



POLICY DOCUMENT



**St. Joseph's College
(Autonomous), Irinjalakuda**

Policy Documents

St. Joseph's College (Autonomous), Irinjalakuda

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PREFACE

Involved in an educational scenario that demands success to be spelled through the academic realms as well as the holistic development of the individuality of a student, every institution faces showers of challenges that blurs its vision towards its destined mission. St. Joseph's College (Autonomous), Irinjalakuda aspires to walk down the pages of history for attempting to be a colossal figure that renders holistic quality education for women from all strata of the society. Estimating the obstacles enroute to this aim, an established framework based on the relevant guidelines and regulations from the University of Calicut and the Government of Kerala shall lay as its foundational stone for building upon this vision of our founders.

This policy document is formulated under the joint collaboration of all the decision-making committees of the institution working for the upliftment and progress of the academy and combined under the guideship of the IQAC. The major aims behind generating such combined policy document were:

- To serve as a reference guide for comprehending the institutional framework and mechanism.
- To minimise friction and maximise productivity
- To provide route maps for the stakeholders for actively and freely engaging with the institutional activities.
- To bring orderliness and uniformity in action for attainment of short term and long-term goals.

The policy document is a result of several brainstorming sessions and discussions that revolved around the welfare of the institution and its stakeholders. The college believes that in order to attain a unique quality mark, the institution requires feasible ground rules that are to be developed under the best intentions, acceptable and applicable to all impartially. Therefore, great care has been directed towards ensuring that every aspect of the institutional functioning is being addressed in this policy document. Facilities are made available to make amendments after thorough studies whenever and wherever necessary as per the requirements of time.

It is important to accept that the developed policy document is subject to constant revisions as it may contain occurrences of overlap or areas unnoticed by the authorities. The institution shall oblige in sensitising the concerned stakeholders with immediate effect of the alterations brought in any of the policy documents.




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4. SJCPD04**WASTE MANAGEMENT POLICY**

St. Josephs College (Autonomous), Irinjalakuda realizes sustainable and holistic waste management essential in reducing its environmental footprint and providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors. The college has a duty to ensure that all the campus wastes are disposed of responsibly by using proper waste segregation mechanism at the source and if possible, converting it into value added environment friendly product thereby indirectly enhancing better entrepreneurial opportunities for the students.

The purpose of the policy is to facilitate implementation of the action plan brought out in "National Environment Policy 2006" on management aspects of hazardous waste including their minimization, environmentally sound management and active promotion of transfer and use of cleaner technologies.

Policy Objectives

The objectives of this policy are:

- To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- To minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost-effective manner.
- To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management.
- To promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- To invest into the expansion of recycling opportunities and transform waste into value added products.
- To ensure the safe handling and storage of wastes and provide appropriate training for teacher, resident, staff, students and other stakeholders on waste management issues.
- To promote holistic approach of waste management in the campus.

Waste Management Policy

The college stays strict to its green protocol and efficiently manages its waste management mechanism. The college communities are directed to take the ethical responsibility in reducing individual waste generation based on the waste management motto of the college: Reduce, Reuse and Recycle.

The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation. Therefore, innovative and practical measures for waste

management by various departments of the government, and scientific agencies should be implemented in the campus after making studies on its plausibility. Additionally, communicating the waste management policy of the college with staff, students, and other agencies in the campus will ensure complete awareness of the waste management strategy followed by the college.

The waste management policy has three major sub-criteria that address the issue of managing different types of possible waste production inside a campus namely solid waste; e-waste; and chemical waste. This ensures that the waste produced is efficiently managed.

Solid waste management:

- Awareness to the students, teachers and staff shall be ensured through different sensitization programs.
- Annual audit shall be conducted to ensure that the waste management systems are working promptly.
- Maximum reduction of solid paper waste is to be encouraged by resorting to digital means of data sharing and transfer.
- Recycling of paper is to be encouraged and paper files and jute bags are to be given more prominence than plastic/fibre products.
- Labelled dustbins shall be placed to promote segregation of biodegradable and non-biodegradable waste.
- Food waste is to be collected to generate biogas
- The dustbins are to be regularly cleaned by the ground staff of the campus.
- The washrooms shall be installed with incinerators that help in disposing sanitary napkins.

Chemical Waste Management:

- Segregation of the waste into solvent, acid or base is to be carried out and disposed at proper stations by the staff with the help of a laboratory assistant.
- Strategies are to be implemented by the subject experts to minimise the amount of chemical waste produced during practical.
- Recycling strategies are encouraged to be adopted whenever and wherever possible in the laboratories.
- Students should be motivated for involving in sharing innovative strategies to engage in recycling and reducing activities and in segregating waste according to the type.
- The students should be concretized with the colour of dustbin and the type of waste to be deposited in the bin before initialising the practical.
- If required, assistance from external agency is to be sought for waste disposal of harmful chemicals if generated.

E-Waste Management:

- Recycling and repair of electronic devices shall be promoted to reduce e-waste generation.
- Purchase of devices with long life time is promoted.
- Warranties and buyback policies of the retailers are to be securely documented and maintained.
- Timely renewals of the MoU with the retailers are to be monitored.
- System and device updates are to be carried out under supervision of the IT experts.

5. SJCPD05**ENVIRONMENTAL POLICY**

The environment is one mutual and common platform where all individuals interact in some form or the other. As an educational institute that acknowledges the boons of the environment, a feasible environmental policy in compliance with the Governmental rules and regulations has been formulated. The Environmental Policy covers all the domains of

- Physical
- Chemical
- Biological and;
- Socio-economic aspects.

The policy is expected to direct the actions of the users of this policy in delivering and fostering a culture of environmental excellence in accordance with the vision and mission of the institution.

POLICY STATEMENT

To develop a community that comprehends the value of environmental sustainability and conservation by adopting and resorting to methods of **REUSE, RECYCLE and REPAIR** thereby becoming leading icons of responsible and matured environmentally conscious individuals.

SCOPE

The policy is applicable to all the communities in the college that includes students, teachers (permanent and part-time) and all other employers, agencies and establishments in connection with the institution.

MODE OF ACTION

Environmental management processes are emphasized by the college by promoting efficient regular practices, initiated via various departments and clubs. Ecological consciousness rising from notions of sustainability is embedded in the basic ethical outlook of the institution.

1. The college conducts various programs to protect the environment and endorses in activities for prevention of pollution and waste. Sustainable development, and maintenance and improvement of the natural and environment are the areas of focus.
2. The college should formulate its policies complying with all relevant environmental legislation, standards, agreements, policies and procedures demarcated by the central, state governments.
3. The college is committed to maximize sustainable resource use and minimize the use of hazardous substances.
4. Special measures should be taken to protect and improve biodiversity of the campus.
5. Practical steps should be shown in developing and implement research and teaching initiatives related to sustainability.

6. The college should design programs to foster the quality of the environment and protection of the biodiversity throughout the region.
7. Objectives and targets should be established for improving our environmental performance in the areas of: energy consumption, greenhouse gas emissions, potable water consumption, waste to landfill, sustainable transport, and biodiversity.
8. The campus has to be made plastic free to a possible extent. Abiding by the principle of green protocol, the institution insists on the use of cloth items replacing plastic made ones.
9. Reservoirs for rain water harvesting should be constructed in the campus.
10. The college should take steps to harness solar power.
11. Electronic platforms are encouraged to promote a paper free campus.

Compliance and Assurance:

The college shall continue to comply with all relevant environmental regulations, standards and other codes of practice, by operating and maintaining the assets within bounds of permits, consents, and licenses.

The Management shall establish system for reporting environment related parameters, deviations and constraints. Environmental risks perceived shall be reviewed through risk management mechanism and audits for appropriate action.

Concerned group shall oversee compliance assurance of operating stations through reviews and appraisals.

All clearances, along with any futuristic requirements shall be accounted for in new establishments and expansions.

6. SJCPD06

POLICY ON VEHICLE RESTRICTION AND PARKING INSIDE THE CAMPUS

In consideration to the rising commotion during school and college working hours and in compliance to the prevention of air and noise pollution, a vehicle restriction policy was found to be mandatory to regulate entry and parking of vehicles in and around the campus premises. As per the order issued from the Higher Education (G) Department, Government of Kerala Order No 26483/G1/H Edn dated 12.5.2015, St. Josephs College (Autonomous) hereby generates the following policy guidelines concerning vehicle restriction and vehicle parking within the college campus.

- Faculty/employers are to park their private vehicles in the allocated locations for parking.
- Speed limit inside the campus is limited to 10 km/hr
- Inside the campus all motor rules enforced by the road transport authority is applicable.
- Students and vehicle users inside the campus should possess the required documents and a valid driving licence at all times to be produced when requested.
- The vehicles should comply with the pollution reduction strategies of the government and should contain a valid pollution certificate.
- Minimum road decency and adherence to the traffic rules are to be maintained by the student/faculty/any employer of the institution.
- No vehicles are permitted for parking within the college campus/hostel or any other facility during celebrations or events. Special permission has to be sought from the Head of the Institution for parking other private vehicles in the campus.
- Students' vehicles are permitted only up to the designated parking area. Entry beyond that point is strictly prohibited. Differently abled persons are allowed to use vehicles beyond this point with prior permission from the principal.
- Faculty/employers are to park their vehicles in the allocated locations for faculty/employer.
- Students may park their two-wheelers only in the spaces allotted for two-wheeler parking within the campus.
- The college management will not be responsible for the loss/theft of vehicles parked outside the campus.
- Application for the parking slots will be advertised on the start of academic year.
- Honking of the horns within the campus/ during class hours is strictly prohibited.
- Stunts on vehicles/racing is strictly prohibited in or around the campus. Any

student involving or encouraging such acts shall be legally punishable.

- No student shall be permitted to bring a two-wheeler above 350 cc
- As part of Green Initiatives, students are advised to use public transport system/ bicycles in order to reduce pollution.
- Sensitising events and programs are to be organised during the academic year to conscientize the students on the traffic rules and safety on roads.
- The parking slots and the Vehicle Restriction Policy of the college is to be deciphered to the students during the commencement of the academic year by the concerned authorities.

7. SJCPD07**PLASTIC BAN POLICY**

As an educational institute that reveres the conservation and protection of the natural environment, St. Josephs College (Autonomous), Irinjalakuda takes stringent steps in banning one of the most harmful elements- Plastic, from the college campus thereby aiding in raising environmental consciousness among our students under the Plastic Waste Management Rules, 2016 that mandate the generators of plastic waste to take steps to

In order to regulate actions towards this initiative, the college has formulated the Plastic Ban Policy with full effect in its premises. By banning single use plastic and through efficient waste management techniques, the college joins with the rest of the world in creating a better world for the next generation. For this effort, the college has indulged in a three-pronged strategy that includes:

- Governmental regulations,
- Institutional endeavours and
- Individual actions.

This comprehensive strategy shall be a key step towards compliance and implementation of the Plastic Ban Policy in the campus.

Objectives

Together with the Plastic Waste Management Rules of 2016, the institution has been striving to achieve its environmental conservation strategies with the following objectives:

- To sensitise the college community on the harsh effects of plastic on nature
- To reduce and eradicate plastic from the college premises and create a safer tomorrow.
- To raise social commitments and environmentally responsible individuals.
- To minimize generation of plastic waste,
- To avoid littering waste and thereby sustaining a clean campus,
- To ensure segregated storage of waste at source and handing over the segregated waste in accordance with rules.

Scope

The Plastic Ban Policy of the institution shall stand applicable to all the students, faculty (part-time and full time) and all other employed staff, visitors and public who enter the college campus for activities concerning the college.

Guidelines

For plastic free campus:

- The institution shall carry out awareness drives and sensitising workshops on the harmful impacts of single use plastics.
- Poster/banners/notices raising environmental consciousness among the college community shall be installed at viewable locations in the campus.

- To ensure plastic free campus, the students and faculty must work towards this in mission mode. Usage of plastics should be stopped in canteens, hostels and all the premises of the college.
- Students are not permitted to bring non-bio-degradable plastic items to the institution
- Every student shall strive to make his/her household plastic free.
- Students can be incentivised to carry out similar campaigns at community level
- Installation of necessary alternative facilities like water units to avoid the purchase and use of plastic water bottles can be made available in the campus.
- Ensure presence of alternative solutions like cloth bags, jute bags, jute covers etc., to plastic bottles, covers and other goods on campus.
- Conduct events, poster competitions and other relevant activities on designing ecological and environment friendly goods to minimise the use of single use plastic.
- The events conducted by the college should comply by the Plastic Ban Policy of the college.
- Monitoring the segregation of plastic waste at the source and dispose the same at safe and allocated waste disposal locations in the campus should be sensitised to the college community.
- For cleaner campus:
 - Reduce waste generation and encourage to reuse, repair, and recycle the waste in an environmentally sound and cost-effective manner.
 - Segregation of waste and the disposal of the segregated waste is to be done scientifically in the designated waste bins installed for the purpose.
 - Students are directed to follow the instructions given by the authorities and all their activities in the campus must be in compliance with the provisions of green protocol and in a responsible manner too.
 - Prevent sticking decorative items to walls and irresponsibly throwing waste in the campus.
 - Do not damage the plants, pots and garden accessories in the campus
 - Participate and indulge in environment conservational strategies advocated by the departments/college.
 - Responsibly use the natural resources made available in the campus. Notify the authorities in case of witnessing damaged amenities in the campus.

Any student/ faculty/employee violating any of the afore mentioned guidelines, shall attract strict actions from the college management in the form of fines or any other means of compensation as considered suitable to the gravity of the violation by the management.

10.SJCPD10**GREEN CAMPUS POLICY**

St. Josephs College (autonomous), Irinjalakuda spares no opportunity to create an environmental conscious culture among the students by being compliant to developing eco-friendly paradigms that stimulate the seeds of sustainable development in the campus. The institution undertakes the “GO GREEN POLICY” and the waste management motto of “RECYCLE-REDUCE-REUSE” sternly and adheres to the Green Protocol advocated by the Government of Kerala to collaborate with the Swachch Bharath Abhiyan. Along with academic excellence, the college recognises the prominence of creating an environment responsible generation of individuals. Hence, the institution instils these values by demanding environment responsible behaviour from all its stakeholders in organising, conducting or receiving services in the college campus.

Efficient strategies are employed to reduce waste production in the campus. Organising environment awareness programs and workshops are the first steps in sensitising the stakeholders of the institution. The college spends considerable time and efforts towards mass awareness programs in the campus towards this cause. Innovative entrepreneurial ideas in waste management are widely encouraged by the institution through the production and selling of recycled items in the campus. The administrative level functioning has been able to phenomenally shift its modus operandi to paperless documentations by encouraging digital modes of functioning. Supportive and technologically competent software and applications are installed for large and secure storage spaces and convenient retrieval and sharing of data. The students are briefed in segregating biodegradable and non-biodegradable waste and thereby support the institution’s embarked journey of sustainable environment. A plastic-free campus is achieved by encouraging use of jute and paper bags in the campus.

The college has invested huge interest in tapping out renewable natural solar power for wheeling solar power to grids, solar enabled LED lights in the campus, and exploited the availability of the bountiful rain for its rain harvesting systems. Water recycling and ground water recharge and organic farming are some of the operational functionalities in the campus on which the institution has capitalised its monetary funds. The limited landscape of the institution is utilized judiciously for the planting of several medicinal herbs, ornamental plants and other useful crops thereby pivoting the students in imbibing the nature friendly

practices of the college into their community.

The policy has been sub structured into three major categories of environment conservations, water management and water conservations.

Environment Conservation Policy

The Environment conservation policy of the college includes energy conservations and optimal utilizations of available natural resources. This policy indulges in promoting responsible citizenship and holistic development of the individual as mentioned in the mission of the institution.

Procedures of Environment conservation in St. Josephs College:

- Manoeuvring the environmental impact of the institution's development, communications, procurement, curriculum, research, and campus activities.
- Mass environment awareness shall be conducted for students and teachers through curricular and extra-curricular activities in the college.
- Introducing nature friendly practise like reduce reuse and recycle shall be motivated and entrepreneurial start-ups from the practices shall be promoted.
- Inspiring students, teachers and staff to rely on nature friendly products and means of public transport for pollution free environment.
- Strict instructions are given for switching off devices and electrical equipment after use.
- If needed, link up with external agencies are recommended to consciously utilise opportunities for repair and reuse of products available in the campus.
- Segregation of liquid and solid waste, biodegradable and non-biodegradable waste to be done at the root level.
- Incorporating support from NCC and NSS and other departments of the college for regular zone wise cleaning of campus.
- To conduct Green audit to verify compliance, identify problems, formulating environmental policy, measuring environmental impact, measuring performance, measuring performance, confirming environmental management system effectiveness, providing a database, developing the organization's environmental strategy, and communicating its environmental performance to its stakeholders

- Complete ban of plastic in the campus. Biodegradable products and nature friendly products are to be promoted.
- Optimising utilization of solar energy by installation of solar panels, thereby providing for the following practices:
 - Solar empowered LED lights in the college campus
 - Solar charging station
 - Power wheeling to grids
- Advocating transform of institution into completely solar enabled campus by 2025
- Strategizing efforts in utilizing the geographical benefits of the campus in harnessing maximum rainwater to empower rainwater harvesting and thereby providing for plant irrigation within the campus.

Water Conservation and Waste Management Policy

This policy underlines our perseverance for sustainable management of resources. Along with reduction of unnecessary production of waste, we rely upon certain terms in respect to waste management and water conservation.

Water conservation policy

- Encourage the students and staff to judiciously use water according to need.
- Regular water audit is held to monitor water usage and conservation.
- Water conservation is primarily done through rainwater harvesting. The geographical benefits of the location are optimally exploited for this purpose.
- Regular mass awareness programs are held to sensitize the students and staff on the importance of water conservation. Planting of trees, water treatment methods and other nature conservation practices are encouraged and discussed as part of extra-curricular activities.
- Tap leakages and water flow modulation is regularly monitored to ensure adequate usage of water resources.
- Regular checks for ensuring quality, preservation and treatment of water bodies in the campus are carried out.
- Students, staff and teachers are sensitized on healthy water usage methods to

avoid spread of water borne diseases in the campus.

- Water is optimally utilized through open and bore well systems. Rain water is conserved through rain pits, well, bunds and measures are taken for ground water recharging.

Waste Management Policy

The waste management policy has three major sub-criteria that address the issue of managing different types of possible waste production inside a campus namely solid waste; e-waste; and chemical waste. This ensures that the waste produced is efficiently managed.

Solid waste management:

- Awareness to the students, teachers and staff is ensured through different sensitization programs.
- Periodic audit ensures that the waste management systems are working promptly.
- Maximum reduction of solid paper waste by resorting to digital means of data sharing and transfer.
- Recycling of paper is encouraged and the recycled paper is extensively used wherever possible.
- Paper files and jute bags are given more prominence than plastic/fibre products.
- Labelled dustbins are placed promoting segregation of biodegradable and non-biodegradable waste.
- Food waste is collected to generate biogas
- The dustbins are regular cleaned by the ground staff of the campus.
- The washrooms are installed with incinerators that help in disposing sanitary napkins.

Chemical Waste Management:

- Segregation of the waste into solvent, acid or base is carried out and disposed at proper stations by the staff with the help of a laboratory assistant.
- Strategies are implemented by the subject experts to minimise the amount of

chemical waste produced during practical.

- Recycling strategies are adopted whenever and wherever possible in the laboratories.
- Students are involved in sharing innovative strategies to engage in recycling and reducing activities and in segregating waste according to the type.
- The students are concretized with the colour of dustbin and the type of waste to be deposited in the bin before initialising the practical.
- If required, assistance from external agency is sought for waste disposal of harmful chemicals if generated.
- Proper treatment and disposal of waste water generated from the labs

E-Waste Management:

- Recycling and repair of electronic devices are carried out through an external agency (ProgressivE recycling agency, Thrissur).
- Purchase of devices with long life time is promoted.
- Warranties and buyback policies of the retailers are to be securely documented and maintained.
- Timely renewals of the MoU with the retailers are to be monitored.
- System and device updates are to be carried out under supervision of the IT experts.



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