

## **Environmental Policy**

### **Preamble**

Maharaja Agrasen College acknowledges and takes responsibility for the environmental impact of its activities. The College is committed to mitigate the impact of its operations and behavior on the natural environment.

The College complies with all environmental legislation. It works to increase awareness of environmental responsibility amongst its fellows, students and staff. It pledges to maintain all buildings and grounds in an environmentally conscious manner for the benefit of all present and future college members and visitors, keeping their health and safety uppermost in mind.

In keeping with its tradition of innovation and intellectual excellence, the College also outlines the following policies and practices, which it will uphold in order to further improve its environmental performance.

#### **Green Action Committee**

Maharaja Agrasen College shall establish a 'Green Action Committee' comprising of passionate and environment conscious members.

The Committee, in consultation with faculty and student representatives, shall work in coordination with the college administration to

- Develop specific policies and targets to promote, monitor and improve environmental practices and work towards reducing the carbon footprint of the institution.
- Perform green audit of the college

Targets are to be reviewed regularly. This policy is to be reviewed every five years

#### **Action Plan**

- Waste reduction

Reduce the volume of waste within our campus by reducing consumption, repairing, re-using and recycling all materials used within our estate, in daily operations and in other projects.

- Waste Segregation:
  - To segregate biodegradable and non biodegradable waste in college canteen and hostel
  - To dispose biodegradable waste in vermi-composting pit in the college
  
- Paper Recycling:
  - To inculcate the habit of segregating paper for recycling purposes.
  - To tie up with NGOs for recycling of paper waste. (Proposal attached)
  
- E-waste Disposal:
  - Collection and appropriate disposal of e-waste in collaboration with NGOs / authorized vendors. (Proposal attached)
- Reduction in usage of plastic in college
- Reuse of waste water from RO plants installed in college for gardening purposes
- Reuse of treated water in water treatment plant installed in the college
- Installation of Sewage Treatment plant in college and hostel and reuse of water
  
- Consumption of utilities  
To reduce the consumption of energy and reduce our contribution to emissions of fossil fuels by
  - monitoring and managing our consumption and use of energy,
  - promoting energy saving amongst all college members
  - and incorporating long-term strategies for efficiency and sustainability into planning and development.
- Transportation
  - Monitor and work to reduce our contribution to environmental emissions from travel undertaken for academic purposes
  - and actively encourage the use of public transport and cycling.
- Procurement
  - Purchase goods and services to minimize adverse environmental effects by undertaking sustainable procurement,

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- avoiding use of any hazardous substances, and encouraging suppliers to commit to improving environmental performance.
- Awareness Programmes
  - To ensure that all our graduates have the required skills, knowledge and understanding to contribute to a sustainable world, the 'Green Action Committee' shall organize awareness programmes, hands on workshops, talks from eminent speakers, quizzes, etc.

**Disclaimer** All policies are subject to approval of the Governing Body and once approved only the Governing Body has the right to amend it should it be required at any time in the future. In case of an emergency, a policy may be amended through the due process of the approval of the chairman to be duly ratified in the next scheduled Governing Body.

*Handwritten signature*

**Works Address:** F-3, Shopping Centre, Mansarovar Garden, New Delhi-110015

**E-mail:** [paper@we-recycle.org](mailto:paper@we-recycle.org)

**Tel:** +91-9810191625 (Vivek), +91-99589 80909 (Vasudha)

**Website:** [www.we-recycle.org](http://www.we-recycle.org)

**Corporate Identification Number (CIN):** U74140DL2010PTC203497

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**About JAAGRUTI™ Waste Paper Recycling Services:**



In an effort to optimally help organisations and institutions (situated in Delhi and NCR) manage and segregate their paper waste and recycle it, JAAGRUTI™ started facilitating paper recycling initiatives for interested institutions and organisations beginning December 2011 under its 'Paper Waste Management and Recycling Initiative'. *This initiative is a non-monetary initiative that revolves around an in-kind exchange of recycled paper products against the quantities of various grades of paper collected from the institutions for the purpose of recycling.*

The initiative was renamed as JAAGRUTI™ Waste Paper Recycling Services from 1<sup>st</sup> April 2013 (and now operates under Bhaanti Consultancies Pvt. Ltd, a registered Private Limited Company with Corporate Identification Number (CIN): U74140DL2010PTC203497) works with around 200+ well-respected institutions and companies across Delhi and NCR; which include Central Government and Government Institutions like Central Bureau of Investigation, Border Security Force, Medical Council of India, Indian Oil Corporation Limited, Central Excise and Service Tax Department, Public-Private Entities like Delhi International Airport Limited, Diplomatic Establishments like Embassies of Belgium, Italy, Australia, British High Commission, Corporate Offices like Nestle, Canon, Publishing Houses like Oxford University Press, Pearson, Taylor and Francis, Healthcare and Diagnostic firms like Fortis Healthcare, Max Hospitals, SRL Limited, Manufacturing Firms and Academic Institutions, including many schools and colleges under the University of Delhi. The names of some of their respected clientele are mentioned on <http://we-recycle.org/our-clients/>.



Under our charity named JAAGRUTI™ ([www.jaagruti.org](http://www.jaagruti.org)), we also help spread awareness and sensitize the staff at the institutions on the subject of waste segregation at source and recycling; and also help advice on the waste management systems that could be adopted (within an institutional/organisational premises) to segregate paper waste at source in a cost-effective manner.

To understand more about the way the Waste Paper Recycling Initiative works, the team at JAAGRUTI Waste Paper Recycling Services can be contacted on +91-9810191625 or +91-99589 80909 or e-mailed at [paper@we-recycle.org](mailto:paper@we-recycle.org). Our weblink is [www.we-recycle.org](http://www.we-recycle.org)

**Savings per tonne of recycled paper as per international parameters:**

\*One tonne of recycled paper saves:- 17 Trees, 26,281 litres of water, 264 kgs of air pollution, 1,752 litres of oil, 4077 KW hours of Energy, 82.62 cubic feet of landfill space

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**Waste Paper, which can be segregated for recycling by your Company/Institution and given to us for recycling, would broadly include the following:**

- Office Grade
  - Notepads/Notebooks/Ruled Writing paper
  - Printed/Photocopied Documents on A4 and A3 Sheets
  - Letterheads, White Envelopes
  - Books/Answer Sheets
- Magazine Grade
  - Magazines
  - Journals
  - Brochures and Catalogues
- Newspaper Grade
  - Old Newspapers
  - Shredded Office Grade Paper
  - Old Records and End-of-life Archives (subject to recyclability potential)

**Note:** We do not accept wet, contaminated paper or cartons/cardboard, coloured chart paper, micro-shredded paper.

Under our model of in-kind exchange, either OR combination of the below mentioned quantities of Recycled Paper Stationery Products can be chosen by your company/Institution in-lieu of waste paper collected from your premises.

Stationery Products Description	1 tonne of Office Grade	1 tonne of Magazine and Newspaper Grade
Reams of A4 Paper (1 Ream = 500 Sheets; 75 GSM)	75 Reams	68 Reams
Large Spiral Notepad (9.75 inches x 7.25 inches; 80 pages; 70 GSM)	520 Nos.	460 Nos.
Customized A5 Sized Notepads (40 sheets, 80 pages, 70 GSM)	450 Nos.	390 Nos.
Customized A5 Sized Notepads (50 sheets, 100 pages, 70 GSM)	405 Nos.	350 Nos.
Customized A5 Sized Spiral Notepads (80 sheets, 160 pages, 70 GSM)	310 Nos.	270 Nos.
Customized A5 Sized Conference Notepads (10 sheets, 20 pages, 70 GSM)	1230 Nos.	1070 Nos.
Customized A5 Sized Conference Notepads (20 sheets, 40 pages, 70 GSM)	1010 Nos.	870 Nos.

1 tonne (1000kgs) is a reference figure for ease of calculation.

\* We also offer Confidential document destruction services. Please let us know if you are interested

Contact persons: Ms. Vasudha and Mr. Vivek Mehta, Co-founders & Directors

Last revision: 1<sup>st</sup> July 2017



UNIVERSITY OF DELHI  
दिल्ली विश्वविद्यालय

Dr. Mayank Pasay  
Rupis

No. GEN-III/2013/e-auction/07

Dated 10.01.2014

To

The Dean/HoD  
(All Departments)  
University of Delhi.

Subject:- Disposal of unserviceable and non-renewable e-waste.

As is made known that huge quantities of e-waste and other scrap material have been accumulated in the Departments of the University. For disposal of the waste University of Delhi has entered into a MoU with MSTC, which is a Govt. owned PSU. Brief procedure in this regard is appended below for perusal and necessary action please:-

2. a) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, have to be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized;

c) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed;

d) The committee would consist of members as per the following composition:-

- i) Head of Department
- ii) Faculty members 2
- iii) One faculty member from other Department
- iv) Store-in-charge Sr. Asstt./ Asstt.

(v) I & O

(vi) Proc. & Store - DR/JR

(vii) RSO - DR. Surender Kumar / phy. dept.  
(m) 9599762352

- e) The stores will be subjected to verification by the Radiological Safety Officer (RSO).
- f) The recommendations/findings of the committee would be submitted to the Registrar and PVC for approval.
- g) After approval the lists of e-waste would be uploaded to MSTC's website by AR (Proc. & Stores), with reserve disposal price of the waste material.
- h) Within 21 days of uploading the lists, MSTC would arrange approved auctioneers to visit the site to ascertain the condition of the store and to submit their quotes.
- i) During the process the e-waste or scrap would be stored in the Department itself.

It is therefore requested to constitute suitable committees so that the e-waste is listed and disposal could be arranged.

AR (Proc. & Stores)

Dr. Mayank Pasay

PR / S.O. Admin. for record  
2/6/Env/2817/23.9.15

Rupis  
23/9/15

केन्द्रीय भंडार

08.05.2014

File No.-Gen.III/2014/07 /e-AUCTION /MSTC/

In order to process the information for uploading on the MSTC website, it is requested to furnish the following information as per the table given below.

Sr.No.	Material's Description	Lot	Reserve Disposal Price	Location/Site of Items
		1 st Lot		
		2 nd Lot		
		3 rd Lot		

It is also requested that

(A) The materials to be disposed through Auction have to be segregated in a separate Lot based on the nature of the items in the following manner—

- \* Separate Lot for Wooden Scrap items.
- \* Separate Lot for Iron Scrap items.
- \* Separate Lot for Electricals items.
- \* Separate Lot for Library Books/Magazines etc.
- \* Separate Lot for e-waste & hazardous waste duly certified by the Radiological Safety Officer.
- \* Separate Lot for non working /non repairable Scientific Equipments.

(B) Department's Contact officer's Designation with Phone Nos. to be furnished.

(C) The materials are to be auctioned "as is where is basis", and the Reserve Price is a confidential one. Hence need not to be disclosed by the Depts. to the vendors while inspecting the Lots.

(D) Necessary Clearance is to be obtained by the Depts. from the IAO office for the proposed Auction of the above materials and the copy of the clearance letter required to be furnished.

(E) Depts. may Contact DR (Proc. & Store) on 011-27667619 or Sr.Asst./Central Store on 011-27662454 regarding any clarification, if required.

SO(STORE)

08/05/2014

DR(Proc.& Store)

08/05/14

नरेन्द्र किशोर मिश्रा  
वरिष्ठ सहायक

1. Dean Examination/ Dean (Students Welfare)
2. All the Heads of Departments
3. All the Provosts of Halls/ Hostels
4. The Directors - University Computer Centre/ USIC/ CSE/ NCWEB/ HMIB/ Sports Council
5. The University Librarian
6. The University Engineer.
7. The C.I.O., W.U.S. Health Centre/ S.M.O. (In-charge), SDC
8. The Dy. Registrars (South Campus)/ (Estate)
9. The Asstt. Registrar (General & Procurement)

Subject: Useful life span of various electronic, electrical and furniture items for the purposes of replacement and condemnation.

Sir/Madam,

It was noticed that various departments/ individual teaching and non-teaching staff of the University had been making frequent requisitions for replacements of electrical and furniture items. Also, there was no uniform yardstick in condemnation of these items. With a view to streamline the existing practice, a Committee was constituted to suggest useful life span of these items for the purposes of replacement and condemnation. After careful consideration of the recommendations of the said Committee and keeping in view other relevant aspects, the Vice-Chancellor has decided that while making replacements of the following electronic, electrical and furniture items and reporting to their condemnation, the criteria outlined below shall henceforth be followed:

Sl. No.	Item	Criteria to be followed
1.	Personal Computer	(a) Useful life span should be normally 08 years from the date of their installation. (b) If replacement is required within 08 years on the ground of PC being unserviceable, a technical certificate would be required from DUCC to the effect that it is beyond economic repair. (c) If the replacement is required within 08 years on the ground of PC being obsolete due to technological advancement and requirement as such, a certificate would be required from the DUCC to the effect that (i) the machine in its present form can't be used to get that technological requirement, and (ii) the PC can't be economically (aggregate expenditure on upgradation should not exceed 50 % of the purchase price or 50 % of a new computer intended to be replaced with) upgraded to the required capacity/ technology.
2.	Printer	Same as in the case of Personal Computer

contd. P/2



New Deprec

-2-

3	Scanner		Same as in the case of Personal Computer
4	UPS		Same, as in the case of Personal Computer. However, consumables may be replaced as per requirement.
5	Air-Conditioner (Window and Split)		10 years from the date of installation. However, in the event of occurrence of major operational problem within 10 years, if the cumulative cost of repairs goes beyond the price of a new A.C. at that point of time, replacement with new A.C. may be considered.
6	Photocopier		Minimum 05 years from the date of purchase or the number of pages photocopied being equal to twice the purchase price of the photocopier, whichever is later.
X 7	Inverter		20 years from the date of installation. However, consumables may be replaced as per requirement.
X 8	Generator Set		As in the case of Inverter.
X 9	Furniture		(a) Steel 12 years from the date of purchase. (b) Wooden 08 years from the date of purchase. However, polishing may be got done and upholstery may be replaced within this period with utmost economy keeping in view of the condition of the furniture.

Yours faithfully,

(S. K. Jaipuriyar)  
Finance Officer