

**RAJAGIRI COLLEGE OF SOCIAL SCIENCES
(AUTONOMOUS)**

INTERNAL QUALITY ASSURANCE CELL

**RAJAGIRI SWACHH (CLEAN AND GREEN) CAMPUS
POLICY**

Reviewed on July 5, 2018.



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OBJECTIVES

The objectives of Rajagiri Swachh (Clean) Campus Committee are:

- i) To build consensus on the need for maintaining a Clean and Green Campus among campus leaders at student level, faculty level and campus level.
- ii) Monitor the existing environmental performance of the campus in a participatory and transparent way.
- iii) Facilitate design of specific interventions for making the campus clean and green by following international standards and accepted parameters.
- iv) To Institute a Rajagiri Swachh Policy which will contain the following documents:

a. Water conservation policy: Optimum use of water, reuse of treated water, water saving appliances and water recycling.

b. Waste Management Policy: The “5 R” principles of reduce, reuse, recycle, refuse and regenerate as well as to reducing waste sent to landfill to less than 10% of waste generated. Banning all plastic disposable items from the campus is the first step. Drawing lessons from the Swachh campaign for handling computer and electronic equipment and other e-wastes. It should also contain sanitation and hygiene monitoring process.

c. Energy conservation and usage policy: Introduction of solar energy and reduction in energy consumption through technologies and management processes.

d. Rajagiri Green Protocol: A greening policy which looks into environmental sustainability and growing endemic and endangered species of trees covering at least 33% of land area on campus.

e. Ban on Plastic Policy: Reduce the usage of plastic, especially the single use plastic.

- v) To find ways and means of Partnering with other Institutions and Agencies such as:

a. Funding Agencies: State and central regulatory and finance agencies and ministries like HRD, water resources, sanitation, forests and environment as well as AICTE.

b. Donors: Alumni, NGOs, private foundations and corporate houses.

c. Non-profit Organizations



d. Public Policy Groups and Think Tanks: Green Building Council, Centre for Science and Environment (CSE) and Council on Energy Environment and Water (CEEW).

e. Media

f. Government schemes

- vi) To identify how Environment and Sustainability could be integrated into the curriculum
- vii) To facilitate Green Audit annually

AREAS OF INTERVENTION

The major areas of intervention of Rajagiri Swachh (Clean) Campus Committee are:

- Good sanitation and hygiene practices
- Waste Management
- Water conservation practices
- Campus greenery
- Energy conservation

SUGGESTED SWACHH ACTIVITIES ON CAMPUS

1. **Survey on Waste:** Sources of waste generation, the quantum of waste generated from each source per day, per week and per month are noted. After segregation of waste its quantity is calculated.
2. **Plan and Prepare with the 5R principle:** Preparation involves training everyone in scientific waste disposal, involving sanitation staff in planning and educating campus residents. Sanitation supervisor and staff are consulted for manpower requirements and deployment.
3. **Facility, Equipment and Logistics:** This includes bins, collection carts, uniform, safety gear, gloves and rakes for handling different kinds of wastes are provided at different locations. There are waste management facilities in campus with incinerator and compost/waste bins. There is a facility for sanitation workers to wash and clean. Bins, carts, vehicles in their most appropriate sizes are required and are to be placed at different locations in the campus with colour coding for easy waste segregation.
4. **Segregation of Waste for Secondary Segregation and Resource Recovery:** Covered sheds are located away from each other to avoid mixing. Shredders, sieves and other mechanical devices are provided. Collected waste is checked for proper sustainability before treatment. Tertiary segregation recovers recyclables and reusable wastes.

5. **Ban on Plastic in Campus:** Important practices include total ban on single use plastic items like plastic bottles, disposable plates and toiletries in sachets. Recyclables like e-waste, glass and plastics are given to scrap collectors.
6. **Reduction in Paper Waste:** Reduction in paper use and sharing of notes and documents are to be promoted. Two-side printing on paper is to be promoted.
7. **Orientation Programmes:** Conduct orientation programmes and seminars for all students and employees on Swachhta etc.
8. **Contribution to Swachh Campus Initiative:** Ensure all students and employees, including the outsourced ones, are contributing to the Swachh Campus Initiative.
9. **Integration of Development Aspects:** Integrate swachhta and sustainable development aspects and perspectives into the existing curriculum or as Value added Courses

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PLASTIC BAN POLICY AT RAJAGIRI

Rajagiri College of Social Sciences has identified that:

- a) The institution needs to undertake a systematic campaign to reduce the usage of plastic, especially the single use plastic.
- b) The use of single-use plastic items by the stakeholders is detrimental to the environment, public health, and welfare.
- c) The distribution of single-use plastic items requires utilization of natural resources and results in the generation of greenhouse gas emissions.
- d) Single-use plastic items contribute to environmental problems, including litter in the landscape, drains, rivers and streams, and the ocean.
- e) Single-use plastic items impose unseen costs on the stakeholders, local governments, the state, and environment, and constitute a public nuisance.

Rajagiri College of Social Sciences does therefore find and declare that it should restrict the use of single-use plastic items.

With the above identifications, Rajagiri College of Social Sciences shall:

1. Ban the use of single-use plastics in canteens, facility centres and hostels.
2. Conduct awareness sessions, training programmes and workshops on the harmful impacts of single use plastics.
3. Encourage students, faculty and administrators to avoid bringing non-bio-degradable plastic items to the institution.
4. Encourage students to sensitize their respective households about the harmful effects of plastics and make their households 'plastic free'.
5. Mandate all departments/offices to avoid the use of plastic water bottles, encourage use of alternative solutions like jute files, paper folders, cloth bags, paper bags etc. for programmes, instead of plastic bottles, bags, covers and other goods on the Hill Campus and Valley Campus.



RAJAGIRI SWACHH (CLEAN) CAMPUS COMMITTEE MEMBERS

Dr. Binoy Joseph	Head of the Institution- Chair
Fr. Shinto CMI	Management Representative - Co-Chair
Dr. Mary Venus Joseph	IQAC Coordinator
Dr. Giji Francis	Swachh Faculty Member
Dr. Rajeev S.P.	Swachh Faculty Member
Ms. Ann Baby	Institutional Website
Ms. Jaya Vijayan	Faculty Advisor –Student Affairs
Dr. Raju Akkat	Physical Education
Mr. Vineeth Warriar	NSS Programme Coordinator
Mr. Antony Puliparambil	Accounts Officer
Mr. Rodney Isaac	Administration
Sr. Tessy	College Office
President/Secy	Rajagiri Staff welfare Association
Dr. Kiran Thampi	Alumni & Collaboration
Ms. Neetha Devan	Library
Mr. Tony	Systems Administrator
Dr. Celine Sunny	Director, Rajagiri Research Institute
Meena Kuruvilla	Project Director, Rajagiri outREACH
Two Student Office bearers	Students Council
Two Student Office bearers	College Union
Two Student Office bearers	Representatives,
Mr. Rajeev KR	Electrical & Plumbing
Ms. Deepa	House Keeping-Clear Way
Mr. Aby	Campus Infrastructure
Mr. Davis	Kitchen & Dining



ROLES AND RESPONSIBILITY OF COMMITTEE MEMBERS

Sl.No	Name	Representation	Suggested Responsibility
1.	Dr.Binoy Joseph	Head of the Institution- Chair	Arrange meeting of all the stakeholders and explain the performance and the outcomes expected out of the campaign for making the institution a 'Swachh Campus'. Annual funding requirement and high investment initiatives
2.	Fr.Shinto	Management Representative Co-Chair	
3.	Dr. Mary Venus Joseph	IQAC -Convenor	Facilitate the clean committee periodical meetings, preparing minutes, reports, orientation for faculty and students
4.	Dr.Giji Francis	Swachh Faculty Member	Suggest Swachhta and sustainability aspects at relevant places in the curriculum. Raise campus awareness about the need for cleanliness Share Annual Reports with members of the respective school or department on the campus community including staff, faculty, students, alumni, foundation donors, corporate donors, government officials, environmental leaders, community leaders and the public at large.
5.	Dr.Rajeev S.P.	Swachh Faculty Member	Assistance/guidance may be sought from Green Building Council, Municipalities, Local Bodies, Centre for Science and Environment (CSE) and



			<p>Council on Energy, Environment and Water (CEEW).</p> <p>Conduct workshops or camps on the protection of natural resources can be conducted by them.</p>
6.	Ms. Ann Baby	Institutional Website NAAC criterion vii champion	Annual Reports to be prepared and published on the Institution's website.
7.	Ms. Jaya Vijayan	Faculty Advisor – Student Affairs	1. Introduce students to Swachh campaign on the campus. 2. Create interest in student community to volunteer. 3. Guide them in carrying out the campaign effectively. 4. Supervise the work done by the Swachh Student Team. 5. Put forth the creative ideas and recommendations of the student's team to the campus management. 6. Work with the management and the students in implementing the Swachh Campus Initiative
8.	Dr. Raju Akkat	Physical Education	
9.	Mr. Vineeth U. Warriar	NSS Programme Coordinator	Look into overall aspects of Swachh Campus Initiative Involve the NSS members in the Swachh Initiative Survey the campus fortnightly Motivate students for smooth conduct of the Swachh Campus Initiative
10.	Mr. Antony Puliparambil	Accounts	Maintain a clear head in the Institutional annual financial statement for ' <i>green initiatives and waste management</i> '
11.	Mr. Rodney Isaac	Administration	Give a list of Swachh Campus measures to be adopted by all employees. Conduct an orientation programme for all employees. Ensure all employees, including the outsourced ones, are contributing to the Swachh Campus Initiative
12.	Sr. Tessy	College Office	
13.	President/Secy	Rajagiri staff welfare Association	





14.	Dr. Kiran Thampi	Alumni & Collaboration	<p>Coordinate with alliances that could support the endeavour like:</p> <p>1 Funding Agencies: State and central regulatory and finance agencies and ministries like HRD, water resources, sanitation, forests and environment as well as AICTE.</p> <p>2 Donors: Alumni, NGOs, private foundations and corporate houses.</p> <p>3 Non-profit Organizations: Awareness campaigns for connecting to external vendors and self-help groups.</p> <p>4 Public Policy Groups and Think Tanks: Assistance/ guidance may be sought from Green Building Council, Centre for Science and Environment (CSE) and Council on Energy Environment and Water (CEEW).</p> <p>5 Media and Celebrities: Long-term collaboration with media and celebrities to mobilize the campus residents.</p> <p>6 Government- relevant government schemes making them a part of the campaign for Swachhta</p>
15.	Ms. Neetha Devan	Library	Maintain the facility with Zero waste
16.	Mr. Tony	Systems Administrator	
17.	Dr. Celine Sunny	Director, Rajagiri Research Institute	Invite locally active, relevant NGOs to conduct awareness campaigns or connect external vendors, self-help groups in preparing the staff and residents of the campus for adopting Swachh methodology.
18.	Meena Kuruvilla	Project Director, Rajagiri outREACH	



			To field experience in sanitation, water recycling, water harvesting, energy conservation and increasing green cover with appropriate trees
19.	Two Student Office bearers as representatives	Students Council	Swachh Student Teams
20.	Two Student Office bearers as representatives	College Union	<ol style="list-style-type: none"> 1. Carry out the survey/audit of the campus on identified nine aspects. 2. Analyse the effects of regular activities taken up in the campus on those aspects. 3. Sort out the alternatives for such activities that cause least damage to the surrounding environment. 4. In collaboration with the swachh faculty, present those solutions to the designated authority. 5. Persuade the designated authority to implement those alternatives. 6. Present the pros and cons of taking up the initiative. 7. Find ways in which they can implement the alternative solutions presented.
21.	Two Student Office bearers as representatives	Representatives, Encon Club	
22.	Mr.Rajeev K.R	Electrical and Plumbing	
23.	Ms. Deepa	House Keeping-Clear Way	Cover aspects of sanitation, water conservation, waste management, energy conservation and greenery.
24.	Mr. Aby	Campus Infrastructure	
25.	Mr. Davis	Kitchen & Dining	Maintain kitchen and food waste management and cleanliness

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