faculty, students, and staff should investigate.

  
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**Ban on Plastic Usage:** The institution shall adhere to 'Zero Single Use Plastic Usage' policy in all the campus facilities.

**Landscaping with Trees and Plants:** The development of parks and lawns must receive enough attention, and green space cannot be compromised in the process of building new infrastructure. Flora documentation needs to be kept up to date. A distinct area needs to be set out for the herb garden. A separate space shall be allocated for the herbal garden.

**Implementation of Green & Sustainable practices:**

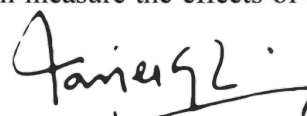
- a. Administrative sections shall gradually move towards paperless operations through an e-governance mechanism.
- b. Online payments and fee transactions shall be promoted.
- c. Communications shall be encouraged through e-mail, mobile app, internal servers and web page.
- d. E-verification of certificates and documents for students shall be initiated.
- e. The college shall reduce paper and printing costs by publishing e-handbook, e-prospectus, e-journals and e-magazines.
- f. E-certificates shall be considered for conferences, workshops, FDPs, Value added courses, curricular festivals, cultural and sports activities.

**Awareness:** Institution shall make members aware about the significance of a clean and green campus. There shall be a campus manager to monitor the cleanliness of the campus, and adequate manpower shall be recruited for the upkeep and cleanliness. Moreover, effort shall be made to adopt green cleaning practices.

**4.5. Quality Audit**

Utilizing the national benchmarks of green campuses, the institution shall have an internal mechanism for auditing green and sustainable initiatives.

- **Green Audit:** To improve the environmental condition of the institution an audit of implementation and effectiveness of green practices has to be done annually. This audit shall be carried out to measure institutional practices such as waste management, energy conservation and water management.
- **Environmental Audit:** Environmental Audit will measure the effects of institutional practices on:



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- a. Air issues
  - b. Water issues
  - c. Wastes
  - d. Biodiversity
  - e. Environmental Management Systems
- **Energy Audit:** Energy audit will identify, measure and report energy utilization, conservation and power efficiency in the institution.



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