

## **Arts and Commerce College, Mayani (Dist. Satara)**

### **DVV Documents**

#### **Criteria 7 Institutional Values and Best Practices**

##### 7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

1. Link to the policy documents of the institution

Mayani Bhag Shikshan Prasarak Mandal's

**ARTS AND COMMERCE COLLEGE, MAYANI**

(Affiliated to Shivaji University, Kolhapur)

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NAAC Accredited "C" Grade

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**कला व वाणिज्य महाविद्यालय,**

(शिवाजी विद्यापीठ, कोल्हापूर)

ता. खटाव, जि. सातारा (महाराष्ट्र)

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प्राचार्य

जा.क्र.

दिनांक :

**POLICY DOCUMENT OF GREEN CAMPUS**

**Green Campus:** A Green Campus is a place where environmental-friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to redefine its environmental culture and develop new paradigms by creating sustainable solutions to the environmental, social, and economic needs of mankind.

**Objectives:**

- To motivate students to adopt environment-friendly practices which include paper bags, saving electricity, etc.
- To encourage students to keep the environment clean.
- To educate students to create awareness amongst the public.
- To make students understand the importance of the environment and its problem areas
- To sensitize the students to minimize the use of the polluting product.

**Major Green Campus Initiatives:**

- Green Environment and Clean Campus.
- Landscaping and gardens.
- Ban on the use of Plastics
- Conduct Green & Environment Audit
- Pedestrian-friendly Pathway

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➤ **Pedestrian-friendly Pathway:**

Despite the relatively small campus, under the Green campus initiatives, the college has been prepared a pedestrian-friendly pathway. Pedestrians can walk safely through the campus through walk-friendly pathways.

➤ **Paperless Operating Procedure:**

Arts and Commerce College, Mayani is striving towards a paperless office, a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form, a process known as digitization. Arts and Commerce College, Mayani believes that "going paperless" can save money, save space, make documentation and information sharing easier, keep personal information more secure, and help the environment. Several initiatives are taken to minimize the usage of paper. Wherever possible automation and digitization are introduced which helped in minimization of usage of paper. Digital storage of documents is one such measure. Institutional data to a great extent is stored digitally. Technology is used to a greater extent for communication among the staff and the students rather than paper communication. To reduce the usage of paper, the college has prepared faculty & class-wise WhatsApp groups, on these groups we circulate notices and circulars to the students & give emphasis on E-communication to minimize the use of paper.

For successful implementation of Green Campus Initiatives, The Institute always involves the students, faculty, and staff in "Green Campus Initiatives" and also makes all the necessary efforts to maintain Green Campus.

**Principal**

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## IMPLEMENTATION OF ENVIRONMENTAL POLICY OF THE COLLEGE



With its green campus initiatives, Arts and Commerce College, Mayani protects its environment and maintains a pollution-free green, and clean campus. The Institution is committed to managing its campus in accordance with its responsibilities toward promoting a sustainable environment. These responsibilities can be demonstrated within the following areas:

### ➤ **Green Environment and Clean Campus:**

The students are given strict instructions to maintain the campus clean. Several posters related to the importance of a clean and green environment are displayed in the campus. A gardener and full-time adequate support staff are appointed for the maintenance of a litter-free clean and Green Campus.

### ➤ **Landscaping with Trees and Plants:**

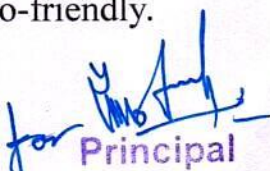
Arts and Commerce college, Mayani organizes a Tree Plantation program in the College Campus. Faculty and students actively participated in the programme. Similarly, students and staff enthusiastically participate in various environmental promotional activities in the college campus and also outside the campus. The plantation program includes the plantation of various types of ornamental and medicinal plants in large numbers. This programme promotes an eco-friendly environment, by stepping up the oxygen levels on the campus.

### ➤ **Ban on the Use of Plastics:**

Students, teaching, and non-teaching staff practice minimum or no use of plastics in the campus. To make the students aware of the harmful effects of plastics & to avoid the use of plastic in the college premises, we display various posters & a banner of 'Say No to Plastics in the college campus. Similarly, in every class, we display placards containing notifications regarding Say No to Plastics. 'Stop Using Plastic', 'Save Environment etc. The Institution also encourages the students to use Cotton Bags instead of plastic. The Institution also Celebrates Green Day to create awareness about Global Environmental Issues.

### ➤ **Green Audit & Environmental Audit:**

The college has conducted Green Audit & Environmental Audit to safeguard the environment, energy conservation, use of renewable sources, etc. The college has been taken a maximum effort to maintain our campus eco-friendly.

  
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Plastic pollution is ubiquitous in terrestrial and aquatic ecosystems. Plastic waste exposed to the environment creates problems and is of significant concern for all life forms. Plastic production and accumulation in the natural environment are occurring at an unprecedented rate due to indiscriminate use, inadequate recycling, and deposits in landfills. We have all contributed to this problem, knowingly and unknowingly and we must work to reduce and eliminate plastic pollution. Government has decided to take plastic ban as a national level campaign to address the environmental hazards being caused by the indiscriminate use of plastic, Educational institutions must lead this nation-wide endeavour. There is a need for educational institutions to actively contribute to the effort of banning the use of single use plastics. So it is becoming a key responsibility of every citizen of our country not just to "Say No to Plastics" but also to create awareness among the community as whole to stop this pollution and leave behind a green and pollution free place for our future generations. Arts and Commerce College, Mayani has its own policy/practices as per the MHRD guidelines to achieve plastic free campuses.

- To carry out awareness drives and sensitizing workshops on the harmful impacts of single use plastics.
- To ban usage of plastics in the institution's premises.
- To Incentivize students to be to carry out similar campaigns at community level.
- To provide water units to avoid the purchase and use of plastic water bottles. To inform about alternative solutions like cloth bags etc., to plastic bottles and other goods on campuses.
- To conduct events on designing ecological and environment friendly goods to minimize the use of single use plastic.

  
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### **Introduction:**

The College is committed to provide the academic ambience, accordingly services and facilities are developed to the benefit of the stakeholder. These physical, academic and support services and facilities cover almost every aspect of the College functioning such as teaching learning, buildings and classrooms, library etc. The need of policymaking arises from the expectation of constant, uninterrupted and smooth functioning of these services and facilities.

### **Statement:**

The policy assures the optimum utilization and proper maintenance with a standard required specifications of physical, academic and support service facilities of the College to accomplish the high degree of excellence imbining human values in all endeavours.

### **Aims of the Policy:**

1. To achieve optimum utilization of facilities and services for the benefit of stake holders.
2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replenishment, repairing and replacement of the resources and services.
5. To set standardized maintenance and utilization procedures for resources.
6. To reduce probabilities of accidents at workplace for ensuring safety

### **Mechanism for implementation of the policy:**

The following mechanism is developed to look after the maintenance, up-gradation, replenishment, repairing and replacement of facilities and services. The mechanism assures the involvement of all the stakeholders.

### **Administrative office:**

The administrative office is a ground level step to fulfil the commitment expressed in the policy statement. Day to day maintenance and care is taken by the administrative office, in consultation with the Principal. The office Head Clerk looks after this all-routine maintenance.

### **Purchase Committee:**

The Purchase Committee headed by a senior faculty takes annual review of the facilities and services. The report is put forth in the meeting of Purchase Committee chaired by the Principal. The Coordinator of IQAC is an invitee to these meetings. In these meetings, priorities are fixed and important decisions are considered for IQAC and LMC/CDC meetings. After receiving permissions in IQAC and LMC /CDC Committees, the purchase or maintenance expenses are utilized as per the pre- determined procedures. Local Management Committee/College Development Committee: LMC/ CDC monitors overall functioning of facilities and services. The reports and reviews received from the Purchase Committee are considered during these meetings. The absolute and essential requirements of minor expenses of maintenance or replacements or construction are immediately sanctioned. The major requirements of large expenses are sent to the parent institute for approval and funding. For ICT facility maintenance and up-gradation, College appoints the technical staffs. It is the policy of the parent institute to recruit the support staff having mechanical and technical skills of certain kinds.

### **General measures for optimum utilization**

1. Departments and office staff takes care of facilities provided to them.
2. Instructions are displayed for the proper use infrastructure facilities.



3. The technical staff looks after I.C.T facilities. For major problems, the College has AMC with local service provider.
4. The support staff having technical and mechanical skills looks after day to day maintenance of infrastructure.
5. Students carefully use major instruments under the supervision of the teaching or non-teaching faculty.
6. Fire extinguishers are placed at appropriate places and they are replaced periodically. The demos regarding its use are given to staff and students for its prompt use.
7. For library books and office, document preservation, periodic pest control is carried out.
8. Electric fittings and wiring are periodically monitored by external experts for replacements and repairing.
9. For maintaining aesthetic value of campus proper landscaping of available free land is carried out by extensive potting practice.
10. For drinking water supply, the College has installed water purifiers and coolers which are maintained by the support staff.

  
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## **Policy Document for Divyangjans**

Divyang is a Hindi word meaning the one with a divine body. They should now be referred to as Divyang or Divyangjans. Hence through this policy, an attempt is made to connect with this class of population and give them an opportunity to become self-dependent and self-reliant.

At this juncture we feel that there is an imperative need for society at large to come forward and take the initiative to create awareness and also to participate in their development.

### **Purpose of this policy/Objective of this policy:**

- 1) This policy is intended to help the differently abled students, hereafter mentioned as Divyangjans, to be aware of various facilities provided by the College and the easy accessibility of these facilities.
- 2) To ensure inclusion of Divyangjans in academic as well as other activities.
- 3) To make suitable arrangements for safety, welfare and development of the Divyangjans.

### **The following are the Proposed Provisions:**

#### **A) Admission**

- To provide counseling to Divyangjans on the types of courses they could study at the college.
- To ensure admission of as many Divyangjans is possible through the open quota and all through the reservation meant for them.
- To gather orders dealing with examination procedures, reservation, policies, etc., pertaining to Divyangjans.
- To assess the educational needs of Divyangjans enrolled in the college to determine the types of assistive devices to be procured.
- To conduct awareness programmes for teachers of the college about the approaches to teaching, evaluation procedures, etc., which they should address in the case of Divyangjans.
- To study the aptitude of Divyangjans and assist them in getting appropriate employment when desired by them after their studies.
- To give separate access to counter service of the office administration.



This policy document is for effective inclusion of Divyangjans but while implementation of this policy rules the college shall not be responsible for any specific circumstances. This document is for the information purpose only and do not have any legal sanctity. This is of general nature and all rights to modify, discontinue or add new rules or procedure shall be reserved with the management of the college. The college does not accept any responsibility or liability for any damage or loss arising from the direct/indirect use of the information provided in the policy document.

  
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