



# **St. Joseph College of Teacher Education for Women Ernakulam**



## **CRITERION VII**

**7.1.6 Institution is Committed to Encourage Green Practices**

**Circulars and Relevant Policy Papers**

Submitted to  
**National Assessment and Accreditation Council (NAAC)**  
**3rd Cycle of Assessment**



### **7.1.6 Circulars and Relevant Policy Papers**

<b>Sl. No.</b>	<b>Items</b>	<b>Page Number</b>
1	Energy Policy Document	3-5
2	Waste Management Policy Document	6-9
3	Green Policy Document	10-18
4	Green Protocol	19
5	Notices	20-22

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## ENERGY POLICY DOCUMENT



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## ENERGY POLICY

### **Policy Statement**

The Energy policy of St Joseph College of Teacher Education for Women, Ernakulam, envisions a Zero energy poverty by promoting energy efficiency, use of green energy and creating awareness of the same in its students, faculty staff and stake holders .

### **Purpose**

1. To manage and reduce energy consumption
2. To help create a culture of responsible and judicious energy use among its students, faculty, staff and stake holders.
3. To contribute the little we can to affect Zero energy poverty and save the planet earth.

### **Guidelines for Energy Conservation**

1. All electrical and electronic equipment bought must be from the standard and certified company with Energy Star Rating.
2. Electrical Lights and fans can be used whenever required but due care should be taken to switch it off as one leaves the room.
3. Make use of Natural light and breeze as much as possible by keeping the windows open
4. Each Optional class to have a student teacher in charge to check whether the electrical and electronic equipment are switched off when not in use.
5. Computer to be turned off at the end of the day.
6. Photocopier machines and printers to be in the standby mode when not in use.



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7. Use stairs instead of the elevator whenever possible.
8. LED bulbs and tubes to replace the incandescent bulbs.
9. Solar energy to be used whenever one can.
10. Electrical and electronic devices other than what is provided in the institution are to be used or plugged with the consent of the Principal.
11. Replacement of any electrical or electronic gadgets is done by the Bursar after consultation with purchase committee.
12. Harvest Solar energy.
13. Encourage the use of bicycles and electric vehicles.
14. Encouraging Research on Energy Conservation and Sustainable practices. .
15. Faculty and students to actively engage in projects that contribute to a cleaner, more sustainable future.
16. Collaborate with local communities, government agencies, and industry leaders to access funding, share best practices, and collectively address energy challenges.
17. An Energy audit to be done every alternative year for enhancing accountability.

St Joseph college of Teacher Education for Women's Energy Policy is just not a set of guidelines but it reflects our commitment to fostering and nurturing a Green Earth by permeating it into all the activities in the institution. SJCTEW shall comply with the applicable regulations of the International National and State Government and will contribute in fostering a greener future by reducing our environmental footprint, and serve as a model of sustainable energy practices for the broader community.



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## WASTE MANAGEMENT POLICY DOCUMENT



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## WASTE MANAGEMENT POLICY

St Joseph College of Teacher Education for Women, Ernakulam considers it as her prime responsibility to create clean and safe environment for her students as well as for the society both present and future. Realizing the hazards caused by ineffective and inefficient waste management techniques, SJCTEW has designed a comprehensive Waste Management Policy taking into consideration the norms and regulations put forth at the International, National and Regional and that which is applicable to us. The Waste Management Policy outlines the Objectives and the strategy followed by SJCTEW in minimizing waste generation, promoting recycling, and ensuring responsible waste disposal.

### **Policy Statement**

The Waste Management Policy foresees a Green Clean Campus at St Joseph College of Teacher Education for Women by embarking on the Philosophy Reduce, Recycle and Reuse.

### **Scope**

This policy serves as a guideline to its students, faculty, staff and stake holders for creating a sustainable environment.

### **Objectives**

The objectives of the Waste Management Policy of SJCTEW, Ernakulam are the following:

- a. Minimize Waste generation by encouraging responsible consumption and procurement practices.
- b. Consider waste as a resource and send all those waste that can be recycled to recycling units
- c. Nourish earth by using the waste for composting



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- d. Educate Staff, Students and Community about safe, responsible and economical ways of reusing and disposing waste.
- e. Create a culture of avoiding one time plastic use.

### Strategies to be adopted

#### 1. Reducing waste generation :

- Ban the use of one time plastics in the campus.
- Promote and encourage the use of reusable bags and containers.
- Use one sided printed papers for printing rough drafts.

#### 2. Recycling waste

- Place recycling bins at the strategic points in the campus
- Dispose waste in the appropriate bins placed in the campus
- Have reminders of disposing the waste in the proper bins at the strategic points
- Collaborate with the local agencies for periodical collection of waste that can be recycled

#### 3. Scientific Disposal of wastes

- Dry waste other than plastics and other hazardous wastes incapable of being recycled is to be burned in the incinerator.
- Sanitary wastes to be burned in the incinerator.
- E waste to be collected separately.

#### 4. Waste a resource

- Train students and community in generating wealth out waste
- Bio wastes to be utilized in Biogas plants and garden wastes to be used in compost pits.
- Have compost bins for the economical disposal of organic wastes

#### 5. Education and Training

- Design and provide value added courses on Green Education
- Commemorate Environment related days



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- Encourage students and staff to take up research and projects in environment related topics
  - Conscientise the Students, Staff and Community on safe waste management practices by organizing awareness programmes, seminars, webinars etc.
  - Train students and community in realizing and utilizing waste as a resource and thus creating wealth out of waste . .
6. Periodically review and update the waste management policy and procedures based on performance data and changing environmental regulations.

All members of the institution, including students, faculty, and staff are responsible for adhering to this policy and supporting waste reduction initiatives.



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## GREEN POLICY DOCUMENT



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## GREEN POLICY

St Joseph College of Teacher Education for Women, Ernakulam draws upon the Philosophy of environmental protection of St Kuriakose Elias Chavara and is committed to building a society that is more sustainable and is in harmony with nature. This Green policy document reflects the following key aspects of nature conservation and protection of SJCTEW in its journey of moulding teachers who are responsible, environmentally conscious and active global citizens.

1. Stewardship : we have borrowed nature from our future generation and we do not own the nature and hence have the responsibility to conserve and protect it
2. Respect for Creation: have a deep sense of awe and respect for nature and to act in such a way as not to cause any harm to the environment
3. Social Responsibility: to act responsibly and work collectively to address environmental challenges for the benefit of present and future generations.
4. Ethical Conduct: This includes practicing virtues such as honesty, integrity, and self-discipline that would promote sustainability, reduce waste, conserve resources, and promote living in harmony with nature.
5. Education and Awareness: To address environmental issues, raise awareness about the importance of environmental conservation and emphasize the need to cultivate an ecological consciousness among individuals and communities.

### **Aim**

The Green Policy Document of SJCTEW aims to foster environmentally responsible practices to reduce environmental impact, promote awareness and education for a green environment, and create a culture of sustainability within the institution and beyond



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### Objectives

1. to demonstrate a commitment to environmental stewardship
2. to use resources efficiently, reduce waste generation, and promote recycling and reuse wherever possible
3. to reduce greenhouse gas emissions by adopting clean and renewable energy sources, implementing energy-saving measures, and encouraging sustainable transportation options.
4. to minimize the use of harmful chemicals or substances that can impact ecosystem
5. to raise awareness and promote environmental education among stakeholders

### Purpose

1. It serves as a roadmap for integrating sustainability principles into the institution's operations, curriculum, research, campus operations, facilities management and community engagement.
2. The document highlights the institution's recognition of its environmental impact and its commitment to reducing negative effects on the environment. It establishes the institution's responsibility to act as a role model in promoting sustainable practices.
3. The policy outlines strategies for resource conservation, such as energy efficiency, water conservation, waste reduction, and recycling programs. It promotes the efficient use of resources to minimize environmental impact and reduce costs.
4. The Green Policy document emphasizes the importance of raising environmental awareness among students, faculty, and staff.
5. The policy encourages collaboration with relevant stakeholders, such as local communities, environmental organizations, and government agencies, to foster partnerships and exchange best practices.
6. The document establishes mechanisms for monitoring and evaluating the institution's progress in implementing green practices.



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### Scope

1. The Students, Research scholars , Faculty and Administrative staff of SJCTEW fall under the purview of the Policy

### Roles and Responsibilities:

Each and every member of SJCTEW play crucial roles and have specific responsibilities in implementing and promoting environmentally sustainable practices within the institution.

#### **Management:**

- Establish and communicate the organization's commitment to the Green policy.
- Allocate necessary resources to support the implementation of sustainable practices.
- Set goals, targets, and performance indicators related to environmental sustainability.
- Monitor and review the progress of sustainability initiatives.
- Encourage and promote a culture of environmental responsibility throughout the organization.

#### **Principal**

- Oversee the implementation and coordination of the Green policy.
- Develop strategies and action plans to achieve sustainability goals.
- Engage and collaborate with stakeholders to drive sustainability initiatives.
- Monitor and report on sustainability performance.
- Provide guidance, training, and support to employees in implementing sustainable practices.

#### **Staff and Employees**

- Follow sustainable practices and adhere to the policies and guidelines outlined in the Green policy.
- Conserve resources, such as energy and water, in their daily activities.
- Practice waste reduction, recycling, and proper disposal of materials.



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- Participate in sustainability training and professional development opportunities.
- Report any environmental concerns, suggestions, or violations.

**Facilities and Operations Staff:**

- Implement energy-saving measures, such as efficient lighting systems and equipment.
- Manage waste and recycling programs effectively.
- Maintain and operate sustainable buildings and infrastructure.
- Conduct regular maintenance and inspections to ensure efficient resource use.
- Seek opportunities for renewable energy sources and green technologies.

**Student Body:**

- Engage in sustainability initiatives and campaigns on campus.
- Participate in environmental clubs, events, and projects.
- Adopt sustainable behaviors, such as using public transportation or carpooling.
- Contribute ideas and suggestions for enhancing sustainability practices.
- Advocate for environmentally responsible practices within the institution.

**Policy Guidelines and Procedures:**

**Energy Efficiency:**

1. Energy Audit: to conduct an energy audit once in every three years to identify areas of high energy consumption and potential energy-saving opportunities.
2. Replace traditional incandescent or fluorescent lighting with energy-efficient LED lighting. LEDs consume less energy.
3. Encourage the use of natural light as and when possible
4. VAC Optimization: Regularly maintain and optimize ventilation, and air conditioning (VAC) systems to ensure they operate at peak efficiency. Set temperature controls at appropriate levels and encourage energy-saving practices like closing windows and doors when VAC systems are active.



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5. **Energy-Efficient Appliances and Equipment:** Upgrade outdated appliances and equipment to energy-efficient models that have high energy-saving ratings (e.g., Energy Star certified). This includes computers, printers, photocopiers, refrigerators, and other electrical equipment.
6. **Power Management:** Enable power management features on computers and other devices to automatically enter sleep or standby mode when not in use. Encourage students and staff to turn off lights, computers, and other electronic devices when leaving rooms or during periods of inactivity.
7. **Renewable Energy Sources:** integrate renewable energy sources, such as solar panel into the institution's energy mix. Install renewable energy systems to generate clean electricity and reduce dependence on fossil fuels.
8. **Conduct awareness campaigns and educational programs** to promote energy-saving behaviors among students and staff. Encourage practices like turning off lights when leaving a room, using natural ventilation whenever possible, and using energy-efficient settings on electronic devices.

**Waste Management:**

1. Install recycling bins throughout the campus in easily accessible locations. Clearly label bins for different types of recyclable materials such as paper, plastic, glass, and metal. Educate students and staff about proper sorting techniques to ensure effective recycling.
2. Provide compost bins or composting areas where food scraps, yard waste, and other organic materials can be collected and processed into nutrient-rich compost. Use the compost in campus gardens
3. Emphasize waste reduction at its source by promoting practices like double-sided printing, minimizing paper usage through digital alternatives, encouraging reusable water bottles and coffee cups, and discouraging single-use items like plastic cutlery and straws.



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4. Establish programs to encourage the donation and reuse of items such as textbooks, office supplies, and electronics.
5. Implement proper management and disposal processes for electronic waste (e-waste). Educate the community about the hazards of improper e-waste disposal
6. Encourage the procurement of products and supplies made from recycled materials, with minimal packaging, and that are environmentally friendly. Prioritize vendors and suppliers that align with sustainable practices.
7. Raise awareness among students, staff, and the wider community about the importance of waste management and recycling. Conduct workshops, educational campaigns, and training sessions to promote proper waste sorting, composting, and recycling practices.
8. Collaborate with local recycling facilities, waste management companies, and community organizations to enhance waste management efforts

#### **Water Conservation:**

1. Monitor water usage patterns and identify leaks or inefficient systems that need repair or improvement.
2. Repair any leaks or drips in faucets, toilets, irrigation systems, and other water fixtures promptly.
3. Install water-saving fixtures, such as low-flow faucets, showerheads, and toilets, throughout the campus.
4. Choose native plants and landscape designs that require minimal watering and are adapted to local climate conditions. Incorporate drought-tolerant species and xeriscaping principles, such as using mulch to retain moisture and minimize weed growth.
5. Store rainwater for non-potable uses, such as landscape irrigation or toilet flushing. Direct downspouts into rain water harvesting tanks and use the collected rainwater during dry periods.
6. Educate students, staff, and the community about the importance of water conservation and efficient water use. Promote responsible water conservation practices, such as turning off taps when not in use, reporting leaks promptly, and encouraging shorter showers.



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7. Explore opportunities for treating and reusing grey water from sinks, showers, and laundry facilities for non-potable purposes, such as landscape irrigation or toilet flushing. Ensure compliance with local regulations and guidelines for grey water reuse.
8. Implement water-saving practices in science laboratories and other areas that require water-intensive activities. Encourage responsible water use.

#### **Sustainable Transportation:**

1. Develop and maintain infrastructure that supports active modes of transportation, such as walking and cycling.
2. Create safe and accessible walking paths, bike lanes, and bike racks on campus to encourage students and staff to choose these modes of transportation.
3. Encourage the use of public transportation by providing information on routes, schedules, and discounts available to students and staff.
4. Encourage sustainable transportation options such as walking, biking, or using Public transport or carpooling to reduce carbon emissions.
5. Provide designated bike racks, promote public transportation use, and incentivize eco-friendly commuting practices.

#### **Green Procurement:**

1. Prioritize the purchase of environmentally friendly products and services.
2. Give preference to suppliers that adhere to sustainable practices, including using recycled materials, minimizing packaging waste, and producing energy-efficient goods.

#### **Curriculum Integration:**

1. Infuse sustainability and environmental education throughout the curriculum to raise awareness and promote sustainable practices among students.
2. Incorporate topics such as climate change, renewable energy, biodiversity, and sustainable development into various subjects.



  
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**Green Spaces and Landscaping:**

1. Create and maintain green spaces on campus to improve air quality, provide recreational areas, and enhance biodiversity.
2. Use native plants that require less water and maintenance, and avoid the use of pesticides and harmful chemicals.

**Awareness and Education:**

1. Organize workshops, seminars, and awareness campaigns to educate students, staff, and the wider community about environmental issues and sustainable practices.
2. Engage students in eco-projects, such as community clean-ups and tree planting initiatives.

**Monitoring and Reporting:**

1. Regularly monitor and assess the progress of the institution's sustainability efforts.
2. Set measurable goals and track energy consumption, waste reduction, water usage, and other relevant metrics.
3. Publish reports to share achievements and areas for improvement with the community.

**Collaboration and Partnerships:**

1. Foster collaboration with local organizations, NGOs, and sustainability-focused initiatives.
2. Seek partnerships to implement joint projects, share best practices, and amplify the impact of green initiatives.



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# GREEN PROTOCOL



## Conserve Energy



Switch off Lights and Fans, when not in use.



Embrace clean energy sources like solar power to reduce reliance on traditional electricity grids.



Opt for star-rated electrical appliances to maximize energy efficiency and minimize environmental impact.



## Conserve Water



Save water by promoting the use of sensor taps.



Install automatic water level control meters to efficiently manage water usage, preventing unnecessary overflow.



Implement water treatment methods to ensure water quality, and support earth recharge initiatives like rainwater harvesting and sewage water treatment to replenish groundwater.



## Conserve Nature



Contribute to environment by planting trees and supporting organic farming.



Minimize environmental impact by avoiding single-use plastic materials.



Move towards a paperless office to reduce paper consumption, emphasizing digital documentation.



Embrace the 4R's - Reduce, Reuse, Recycle, and Recover - to promote responsible resource management.



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## Notice

08/03/2023

A Two day Workshop on Implementation of Micro Soft Cloud ERP is being organized by the IQAC on 16/03/2023 & 17/03/2023 from 10 AM to 4 PM in the Natural Science Class I. All the faculty members are to attend the same.

  
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## Notice

01/06/2022

This is to bring to your notice that the Campus at St Joseph College of Teacher Education for Women, is to be made One time Use Plastic Free Zone and your cooperation in this regard is solicited. The following should be taken care of there in:

1. Lunch to be packed in tiffin boxes and avoid use of disposable containers and wrappers for the same
2. Use of 'One time Use Plastics' is strictly banned in the college campus.

  
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## Notice

03/06/2019

All those coming to college in bicycles must park their bicycles in the Parking Area demarcated for bicycles in the Vehicle Parking shed.



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