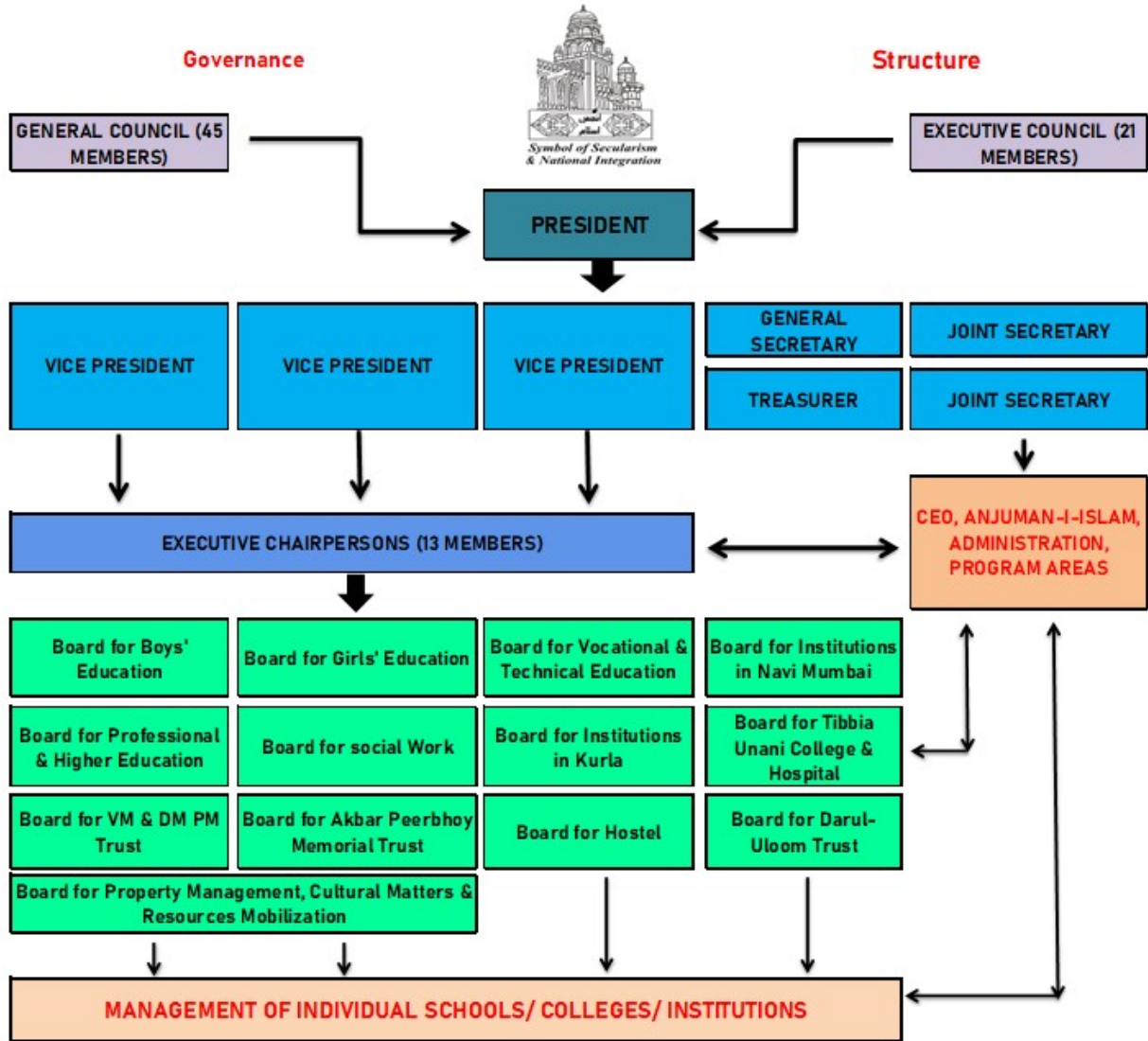




Since 1969

POLICY DOCUMENT

ANJUMAN-I-ISLAM



About the College

This College is the 'First Degree College by Anjuman-i-Islam' established in 1969, located on Maulana Shaukatali Road, Grant Road. It was originally named as 'Anjuman College of Commerce and Economics', later it was changed as "Anjuman-i-Islam's Akbar Peerbhoy College of Commerce and Economics" in the memory of late Mr. Akbar Peerbhoy, Former President - Anjuman-I-Islam, a noted Barrister, Philanthropist, educationist and founder of the College. It is now well known as Anjuman-i-Islam's Akbar Peerbhoy College of Commerce and Economics.

The Vision and Mission statements as given by the founders lay emphasis on providing education to those who are deprived access to the higher education and bring them out from the quagmire of poverty. The College aims at training students in the field of Commerce, Accountancy and Economics, Management, Mass Media and Information Technology and to make them useful global citizens who will contribute to make a prosperous and strong nation and to promote national integration by giving equal opportunity to all communities.

The College provides higher education to almost 3000 students every year right from Degree to Post Graduation courses like B.Com., BMS, B.Sc.(IT), B.Sc. Data Science) and BAMMC, M.Com. and M.Sc.(IT) affiliated to the University of Mumbai.

The College is now the Ph.D. Research Centre from the year 2014-15 to register Research Scholars for the Ph.D. Degree in Commerce. Presently 08 students have been registered at our College Centre.

The College conducts certificate courses in Computer Programming (Software) and Business Management. It is a center for Diploma / Certificate courses in Urdu and Arabic Language under National Council for Promotion of Urdu Language, MHRD, Govt. of India. Every year around 250 students of different religions including highly placed personnel from Police Dept., IT Dept., Doctors, Lawyers, Govt. Officials, IAS Officer, Film and Media Industry and other fields register for this course.

SOP

ENVIRONMENT POLICY



ENVIRONMENT POLICY

Akbar Peerbhoy College of Commerce & Economics been created with the mission to initiate, implement, promote and practically lead environmentally sustainable practices in our college campus.

The goal of Akbar Peerbhoy College is to effectively decrease the detrimental effects and limit the negative impact of all college campus activities on our environment's health.

This document envisions heralding a behavioural change in the approach to environmentally sustainable practices while inculcating the habit of environmentally responsible praxis in everyone who is a part of Akbar Peerbhoy College. It also aims to instil in the staff and students of the college a passion to work towards contributing positively in building our environment's health.

Objectives, Goals And Criteria Objectives and Scope

The main objectives of the Environment Policy Guidelines are:

1. Make the campus as well as the activities in college environmentally sustainable.
2. Be eco-friendly and safe while not compromising on the essence and experience of student and academic life.
3. Create green events and inculcate a more aware and sustainable attitude among the students.

Keeping these main objectives, the following sub-objectives will serve as guidelines to initiate the process of making the campus greener and sustainable:

1. Introduce a uniform waste management system which incorporates:
 - a. To plan to reduce the amount of waste generated.
 - b. To plan to reduce generating waste that reaches the landfills.
 - c. To plan segregation process so as to reach wastes to recyclers.
2. To make the energy consumption of college more efficient.
3. To ensure the hygiene and sanitation requirements in campus are maintained
4. To encourage awareness campaigns and promote greener attitudes through physical displays and educational curriculum

The scope of these objectives extends to all festivals, events and conferences as well.

The initial implementation of the guidelines will be in restricted pace, owing to limited funds, logistical constraints and infrastructure limitations of college. It is proposed that every year initiatives be taken to expand the scope of these guidelines to include plans that implement carbon off-setting measures and water management and conservation.

It is to be noted, that the guidelines proposed have taken care to retain the processes and conduct of events in a manner to preserve the sentimental and aesthetic value the workforce and participants associate with many of the popular flagship events; but we urge that in the future all unnecessary extra fat is trimmed off of these events or conducted in the spirit of sustainability. The college management will have to play a critical role in guiding the students to making college events greener. There shall be a separate policy made for these events.

The structure of these guidelines is on the basis of waste management, energy efficiency and some other general pointers to keep in mind. It is proposed that the Akbar Peerbhoy College periodically review this document and its guidelines vis-à-vis its practical implementation. Necessary changes to include successful practices or revisions in implementation-guidelines need to be periodically updated to this document to make it truly effective.

Akbar Peerbhoy College hopes that in a few years this document will expand its scope and cover all possible areas to make the campus truly environmentally sustainable.

Criteria for developing Environmentally Sustainable Culture on Campus

- a. Process and steps to develop and implement a sustainable campus:
- b. Efforts taken to reduce the energy consumption, and indirectly reduce the carbon footprint.
- c. Efforts taken to reduce the consumption of water and other resources, as well as reducing the creation of waste.
- d. Measures implemented to divert the created waste from the landfills to recyclers, and to reuse as much of it as possible.
- e. Environmental and social impacts are duly considered when deciding all purchases, sponsors and vendors.
- f. Create a system to continually report the progress towards these goals and to make improvements year on year.

Guidelines

Waste Management

Waste reduction strategies must be complemented with an effective waste management policy guideline.

In this context, waste management refers to:

1. Mapping and segregation of waste

- a. The system to ensure effective segregation, as well as its disposal, with the intent of diverting as much waste generated as possible away from the landfill and instead to recyclers and reuse.
- b. Segregation of waste wherein waste will be divided into wet and dry waste. The necessity of segregation is to prevent contamination of recyclable dry waste by the wet waste. The segregation shall be on the lines of wet and dry only, and will not be based on biodegradable/non-biodegradable to prevent confusion.
- c. **Wet Waste** includes all organic and food waste. It does not include paper plates and cups, contrary to popular belief.
- d. **Dry Waste** includes everything else, except e-waste if generated (whose creation and disposal shall be limited to a few specific areas). To ensure effective segregation, all leftover food and liquids shall be emptied into the wet-waste from the plates and cups (which shall be disposed in the dry waste).
- e. Zero-waste policies should be made clear from the entrance itself.
- f. The instructions about segregations and visible bins should be made prominent.

2. On ground branding of waste collection spots

- a. The bins shall be placed prominently with bold colours and displays.
- b. Preferably generic signage should be made for the dustbins, which shall be the responsibility of the XEC.
- c. The placement of the signages shall be necessarily at eye level, via the use of poles or standees.

3. Physical placement design systems of waste collection bins

- a. The positioning of bins and the waste disposal shall also be thought through to minimise work, and to prevent students from going out of the way to dispose waste properly, as it shall reduce effective segregation.

- b. The bins will be placed according to the volume of the traffic as well as the estimated types of waste generated. Based on this the required number of bins, their placement and their signages can be arranged.
- c. There should be effective communication and coordination to ensure that the bins are not full or overflowing, and that they are not displaced.
- d. There should also be backup bins and the availability of people to move them in case the requirement arises.
- e. The bins shall be lined with compostable bags if possible and their cleanliness is maintained. The cleanliness shall be handled by the college administration support staff.

4. E-waste bins

- a. There should be a separate e-waste bin provided.

5. Food Waste management

- a. All food waste generated will ideally be constrained to a few demarcated areas. This will make the collection and segregation process much simpler.
- b. Post collection, all organic waste generated on campus will be treated in the compost pit of college. This compost will be used as manure for ou college green cover and can also be sold to potential clients.

Waste Reduction and Efficiency

1. Paperwork transitions to digital methods.

- a. A large portion of the waste generated is by the inefficient use of paper.
- b. To lessen the need for paperwork it is highly recommended that the general management of the college goes digital and as paperless as possible.
- c. For the bookings of classrooms and internal communications, the usage of letterheads must be cut down and a digital portal be utilized to manage it efficiently.
- d. The necessity of letterheads must be reduced, and communications carried out over email.
- e. There must be a streamlined system to manage bills and expense management as that is another massive drain on paper consumption, requiring one sheet per bill.
- f. These administrative side measures will have the effect of saving thousands of sheets of paper per year.
- g. There must be efforts taken to digitize the submission of assignments as well as the distribution of notes to the students.

2. Physical promotional and announcement-material restriction

- a. There shall be strict ban on all posters in classroom notice boards.
- b. Spaces such as the common events notice board outside lending library and more shall be utilised more effectively to maximise message reach to participants.
- c. There shall also be a strict ban on all paper streamers and unnecessary paper usage which serves no informational or promotional value.
- d. A similar ban will be enforced on stickers on the paper cups in the canteen.

Energy Usage

1. Schedule for repairs and maintenance: Maintenance of audio, video and other equipment should be mandated through bi-annual checks.
2. Investments in Renewable energy: The efficient working of the solar cells is essential to an energy efficient campus and thus must be a priority of the college. If possible, the college's dependence on the power grid should be decreased by increasing the use of solar panels and regular maintenance.
3. Inventory management:
 - a. A database of all the technological resources used/purchased needs to be created.
 - b. For the storage of this equipment, a system needs to be developed and maintained by the college administrator.
 - c. Purchasing the best and greenest possible resource for the campus and events (e.g. using LED bulbs instead of halogens despite the cost increase). As well as making sure to purchase energy efficient appliances. Depending on the scale of an event a part of the event budget should be allocated to buying green resources for the campus. The amount to be used for such purchases should be decided by event committees in consultation with the management.

Water Management

1. Taking steps to creating a water-recycling system to reuse as much water as possible.
2. Encourage the reuse of kitchen water to water the plants.
3. Conduct regular checks for leaky faucets, flushes etc.

Green Cover

1. Check the suitability of certain plants in the campus environment and plant species that are beneficial to the overall health of the campus.
2. Try to increase the green cover on campus by implementing innovative ideas such as hanging

pots, less turf, etc.

Documentation of the process

To maintain and improve on these systems every year, there is a necessity of comprehensive documentation. The Environment Green Committee shall be responsible for the documentation along with necessary co- operation of the administration.

The documentation required shall be:

1. The infrastructural changes, if any, made to promote the sustainability of the campus.
2. The reasons for doing so, as well as the selection of the method of implementation.
3. Monitored changes, if any, of the environmental impact before and after the changes
4. Further maintenance procedures necessary and scope for improvements.

A handwritten signature in blue ink, appearing to be "A. K. ...".

Principal