Shirdi Sai Rural Institute's
ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA
"NAAC REACCREDITED "B++" GRADE COLLEGE"
A/P/Tal-Rahata,
Dist.-Ahmednagar. (M.S.) 423107
Affiliated to Savitribai Phule Pune University, Pune
www.ascrahata.org

SELF STUDY REPORT-CYCLE 3
2018-2023

Criterion: VII
Institutional Values and Best Practices

Key Indicator: 7.1
Institutional Values and Social Responsibilities

Metric: 7.1.3 (Q_nM)

Quality audits on environment & energy regularly undertaken by the Institution. **The Institutional environment and energy initiatives are confirmed through the following**

1. **Green audit /environment audit**
2. **Energy audit**
3. **Clean and green campus initiaves**
4. **Beyond the campuss environment promotion activities.**

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
BENGALURU

Shirdi Sai Rural Institutes,
Arts, Science and Commerce College, Rahata
Tal- Rahata, Dist-Ahmednagar, Pin - 423107 (MS)
(University of Pune Affiliated ID No. PU/AN/ASC/052/1997)
NAAC RE-ACCREDITED "B++" GRADE COLLEGE

Ref. : ASCCR /

Date

DECLARATION

We the undersigned, hereby declare that all information, reports, true copies of the supporting documents, and numerical data submitted by our institution for the purpose of NAAC accreditation have been thoroughly verified by the Internal Quality Assurance Cell (IQAC). We affirm that these submissions are accurate and correct as per our records.

This declaration pertains specifically to the accreditation process for the third cycle of the institution, covering the period from 2018-19 to 2022-23.

Thank you.

Sincerely,

Dr. Vikram P. Bhalekar
Coordinator
IQAC Coordinator
Internal Quality Assurance Cell
Arts,Science and Commerce College, Rahata

Arts, Science and Commerce College, Rahata
Tel-Rahata
Dist-A'nagar

Prof.(Dr.) Somnath S. Gholap
Principal
Principal
Arts,Science and Commerce College
Rahata,Tel-Rahata,Dist-Ahmednagar

Date-**30/07/2024**

Place- **Rahata**

INDEX
(Policy Document)

1 Important Policies on Environment and Energy

1.1 Environment and Energy Usage Policy

Shirdi Sai Rural Institutes

Arts, Science and Commerce College, Rahata

ENVIRONMENT AND ENERGY POLICY

Prepared by

Internal Quality Assurance Cell, Rahata

1

POLICY DOCUMENT

Policy Objectives:

- To implement environment-friendly activities inside and outside of the college campus.
- To implement an effective waste management policy.
- To establish a plastic-free campus
- To promote a "zero-waste lifestyle" through the Reduce, Recycle, and Reuse (RRR) practices.
- To sensitize the staff and the students on environmental issues and eco-friendly lifestyles.
- To enrich the greenery on campus through tree plantation activities.
- To promote the conservation of natural resources and use of renewable energy sources through efficient use and sustainable practices.
- To enhance energy efficiency and decrease energy consumption across campus.
- To monitor, report and continuously improve environmental and energy performance.

Green campus initiatives:

Water Management

- The institute practices and implements rainwater harvesting and constructed the farm pond of capacity 2 cr. Liters, liquid water treatment plant to resolve and manage water scarcity problems.
- Regularly check taps for draining issues and promptly repair them to prevent further loss.
- Encourages effective water management through drip lines, sprinkler systems and drainage recycling

Waste Management

- We have established a vermicomposting unit for organic waste.
- The institute ensures proper disposal of hazardous and electronic waste through SSRI, Pravaranagar.

- Bring awareness among the campus community on effective waste management.
- Encourage efforts to convert waste into renewable resources.

Restricted entry of automobiles:

- To reduce noise and air pollution all vehicles must be parked in the designated parking areas near the entrance. Parking in non-designated areas is strictly prohibited.
- We encourage the use of bicycles as a sustainable and healthy mode of transport.
- Campus security monitors compliance with these regulations. Violations may result in fines or other disciplinary action

Bicycles /Battery Powered vehicles:

- We encourage the use of bicycles and battery-powered vehicles as sustainable modes of transportation for students and staff.
- We have set up bicycle stands as a part of discipline and security.
- The institute aims to reduce the campus's carbon footprint and environmental impact.

Pedestrian-friendly pathways:

- We have incorporated green spaces, trees, and plants along pathways to support biodiversity and improve aesthetics.
- We encourage the use of pedestrian pathways to protect landscaped areas
- We ensure pathways are well-maintained and free of litter, contributing to a cleaner campus environment.
- We have installed recycling and waste disposal bins along pathways to encourage proper waste management.

Ban on single use plastic:

- We minimize the use of single-use plastics on campus to reduce overall plastic waste.
- We encourage the use of eco-friendly and reusable alternatives to plastic products.
- Faculties raise awareness among the college community about the environmental impact of plastic waste and the importance of sustainable living.

Landscaping:

- The campus development committee constituted in the college looks after the development, maintenance and monitoring of the campus.

- The botanical garden has endangered, endemic and medicinal plant collection.
- An adequate financial support is provided for proper care and maintenance of greenery in the campus.
- Utmost care is taken to develop and maintain landscaping by trained gardeners and supervisor.

Energy conservation initiatives on campus:

Energy and Environment Conservation

- We are transforming from traditional light sources like bulbs, tube lights, halogen lamps, and CFLs to LED lights.
- We have installed LED lighting systems in most classrooms, laboratories, administrative offices, computer labs, libraries, seminar halls and staff rooms to achieve energy conservation.
- We use and maintain energy-efficient electronic devices, such as 5-star rated equipment.
- We use sensor-based LED tube lights in necessary places on campus to reduce energy consumption.
- The institute conducts an annual green audit to enhance green practices.
- The institute conducts an energy audit annually to improve the proper generation and utilization.
- Well-ventilated classrooms reduce dependence on fans and ACs. The natural sunlight reduces the use of power.

Arts, Science & Commerce College RAHATA TAL. RAHATA

Dr. V. P. Bhalekar
IQAC Co-ordinator

Prof. (Dr.) S. S. Gholap
Principal
PRINCIPAL
Arts, Science & Commerce College, Rahata

Dr. M. N. Kharde
Director
Shirdi Sai Rural Institute, Pravaranagar
Tal. Rahata, Dist. Ahmednagar.

1.2 Green/Plastic-Free Campus Policy

Shirdi Sai Rural Institutes

ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

POLICY DOCUMENT

GREEN CAMPUS POLICY

Prepared by

Internal Quality Assurance Cell (IQAC)

ASCC,
Rahata

GREEN CAMPUS POLICY

Introduction: Shirdi Sai Rural Institutes, Arts, Science and Commerce College, Rahata is dedicated to creating and maintaining a green campus where environmentally friendly practices are an integral part of our academic and operational ethos. We strive to promote sustainability and eco-friendliness through a range of initiatives.

Objectives:

- To minimize the use of plastic within the campus.
- To implement environmentally friendly activities both on and off the college premises.
- To raise awareness among students and staff regarding environmental issues.
- To enhance the greenery and overall ecological health of the campus.
- To maintain a sustainable and eco-friendly atmosphere.

Measures:

- Enhancing greenery across the campus.
- Monitoring and reducing the use of plastic within the campus.
- Conducting awareness programs focused on green campus practices.
- Displaying "Ban on Plastic" signage prominently within the campus.
- Organizing environment-friendly extension activities.
- Ensuring the maintenance of the rainwater harvesting system.
- Conducting regular green and environmental audits.
- Implementing proper waste separation, disposal, and recycling methods.

Green Campus Initiatives:

1. **Restricted Entry of Automobiles:**

- Vehicles are required to park in designated areas to minimize noise and air pollution.
- Horn usage is prohibited within the college premises.
- Speed limits for vehicles are restricted to 10 km/h.

2. **Encouragement of Bicycles and Battery-Powered Vehicles:**

- Bicycle stands are provided to encourage the use of bicycles.
- Students and staff are encouraged to use e-vehicles.

3. **Reduced Use of Plastic:**
- Awareness campaigns are conducted to reduce plastic usage.
- Polythene bags with less than 80 microns thickness are prohibited on campus.

4. **Landscaping with Trees and Plants:**
- A dedicated campus development committee oversees the development, maintenance, and monitoring of green spaces.
- The botanical garden features endangered, endemic, and medicinal plant species.
- Adequate financial resources are allocated for the upkeep of the campus greenery.
- Trained gardeners and supervisors ensure the proper landscaping and maintenance practices.

Compliance: All faculty, staff, and students are expected to adhere to the guidelines outlined in this policy. Compliance will be monitored and enforced by the designated campus authorities.

Review and Revision: This policy will be reviewed annually to assess its effectiveness and relevance. Necessary revisions will be made based on feedback and changing circumstances to ensure that our green campus initiatives remain effective and up-to-date.

Conclusion: Shirdi Sai Rural Institutes, Arts, Science and Commerce College, Rahata is committed to creating a sustainable and eco-friendly campus environment. Through the implementation of this policy, we aim to not only reduce our environmental impact but also to educate and inspire our community to embrace sustainable practices in all aspects of life.

IQAC, Co - ordinator
ASC College, Rahata

Arts, Science & Commerce College RAHATA TAL. RAHATA

Principal
Arts, Science & Commerce College,
Rahata, Dist. Ahmednagar

1.3 Waste Manegment Policy

Shirdi Sai Rural Institutes

ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

POLICY DOCUMENT

WASTE MANAGEMENT POLICY

Prepared by

Internal Quality Assurance Cell (IQAC)

ASCC,
Rahata

POLICY DOCUMENT

VISION

To act as planning resource, support and monitoring Centre for rural education activities.

MISSION

Developing capabilities for wide spread and inclusive rural development and closing the rural-urban gap.

Objectives of Policy Document

- Conservation of the Environmental – The College strives to ensure environmental conservation through waste management and protect it from the side effects of various types of waste.

- Safe Disposal – The College identifies the need to dispose waste in a manner that is safe and sound with respect to its staff, students, institutional operations and stakeholders.

- Stakeholder awareness – The College aware the importance of waste management to the stake holders by means of degradable and non-degradable waste.

- Policy framework – The College knows the need to establish clear guidelines on waste management.

Waste Management Policy

Introduction

Shirdi Sai Rural Institutes Arts, Science and Commerce College, Rahata is the leading college in the rural area of Rahata Tehsil. It is a leader in Education, curricular and extracurricular activities through NSS, NCC, Student welfare Board, Earn and Learn Scheme, Research and Innovation etc. The Institute is committed to Society through lifelong learning, cultural enrichment and outreach services. The college was started in 1997 for the rural masses, with an objective to promote higher education and research in the fields of Arts, Science and Commerce.

The Arts, Science and Commerce College, Rahata, is situated in clean and green campus of 21 acres and it also 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 faculties, students and all stake holders.

The College has a responsibility to ensure that all the campus wastes are disposed by means of proper waste segregation mechanism at the source and if possible, converting it into environment friendly product. Furthermore, the Solid, liquid and electronic waste should be disposed or managed by government approved, registered waste contractors. The purpose of the policy is to facilitate implementation of the action plan brought available in "National Environment Policy 2006" on management aspects of hazardous wasteincluding their minimization, environmentally sound management and active promotion of transfer and use of cleaner technologies.

Policy Statement-

The College has an approach to reduce, reuse, recycle and recover the waste, wherever and whenever possible in preference to the disposal of waste to

landfill. It recognizes the importance of meeting these legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximize reuse and recycling where possible.

The college requires all the teaching and non-teaching staff, students, guests and anyone else making use of the premises to comply with this Policy. Any solid waste generated in the campus shall be managed and handled in accordance with the compliance criteria and the procedure laid down in Municipal Solid Wastes (Management and Handling) Rules, 1999, published under the notification of the Government of India in the Ministry of Environment and Forests number S.O. 783(E), dated, the 27th September, 1999 in the Gazette of India, Part II, Section 3, Sub-section (ii).

The Policy is defined for the Solid, Liquid, Hazardous Chemicals as well as for the e-waste.

Policy Objectives

The objectives of this policy are:

- To ensure that waste management is performed in accordance with all wastelegislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- To minimize waste generation at source and facilitate repair, reduce, recycle and reusing 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 on the college campus and transform waste into value added products.
- To ensure the safe handling and storage of wastes in the campus.

- To provide appropriate training for teacher, staff, students and otherstakeholders on waste management issues.
- To provide guidance on the standards of electronic equipment's.
- To promote holistic approach of waste management in the campus.

The Brief of the concepts used in Waste Management Policy are as follows-

Waste

waste "materials are not prime products, it is generated during the treatment of raw materials, at intermediate or final stage.

Recycling

The diversion of waste away from landfill or incineration and the reprocessing of those wastes either into the same product or a different one. This mainly includes non-hazardous wastes such as organic waste, wood, paper, glass, cardboard, plastic and scrap metal.

Hazardous Chemical and Radioactive waste is generated from the use of chemicals and radioactive materials used in laboratories for teaching and research

General waste includes paper, plastics, glass, liquids and organics.

E-waste, Electronic waste, is electronic products that have outlived their usefulness and are due for disposal. They have toxic components such as lead, mercury and cadmium. Improper disposal of electronic waste pollutes the environment with hazardous toxins, thereby causing widespread health problems and environmental degradation. (The e-waste includes, Ferrous Metals-Iron and Steel 36 2%. Non-ferrous metals -Aluminum, Copper, Lead, Cadmium, Mercury, Gold, Silver, Palladium, Indium, Arsenic, Selenium 19 3%. Plastics- Brominated and Non brominated Plastic 23 4%. Glass -Lead glass and normal glass 15 5%. Other – 7%)

Organization and Management-

The responsibilities and organizational arrangements for this Waste Management Policy lie with a variety of personnel in the College. It includes following members-

a. Principal- Chairman
b. Campus Development and Welfare Committee- Coordinator
c. Head of the Departments
d. IQAC
e. Student Representatives
f. Administrative Representative
g. Two outside expert (nominated by the Principal)

Resource Mobilization-

The College shall provide resources for waste management as follows:

1) Increase the budgetary allocation to the initiative targeted at reducing waste risks;
2) Provide the equipment and devices and other support systems for effective and efficient management of waste.

Function of Advisory Board-

i). Coordinating the provision of a waste management on the campus.

ii). Ensuring that all stake holders are advised that they must act in accordance with the College Waste Management Policy.

Campus Development and Welfare Committee is responsible for:

- Provision of advice and guidance to the College on waste management.
- Setting Environmental Indicators for waste management.
- Monitoring the management systems for all wastes, to ensure reduce, recycle and reuse.
- Provision of appropriate training for personnel who have responsibilities for waste management.
- Investigation of any incidents or spillage relating to waste management.

Support staff is Responsible for:

i). Overseeing the day to day delivery of general waste and their recycling services.

ii). Operational monitoring of waste management systems across the campus.

iii). Disposing of waste responsibly, through the appropriate waste disposal system (segregation of waste), in accordance with policy and procedures.

iv). Reporting any problems with waste collection schemes to Campus Development and Welfare Committee.

The IT Department shall:

- In liaison with the respective Faculty/ Department/ Section, identify e-waste.
- Ensure that e-waste is collected every year and kept in an appropriate storage pending the recommendations/approval of recommendations of the head of the department/ Principal.
- Execute the recommendations of the head of the department/ Principal and prepare a report to Head of the institution.
- Outdated version of computers in colleges are reprocessed for schools.

Students/Staff will be

Responsible for:

i). Disposing of waste responsibly, through the appropriate waste disposal system, inaccordance with policy and procedures.

ii). Reporting any problems related department/laboratory waste or waste collectionprocedure to the Head of Department.

Action Plan-

It will be mandatory on the part of the Head of the department/

Principle Investigator (Project)/ in-charge, the waste could either be reduced, recycled and reused or disposed of in captive or common treatment, storage and disposed facilities available in the campus. Inventories of 'end of life' consumer products such as e-waste are also required to be made.

Waste avoidance and waste minimization at source-

In the hierarchy of waste management, waste avoidance and waste minimization has to be attempted first, for which dissemination of information on technological options should be a continuing exercise. Promote implementation of recovery of resources such as solvents, other reagents and by-products as well as re-generation of spent catalysts in a time frame.

Reduce, recycle and reuse of waste-

Solid waste management: The institute adopt a 3-R policy (Reduce, Recycle and Reuse) for the solid waste management. Awareness of staff and students through Induction Programme is carried out for the implementation of 3-R policy. Optimal care is taken to reduce the generation of solid waste from the administrative block by maximum use of e-resources for communication. Degradable and non-degradable waste are separated and used for vermicomposting. Use of plastic bags is discouraged within the premises of the College.

Liquid waste management: Liquid waste from the chemistry laboratory is recycled through rotary evaporator and reused. Similarly, decontamination of liquid waste from the Botany and Zoology laboratories is done by bleaching. The toxic inks and dyes of the paper will be treated with enzyme technology, which is environmentally benign. Automatic water level indicators are installed to avoid wastage of water.

E-waste Management: The Institute ensures the optimal use of electronic equipment as well as timely and periodical maintenance is carried out to reduce the e-waste. The e-waste management is carried out according to the policy of SSRI.

Hazardous chemicals and radioactive waste management: Fuming chamber with exhaust fans are installed in chemical laboratories to exhaust the harmful gases. A separate ether room should be there. The radioactive sources are placed in special cases designed them to avoid radioactive contamination.

MONITORING AND REVIEW STRATEGIES

Monitoring

Realization of the output of this policy shall require consistent monitoring of the output indicators. The institute and other relevant stakeholders will carry out monitoring at different levels. The policy implementation shall be reviewed through the performance contracting execution and reporting structures. A policy implementation plan shall be developed every financial year including actions, time and resource plans.

Review of Policy

The policy shall be reviewed after every 5 years or earlier, as need arises.

IQAC, Co - ordinator
ASC College, Rahata

Arts, Science & Commerce College RAHATA TAL. RAHATA

Principal
Arts, Science & Commerce College,
Rahata, Dist. Ahmednagar

1.4 Water Conservation Policy

Shirdi Sai Rural Institutes

ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

POLICY DOCUMENT

WATER CONSERVATION POLICY

Prepared by

Internal Quality Assurance Cell (IQAC)

ASCC,
Rahata

WATER CONSERVATION POLICY

1. Introduction- The college recognizes the importance of water conservation and is committed to implementing practices that ensure the efficient and sustainable use of water resources on campus. This policy outlines the college approach to water conservation and sets out the guidelines and responsibilities for stakeholders of the college.

2. Goals-

- Provide Safe and Clean water throughout the campus
- Implement Water efficient practices
- Engage Students and staff in water sustainable strategies

3. Water Conservation Strategies-

- Use of water efficient fixtures: The college will install and maintain water efficient fixtures such as low-flow toilets, faucets to reduce water consumption.
- Rainwater harvesting: The college will implement rainwater harvesting systems to capture and store rainwater for non-potable uses such as irrigation and toilet flushing.
- Farm Pond- The college has farm pond having storage capacity of 1Cr lts will be used for efficient water circulation.
- Smart water conservation practices: The college will promote smart water conservation practices such as fixing leakages promptly, using native and drought-resistant plants for landscaping, and educating the community about water conservation.
- Underground water storage tank: Panchayat supply water will be stored in an underground water storage tank to reduce the demand for water from the Panchayat supply.
- Overhead tanks: The campus is equipped with overhead tanks for storage and uniform distribution of water.
- Leak detection and maintenance: The college will regularly inspect the water supply system for leaks and perform necessary maintenance to prevent water loss

4. Responsibilities-

Students: Students are encouraged to use water judiciously and report any leakages or wastage to the college authorities.

Faculty and Staff: Faculty and staff are responsible for ensuring that water efficient practices are followed in their respective areas and for reporting any water-related issues to the college authorities.

College Authorities: The college authorities are responsible for implementing and monitoring the water conservation policy, conducting regular audits of water usage, and identifying areas for improvement. The college has also adopted following practices for water Management-

a. Rain Water Harvesting:

The college is situated in a rain shadow area hence to overcome water scarcity and to ensure a permanent supply of water, certain measures are predominantly taken and water collected from the roof is stored in underground water storage tank situated of the building. The rain water harvesting has benefitted to a great extent and helped to overcome the water scarcity.

b. Bore Well or Open Well Recharge:

Rooftop water from college building is collected and taken into bore-well recharge pits. This is the most cost-effective way of rainwater harvesting. Since there is no energy expenditure on transportation and distribution of water, energy is also conserved. This water is collected through well-established system and used to recharge ground water.

c. Maintenance of water bodies and distribution system in the college campus:

The water bodies are maintained regularly so as to provide sustainable, consistent, safe and adequate water to the campus. The distribution of water is done through well-equipped system of pipes. Drip irrigation system is in place. By the process of Reverse Osmosis, the water is treated for drinking water and supplied through water cooling system and other set of distribution pipes are used for all other usages. By using good quality plumbing fixtures, the wastage of water is highly reduced. Scheduled Inspection of machineries is done on regular basis in the campus.

5. Compliance

All members of the college community are expected to comply with this policy and support the college's efforts towards water conservation.

Non-compliance may result in disciplinary action as per the college's rules and regulations.

6. Review and Revision

This policy will be reviewed annually and revised as necessary to ensure its effectiveness and relevance to the college's water conservation goals.

7. Conclusion

The college is committed to ensuring the efficient and sustainable use of water resources on campus and seeks the cooperation of all members of the college community in achieving this goal.

IQAC, Co - ordinator
ASC College, Rahata

Arts, Science & Commerce College RAHATA TAL. RAHATA

Principal
Arts,Science & Commerce College,
Rahata, Dist. Ahmednagar

1.5 Maintainance Policy

Shirdi Sai Rural Institutes

ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

POLICY DOCUMENT

MAINTENANCE PROCESS/MANUAL POLICY

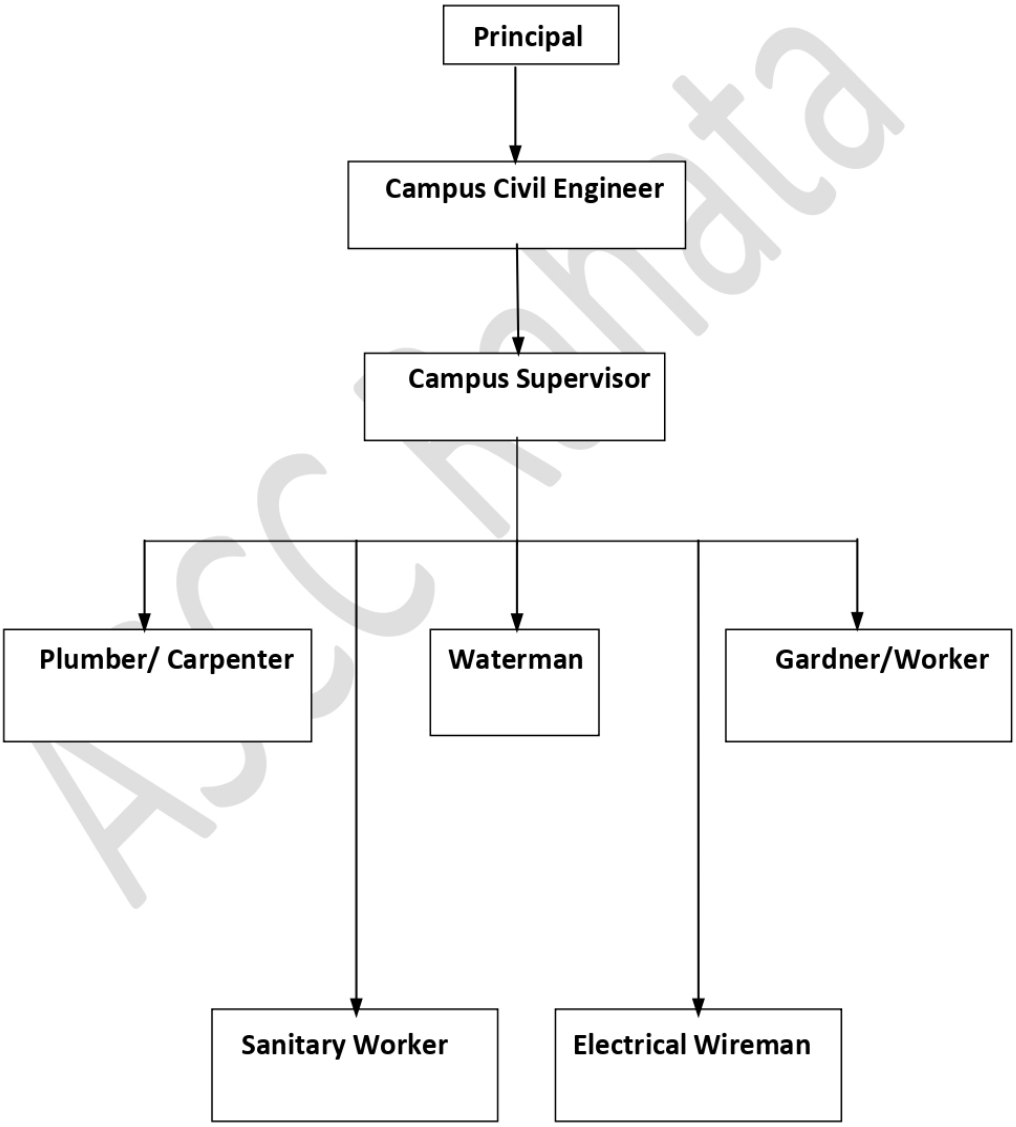
Prepared by

Internal Quality Assurance Cell (IQAC)

ASCC, Rahata

CIVIL DEPARTMENT

PROCESS MANUAL



Sr. No.	Designation	Responsibilities
1.	Campus Civil Engineer	1) To Manage all maintenance of buildings
		2) Send completion report to Secretary
		3) All sorts of communication with SSRI Secretary.
		4) Work according to maintenance manual
		5) Supervise on construction work.
		6) Keep track of work done by civil department workers
		7) Billing of construction and maintenance work
2.	Civil Supervisor	1) Supervise construction work in campus.
		2) Supervise the work by waterman, Sanitary workers, Gardener, Carpenter, plumber, etc.
		3) Report to campus engineer about problem of Electric Pump, Generator, Filter, House, Swimming Pool, Indoor Hall, Ground etc.
		4) Submit daily work report
3.	Plumber	1) Maintenance of daily work related to plumbing.
		2) Maintain Solar Water System.
		3) Provide assistance to sanitary workers, waterman when need be.
		4) Get periodical water testing reports from testing agency.
		5) Submit daily work report

4.	Electrical Wireman	1) Periodical maintenance work of electric appliances and management of sound system during various programs.
		2) Operate the Generator
		3) Rooftop Solar system maintenance work
		5) To maintain electricity bill records
		6) Submit daily work report to superior
		2) To fix the glass of windows and necessary repairing wor
		3) To repair the building furniture.
		4) To submit work report to the superior.
5.	Waterman	1) Supply clean water to all buildings.
		3) Operate and maintain water filter plant.
		4) Start, stop and observe the water well motors
		5) To clean the drinking water tank.
		6) To clean the solar panel.
		7) Submit daily work report to superiors.
6.	Gardner	1) Water the lawns and garden and remove pests.
		2) Appropriate pruning of the ornamental plants.
		3) Give fertilizers and sprays as and when needed.
7.	Sweeper	1) To clean the campus.
		2) To clean all toilets, etc.

4.	Electrical Wireman	1) Periodical maintenance work of electric appliances and management of sound system during various programs.
		2) Operate the Generator
		3) Rooftop Solar system maintenance work
		5) To maintain electricity bill records
		6) Submit daily work report to superior
		2) To fix the glass of windows and necessary repairing wor
		3) To repair the building furniture.
		4) To submit work report to the superior.
5.	Waterman	1) Supply clean water to all buildings.
		3) Operate and maintain water filter plant.
		4) Start, stop and observe the water well motors
		5) To clean the drinking water tank.
		6) To clean the solar panel.
		7) Submit daily work report to superiors.
6.	Gardner	1) Water the lawns and garden and remove pests.
		2) Appropriate pruning of the ornamental plants.
		3) Give fertilizers and sprays as and when needed.
7.	Sweeper	1) To clean the campus.
		2) To clean all toilets, etc.

Responsibilities of Security Officers:

- Patrolling of the campus.
- Guiding students to their respective destinations on the campus
- Monitoring of physical spaces
- Campus security officers promote lawful behavior and protect the welfare of students, faculty and staff as a uniformed presence on campus.
- A campus security officer performs foot and vehicle patrolling of a college campus to monitor behavior of students, secure buildings and property, investigate disturbances, maintain order during events and enforce regulations.
- They monitor the physical safety of campus buildings by locking and unlocking doors, patrolling or monitoring using surveillance systems, and reporting suspicious behavior.
- Maintenance of parking regulations when necessary.
- In emergency situations, campus security officers respond to the scene, provide and alert additional police or emergency personnel as appropriate.
- Monitoring of property against Theft, Fire and Vandalism.
- Documenting reports on incidents in the vicinity.

Responsibilities of Security Supervisor and Security Jamadar:

- Controlling material and employee movement.
- Monitoring of property against Theft, Fire and Vandalism.
- Keep watch on movement of workers.
- Maintain Entry & Exit log book.
- To receive, obey and pass on to the security guards all orders and instructions received from Head Security.
- Report any untoward incident/behavior.

Responsibilities Security Guard Daily Work-

- Take charge of his post and all institute property in view.
- To make proper entry in the visitor log and check vendor/visitor Photo ID card after issuing vendor/visitor card.
- He/She should quit his post only when properly relieved.
- To obey and pass all orders and instructions received from supervisor/head security.

IQAC, Co - ordinator
ASC College, Rahata

Arts, Science & Commerce College RAHATA TAL. RAHATA

PRINCIPAL
Art's, Science & Commerce College
Rahata, Dist. Ahmednagar.

Shirdi Sai Rural Institutes

ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

POLICY DOCUMENT

STANDARD OPERATING PROCEDURE HANDBOOK

Prepared by

Internal Quality Assurance Cell (IQAC)

ASCC, Rahata

INTRODUCTION

Standard operating procedures (SOPs) are a set of step-by-step instructions compiled for SSRI to help the staff carry out complex, routine operations. These will ensure efficiency, quality output and uniformity of performance for seamless communication and compliance with relevant standards.

This handbook includes SOPs for:

€ GREETING

- Guests
- Alumni
- Staff
- Students

€ EXIT

- Alumni
- Staff
- Students

€ ACADEMICS
€ STANDARDISATION OF TECHNOLOGY
€ STUDENT EXPERIENCE
€ TRAINING & PLACEMENT CELL
€ TRAINING & PLACEMENT SKILL DEVELOPMENT
€ SKILL DEVELOPMENT
€ TEACHERS
€ CATALOG DESIGN & PRINTING
€ INFRASTRUCTURE
€ ENVIRONMENT MANAGEMENT SYSTEM
€ MEETING

STANDARD OPERATINGPROCEDURE FOR ENVIRONMENT MANAGEMENT SYSTEM (EMS)

50.

ROLE OF SSRI GROUP OF INSTITUTIONS IN ENVIRONMENT MANAGEMENT

Increasing incidence of waste generation in all Institutions across the country and the globe calls for a scientific and systematic approach to preserve the ecological balance. Reducing, reusing/recycling waste to convert it into a valuable resource and, thus, embracing the motto of 'Waste to Wealth' is the call of the hour. Being a mature group of institutions that abides by the precepts of Educational Excellence, the SSRI Group will be adopting the Environment Management system. An environment friendly campus creates an ideal ecosystem for better learning outcomes while serving as a model for other institutions to adopt.

RESPONSIBILITY OF HANDLING THE SOP

1. Personnel Involved in Environment Management System in a Campus

A sanitation team along with a Team Leader or the Sanitation-in-Charge of the campus is responsible to maintain the campus in accordance with the SOP and take note of any changes made in the guidelines. If there is no fulltime Team Leader, the Head of the Institution shall nominate a responsible officer as the In charge Team Leader.

2. Managers and Supervisors

Head of the Institution or the designated authority is responsible for ensuring their staff complies with the SOP as well as for regular reviewing, auditing and revising of the SOP. To ensure compliance, proper training and education on the concept using the latest SOP.

STANDARD OPERATING PROCEDURES FOR ENVIRONMENT MANAGEMENT SYSTEM (EMS)

Purpose

To improve environmental performance of the Institution. Environmental Management System (EMS) refers to the management of an organization's environmental programs in a comprehensive, systematic, planned and documented manner. It includes planning, resource development, and implementing and maintaining policy for environmental protection.

Scope

This SOP lays down guidelines to be followed for handling the generated waste such as planning, sensitization of all stakeholders for active participation, segregation of waste as per the norms and treatment in accordance with the principle of 'Refuse, Reuse, Recycle, Recover and Regenerate' to achieve the goal of Eco-friendly and Eco- Sensitive Campus.

1. Green Campus: **The purpose of green campus is to reduce and control the carbon emission through proper management of spaces by developing and maintaining gardens/trees and their refuse. (Annexure 1)**

2. Collection and Segregation and of Generated Waste: **Three type of waste are mainly generated in the institutes viz. electronic waste (e-waste), chemical waste and biomedical waste, along with paper and plant waste. This SOP will describe the procedure for collection of waste generated in divergent Arts of campus and its segregation for further disposal. (Annexure 2)**

3. Handling Dry Waste: **Dry waste collected from each source will be taken to the processing yard and further segregated as metals, bottles, plastic, etc. The segregated dry waste will be sent to recycling units or sold to agencies handling such materials. After resource recovery level segregation, the residue from the dry waste will be sent for incineration in an eco-friendly incinerator. This process, depending on quantum of waste, can be leveraged for generation of electrical energy by use of some simple technologies.**

4. Handling Wet Waste: **Wet waste aggregated from various sources shall be sent for processing to produce bio-gas through aerobic or anaerobic processes as designated in the plan. It may also be sent for composting via appropriate composting techniques. The success of the campaign is**

determined by effective segregation of wet waste at source, proper collection/aggregation without mixing and effective treatment.

5. Handling Hazardous Materials: **After recovering the items that can be recycled / or sold to the recyclers, the residual reject which would mainly consist of hazardous material is to be sent for incineration or to designated, scientifically prepared sanitary landfills. (Annexure 4)**

6. Treatment of Biomedical Waste: **Segregated biomedical waste will be collected in Coloured bags / appropriate containers in the premises in a safe, ventilated and secured location before sending to common Biomedical Waste Treatment and Disposal Facility operated by specialists as approved by the statutory body.**

7. Handling of Electronic waste (e-waste): **Electronic waste is generated almost by every department. There should be a provision of collection of e-waste at a designated place in the institute. All the e-waste collected should be audited prior to disposal. (Annexure 5)**

8. E-governance: **Staff and students should be educated to minimize the use of paper for all types of communications unless very important. The institutes should instead use e-communication systems such as email and other electronic media for communication.**

9. Paper Waste: **Paper waste generated from all institutes should be collected by the care taker and handed over to the central agency responsible for recycling of paper waste after relevant audit.**

10. Bicycle and Pedestrian Master Plan: **Should be drawn by the campus authorities to create a pedestrian-friendly campus that encourages walking and biking.**

11. Energy and Water Efficiency: **Proper operation and maintenance of buildings and grounds improves energy and water efficiency. Proper use of material resources ensures occupant health and well-being at workspaces and residences. Such practices will eventually help attain energy and water efficiency and sustainability.**

Awareness Generation and Stakeholder Involvement:

Enablingan ecofriendly campus requires effective participation from

all the stakeholders. Possible stakeholders are all residents, officials working, visitors, students, maintenance staff and other personnel offering variousservices on the campus.

12. Giving back to Society: **All stakeholders should interact with the society in the surrounding areas. Institute should implement certain socially beneficial ecofriendly activities such as cleanliness drives, tree plantation events, creating water resources, providing alternative sources of energy, adopting a village etc. at least once a year and maintain proper records for the same.**

Date implemented: **By:**

Date reviewed: **By:**

Date revised: **By:**

ANNEXURE 1 GREEN CAMPUS

Purpose

Green campus management is an operational practice developed to control pollutant discharges by using routine maintenance procedures for mowing and debris control.

Maintenance of Garden/Green Area

STEP 1: Plants/Tree Care

- **Regular watering of plants and lawns.**
- **Pruning of trees and plants/shrubs as and when required. Regular mowing and sweeping of lawn.**
- **Removal of garden refuse from garden to the designated place. Conversion of garden garbage to compost its use as manure. Encourage plantation of seasonal flowers and trees.**
- **Report damage/compromise to landscape areas or bare areas void ofvegetation that may result in sediment being transported preparea repair schedule and implement repairs.**

STEP 2: Lawn Care and Signage in Garden

Proper maintenance of garden benches, if any.
Educate students to respect the utility of the lawns.
Classify trees and plants by proper signage.

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ANNEXURE 2
COLLECTION AND SEGREGATION OF GENERATED WASTE

1. Say NO to Plastics: **The first and most critical element for success of waste management is the rejection of non-biodegradable materials such as plastic covers and plastic bottles.**

2. Say Yes to Plastic Alternatives: **Instead of plastic, utilize biodegradable materials such as cloth bags, jute baskets, reusable bags, reusable glass bottles etc.**

3. Process for Replacing Plastic Bottles and Bags:

3.1. Assess the current usage of plastic bottles and bags through a survey form, observation from the collected waste and general usage across the institutions.

3.2. Deliver a one week notice to everyone in the institution to eliminate all their current non-recyclable plastic bottles and bags as well as to ban the carrying of plastic bottles or bags on the campus.
3.2.1 Arrange collection points at all convenient locations to collect discarded bottles and bags.

3.3. Arrange cloth and paper bag counters across the institution for anyone to purchase if required.

3.4. The Principles of 'Refuse' and 'Reuse' will be promoted for eliminating usage of plastic in the Institutions.

3.5. All the bags will be checked at the entrances of the Institution for any possible plastic bags or bottles being brought in and have them replaced with paper, cloth or jute bags
3.5.1. The members of the Institution should carry paper/jute/cloth bags while going out for purchases
3.5.2. Reject any plastic bags being provided and use your own non-plastic bags instead
3.5.3. A handmade paper unit may be setup in the campus for selling paper bags.

4. Segregation of Generated Waste: **Segregation of the waste at source i.e. primary segregation will be executed at the laboratory and canteen levels.**
4.1 Appropriate bins should be placed at every feasible location in Institutions i.e. wet waste in green bin, recyclable waste in blue bin, and hazardous waste in the red bin. Have a hazardous materials logo on the red bin to prevent its use for disposing e-waste.

ANNEXURE 3
WET WASTE TREATMENT

Waste, food scraps, etc. is wet waste. Wet waste is to be sent for composting using aerobic or anaerobic methods.

Aerobic Method: Windrow composting, vermicomposting, and NADEP composting are some of the popular methods. A list of useful guides that explain each of these methods is provided in the web links below and ca be employed by the campus :

€http://nrega.nic.in/Circular_Archive/archive/MGNREGA_manualjuly.pdf

€ http://www.indiaenvironmentportal.org.in/files/file/Solid_Liquid_Waste_Management.pdf

€ http://vikaspedia.in/agriculture/farm-based-enterprises/vermicomposting

€ http://ecoursesonline.iasri.res.in/mod/page/view.php?id=149590

€ http://www.fao.org/docrep/007/y5104e/y5104e07.htm

€ http://www.fao.org/docrep/007/y5104e/y5104e08.htm

€ http://unossc1.undp.org/GSSDAcademy/SIE/Docs/Vol4/Nadep_method.pdf

ANNEXURE 4
HANDLING HAZARDOUS MATERIALS

1. Preparation of Sanitary Landfill

1.1 Landfill needs to be scientifically prepared without affecting ground water and environment.

1.2 Certain types of non-bio-degradable wastes that cannot be recycled are to be sent to sanitary landfills. The main consideration while planning for a sanitary landfill is prevention of negative impacts on human health and environment.

1.3 A low-lying site away from human settlement is to be selected, a gravel bed is made so as to prevent leaching to and contamination of the surrounding soil.

1.4 After every filling or at periodical intervals, a sand cap or clay cap should be placed over the deposited material to prevents gases such as methane / carbon dioxide from causing air pollution.

OR

2. Hazardous chemical waste should be collected periodically and the institute should assign the disposal of this waste to a vendor who specializes in proper disposal of hazardous waste materials.

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ANNEXURE 5
E-WASTE TREATMENT

1. Prepare Material Recovery Facility (MRF)

Each Institution to have one Material Recovery Facility (MRF) where non compostable office waste can be temporarily stored in order to facilitate segregation. Sorting and recovery of recyclables from various components of waste by authorized informal sector of waste pickers, recyclers or any other work force should be engaged by the Institution for the purpose before the waste is delivered or taken up for its processing or disposal.

OR

2. Extended Producer Responsibility (EPR)

One way is as mooted by the E-Waste Management Rules – 2016 i.e. Extended Producer Responsibility (EPR). Under EPR, manufacturers of computers and other electronic items should take back end of life products.
If some producers / manufacturers want to appoint a 'Producer Responsibility Organization' which on behalf of manufacturers, collect, dismantle and recycle end-of-life products that can be opted. Institution shall use such facility for the disposal of e-waste.

OR

3. The e-waste generated should be collected periodically by the institute and should assign the disposal of this waste to a vendor who has specialization in proper disposal of hazardous waste materials.

ANNEXURE 6
ENERGY AND WATER EFFICIENCY

1. Building Occupant Behaviour

- Turn o" office and laboratory equipment, lights, window air conditioners and/or any other energy consuming equipment when not in use;
- Shut fume hood sashes to appropriate safety levels when not in use;
- Turn o" lights and equipment in common areas at the end of the workday and over the weekend;
- Turn o" personal computers and equipment at the end of the workday and over the weekend;
- Utilize devices that power down automatically when not in use;
- Close windows and doors of conditioned spaces when the building is heating or cooling;
- Use task lighting and day lighting for office work rather than overhead lighting whenever possible; and
- The use of personal electric heaters in buildings or offices is prohibited unless authorized by Facilities Operations.

2. Lighting

- Minimize interior and exterior decorative lighting;
- Utilize in-board and out-board switching for lighting fixtures;
- Project design must maximize use of day lighting and day lighting controls; and
- Disconnect all beverage vending machine lamps and specify use of energy saving vending miser devices.

3. Water Efficiency

- Utilize water capturing and/or reuse systems, such as storm water collection and HVAC condensate recovery, for non-potable uses;
- Use low water use flush valves and flow restrictors on faucets and showers in shower facilities, labs, and restrooms;
- Do not use single-pass cooling water for mechanical equipment in new construction or remodels;
- Eliminate existing equipment that uses single-pass cooling water systems; and
- Report water leaks, dripping faucets and fixtures that do not shut o" to the Facilities Customer Service Center.

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4. Renewable Energy

- Campus should support the development and installation of renewable energy sources on campus.

5. Housekeeping Practices

- Use eco-friendly chemical products that meet or exceed standards set forth by statutory bodies;
- Use products that contain no carcinogens, reproductive toxins, heavy metals or phosphates; have low VOC content; are readily biodegradable and nontoxic to humans and aquatic life;
- Use chemical dispensing stations that pre-measure chemicals and mix with water intended for equipment to protect worker safety and reduce water use;
- Use cleaning equipment that reduces noise levels, improves overall indoor air quality, and improves worker safety;
- Supplies will be selected to minimize waste at the source, promote use of recycled material, and to allow the materials to be recycled following use;
- Supplies will be selected to reduce the use of potable water; and
- Provide on-the-job training for housekeeping staff to ensure continuous delivery of a clean and healthy environment for building occupants.

6. The procurement of the following is discouraged to the maximum extent feasible and within limitation of existing laws and regulations:
    - Asbestos-containing materials
    - Mercury-containing materials
    - Chlorofluorocarbons (CFCs)
    - Hazardous substances requiring special handling and disposal
    - Polystyrene products and packaging

7. Actively promote the reuse of surplus property available at the Surplus Property Office as an alternative to procurement of new products.

8. Transportation

- Sustainability measures should include ensuring safety and accessibility for all pedestrians, bicyclists, transit riders, parking customers and visitors who use the system; and
- For students and employees, the campus should promote transit and other transportation alternatives to reduce single occupancy vehicle trips to and from and around campus.

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ANNEXURE 7
AWARENESS GENERATION AND STAKEHOLDER INVOLVEMENT

Depending on the type of stakeholders, appropriate strategy and awareness creation shall be implemented. The broad steps will be as follows:

1. **Preparation and display of awareness material, and continuous awareness generation activities for each stakeholder group;**

2. **Launching awareness generation activities including road shows, skits, posters, pamphlets, group meetings, and assembly announcements, etc.;**

3. **Display adequate sign boards at appropriate locations across the Institution to prompt action and thereby lead to continuous involvement of all the stakeholders for the plan to be successful;**

4. **Continuing activities at regular intervals to drive the focus and keep up the momentum; and**

5. **All members in the campus must be encouraged to participate in competitions such as gardening and beautification of lanes. This will encourage residents to develop kitchen gardens and use waste water for the same therebycreating a clean and green campus.**

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For More Details About SOP Handbook

Standard Operating Producer (SOP) Handbook	http://www.ascrahata.org/assets/Policy/IP/Standard%20Operating%20Procedure-%20Handbook.pdf	

IQAC, Co - ordinator
ASC College, Rahata

Art's, Science & Commerce College RAHATA TAL. RAHATA

PRINCIPAL
Art's, Science & Commerce College
Rahata, Dist. Ahmednagar.

1.7 Link for Other Supporting/Relevant Policies

Sr. No.	Particulars	Web Link and QR code	QR code
1.	Environment and Energy Policy	https://ascrahata.org/assets/Policy/Environment%20and%20Energy%20Policy.pdf	
2.	Green Campus Policy	http://www.ascrahata.org/assets/Policy/IP/Green%20Campus%20Policy.pdf	
3.	Waste Management Policy	http://www.ascrahata.org/assets/Policy/IP/Waste%20Management%20Policy.pdf	
4.	Water Conservation Policy	http://www.ascrahata.org/assets/Policy/IP/Water%20Conservation%20Policy.pdf	
5.	Maintenance Policy	http://www.ascrahata.org/assets/Policy/IP/Maintenance%20Process%20Manual-%20Policy.pdf	
6.	Standard Operating Producer (SOP) Handbook	http://www.ascrahata.org/assets/Policy/IP/Standard%20Operating%20Procedure-%20Handbook.pdf	
7.	All Policies and SOPS of the institute	http://www.ascrahata.org/Policy	

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