2013

Sukkur IBA

Green Campus Initiates

SOP / EMP 2013

Green Campus - SOP

PREPARED BY,

NAME: _____

DESIGNATION:_____

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INTRODUCTION

THE BASIC PURPOSE OF THIS DOCUMENT IS TO CREATE FRINEDLY ENVIRNOMENT AND TO MAKE OUR OFFICE GREENER

BASICS OBJECTIVES

Reduce: Energy and Paper at the workplace

Reuse: Paper waste

Recycle: Paper and waste - Save as much as possible, recycle paper, glass, bottles & packs

Communicate: Gaps, Latest Techniques, Advantages, Issues and solutions

Employees & students Engagement: Meetings, Emails, Stickers, Intranet Portal and discussions

BENEFITS

The SOP is for the consistant implementation of the procedures in the Sukkur IBA. It will give details on every procedure and the roles and responsibilities will be clearly defined to avoid any misconceptions.

SOP PREPARATION

The SOP manual is designed by following the steps mentioned below:

- A list of procedures is developed for which a Standard Operating Procedure has to be prepared.
- A list of people responsible for the supervision of these procedures is prepared so that they could be contacted for interview
- A meeting of the concerned jobholders is conducted to ensure that the correct procedure is being followed and to update the manual in case there has been any changes in the current practices
- The SOPs are then compiled in the form of a manual and are made available to all the employees

GREEN OFFICE COMMITTEE

The committee will work under the Green Office initiate with the Green Office Committee with following team:

1. **Director, Sukkur IBA**
2. **Registrar**
3. **Director, CDC/QEC**
4. **Director Finance**
5. **Controller of Examinations**
6. **Project Director (Engineering Wing)**
7. **HoD, Education Managment Department**
8. **HoD, Business Adminstration Department**
9. **HoD, Computer Science Department**
10. **HoD, Electrical Engineering**
11. **Director, ORIC**
12. **Procurement Manager**
13. **System Administrator**
14. **Director, Entruprunership**
15. **PhotoCoppier Assiatant**
16. **Provost (Hostels)**
17. **Wardens (Girls and Boys Hostels)**
18. **Marketing Manager**
19. **Chief Librarian**

TARGETS

- SMART tagets have been set for saving electricity, paper and waste along with new ways to recycle the available waste
- Engage employees to make them aware of impact on environment due to actions that we take
- Analyse and take preventive and corrective measures to save consumption of energy, paper and waste
- Monthly Monitoring and reporting on the agreed targets
- Make continual environmental improvement each year using emerging technologies

SMART TARGETS FOR 2013

- Reduces consumption of paper by **15 %** in the years of 2013
- Reduces consumption of electricity by **15%** in the years 2013
- Rreduces the amount of mixed waste by **10%** in the years 2013
- Reduces travelling cost by 10%, where possible
- Organizes regular friendly environmental awareness for employees
- Collect monthly reports on the selected KPIs

INTERNAL & EXTERNAL ENVIRONMENTAL COMMUNICATION

- All internal communications with the Green Office logo will be shared through intranet, Sukkur IBA web site, e-mails, and internal portal ensuring minimum usage of natural resources.
- The Environmental Management Issues will be imparted at all departments within the campus by placing the information on the Sukkur IBA website/ intranet, highlighted through use of e-mails, group discussions, training sessions, appropriate media and seminars etc.
- The Environmental Management Issues will be addressed by arranging brief sessions for the employees and students periodically. The information will also be placed on the website.
- The office environmental guidelines will be communicated to all employees within the Campus through intranet portal of Green Office. The Green Office Committee will always ensure smooth implementation of these guidelines at all departments.
- The Green Office tips and other useful information will be shared with all employees in the Campus via emails.

EMPLOYEE& STUDENTS ENCOURAGEMENT & AWARENESS

- Periodic need based environmental training sessions will be organized by Green Office
- All useful information pertaining to the environment, as and when received, will be periodically communicated to all office employees&students through e-mails, intranet and during meetings, seminars etc.
- Electronic survey on GO data suggestions will be circulated to all employees& students and action plans developed in consultation.
- The suggestions will be compiled on monthly basis and productive information will be encouraged and shared with all employees through intranet/e-mails.

ENERGY CONSERVATION AT CAMPUS

- Mercury lights where possible shall be replaced at campus with LED lights wherever possible without creating any adverse impact on the employees or the working conditions. Lux levels will be monitored before and after change of lights and appropriate lighting conditions will be ensured.
- AC thermostats will be set at a maximum of 25 Degrees Celcius to save power.

CAMPUS ILLUMINATION & LIGHTING

- Lights will be turned off at all rooms near window panes in day's time to reap benefits of the day light. Or to use 3M Sheets/ Films for windows.
- A detailed survey will be carried out to study the viability of installing motion detectors and timer switches for controlling the lighting system within the office building, wherever appropriate.
- To conserve electricity and improve functionality of Green Office, reminder stickers to switch off un-necessary lights will be placed at different prime locations within the office building to create awareness.
- The conventional bulbs will be replaced with energy efficient energy savers. Further survey will be carried out to examine the possibility of further reducing load by replacing the energy savers with LED lights in the corridors and toilets etc where long duration stays and paper work is not being done.

OFFICE SUPPLIES & EQUIPMENTS

- ICT department will carry out a need based survey periodically to ensure that all office appliances, i.e, monitors and printers etc. have been activated on energy saving modes.
- Employees will be guided and trained to ensure productive use of office appliances. Stickers will be placed at different locations with GOI logo within the office and campuses emphasizing to switch off monitors and other devices while not in use.
- Each employee and students of the Campuses will be responsible to check and switch off all un-necessary appliances before leaving the Office and class rooms.
- During office hours, all computers / LCDs will be activated on "Sleep Mode" while not in use for 10 minutes.
- ICT Department will ensure that office printers are shared through networking wherever maximum possible and double side printing is on on all printers.
- The purchasing section will always encourage purchase of multi-purpose machines, double sided copiers / printers to cut down on expensive office resources.
- Admin Services Department will always discourage use of PVC & other harmful materials.

REDUCTION IN PAPER CONSUMPTION

- All ticket / travel booking will be computerised. No paper will be used for making reservations or printing tickets as far as possible.
- Document Management System (DMS) will be initiated to archive all hard paper documents, reports in electronic form.
- All useful information will be shared through e-mails and by placing it on the intranet.
- Double sided shared printers will be installed at various locations in each department.
- All important notices, circulars, memos etc will be transmitted in electronic form avoiding un-necessary usage of paper.
- All employees and students are encouraged to avoid un-necessary printing and using both sides of the paper. Likewise, stickers will also be placed for general awareness.
- The information on training sessions, seminars etc. arranged for employees and students will be made available on the intranet for review, if required, avoiding use of paper un-necessarily. Useful tips on saving paper, double sided printing / copying and usage will be shared and encouraged.
- Magazines, reports, news papers, periodicals etc will be rotated / circulated within the offices to avoid double copies.
- All manuals will be uploaded on the intranet and hard copies will be discontinued.

WASTE MANAGEENT

- Paper based items like cups, plates, cutlery and polythene bags will be strongly discouraged at office premises and Campus
- Envelopes will be received either through internal and / or external mail will be re-used as far as possible.
- Papers printed on one side will be collected in the recycling trays and handed over to photocopier for using the other side.
- Email lists are kept updated to avoid sending papers.
- Find “Recycling Vendors” who can take solid waste from our office and arrange recycling at their end.
- Three separate bins will be placed with proper pictoral instructions for collection of paper, bottles and kitchen waste separetly.

TRAVEL AND TRANSPORT

- Employees& students are encouraged to share the transport while travelling to common locations like airports, conference venues and seminars etc.

COMMITMENT TO GREEN OFFICE INITIATIVE

- **We are committed to creating our environment sustainable through Green Campus**
- **We would like to make every effort to not only minimize the resource consumption in the office and Campus but also reduce its carbon footprint along with making our employees and students environmentally conscientious.**
- **We are committing to properly utilise the resourses and to enhance the friendly environment in the Campus.**