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:

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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 theMinistry 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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- **Planning and incorporating natural lighting and cross ventilation** into new construction/architectural design, so as to reduce power consumption.
- **Sensor based energy conservation** - Implementation of smart technology to conserve energy in the form of sensor-based mechanism for lights, fans and other equipment.

4.2 Water Management

The unit shall strive to conserve and recycle the used water as mentioned in the Water (Prevention and Control of Pollution) Act, 1974. A methodical, organized, well planned, structured mechanism shall be implemented to conserve water.

- **Rainwater Harvesting:** A well planned mechanism in collecting and storing rainwater run-off shall be planned and executed through the rain water harvesting unit. Institution shall construct an additional storage tank to store excess water that can be rechanneled during heavy rains.
- **Borewell/ Open Well Recharge:** Borewells shall be dried only when necessary. Recharge pits should be planned and executed.
- **Maintenance of water bodies and distribution system:** Manage the hygiene of water storage containers so that minimum water is wasted. Regular checks over water leakages, such as dripping taps in washrooms or drinking water zones should be conducted to prevent leaks and minimize water loss.
- **Awareness and Training:** Awareness programs and training sessions should be organized to educate students, staff, and stakeholders about the importance of water conservation and their role in water-saving practices.

4.3. Waste Management

The unit will comply with waste management legislations as mentioned in the Hazardous and Other Wastes Rules, 2016, by reducing waste generated in the campus, reducing environmental impact through segregation, reuse, recycling and composting of waste. There shall be a systematic mechanism for waste segregation, characterization, minimization, collection, separation, treatment and disposal.

4.3.1 Management of Biodegradable

- **Composting:** Unit shall adopt vermicomposting and bio-composting methods, and the compost generated from this will be used as bio fertilizer for nurturing the flora of

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the campus.

4.3.2. Management of Solid Waste

Institutions shall have a waste recycling mechanism that will enable the reuse of potentially useful material and reduce the consumption of additional raw material.

- **Reduce, Reuse, Recycle:** the Institution shall have a systematic mechanism for reducing, recycling and reusing non-biodegradable waste to minimize environmental pollution.
- **Waste segregation and collection** at every level of the organization has to be done through color coded and labelled bins placed in classrooms, auditorium, cafeteria, laboratories, corridors, washrooms, quadrangle, open spaces and parks.
- **Exclusive support staff** should be appointed for waste collection, segregation, treatment, or disposal.
- **Paper, plastic, glass, cardboard, metal scrap and e-waste** collected shall be sent to authorized waste collector.
- **Leaf litter, pruning and garden waste** will be composted using a composting machine.
- **Incinerators** shall be used to dispose of sanitary napkins and used paper food plates and cups.
- The institution shall have a waste recycling mechanism that will enable the reuse of potentially useful material and reduce the consumption of additional raw material (such as reusable construction waste and wood scrap).
- The institution shall not use thermocol for any purpose.

4.3.3 Management of Liquid waste

- TheInstitution shall be equipped with Sewage Treatment Plant to recycle and reuse gray water
- The water generated as waste during purification of water from reverse osmosis unit shall be diverted to the water harvesting unit and shall be reused for gardening.

4.3.4 Management of Biomedical waste

The Institution shall manage biomedical waste of laboratory origin with utmost care and

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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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