

SHRI CHINAI COLLEGE OF COMMERCE AND ECONOMICS

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2016-2017

7.2.1 Best Practices 1

Title of the Practice: Building of Paper-less office.

Objectives:

1. We aim to eliminate the usage of paper as much as possible.
2. To instil competencies and improve Document Security.

Context:

The underlying principle is to reduce ecological footprints of our operation. It will help the institute to go paperless and reduce our usage of paper .It will also help us to save cost and digitize our office. It will make the storage and retrieval of documents easier and quicker.

The Practice:

The institution creates a paperless office policy. It encourages reuse of paper by replacing paper copies and also move finance to digital form.

Obstacles Faced/Resources Required:

- Technical issues regarding internet connectivity.
- Hardware Failure

Evidence of Success:

- Saves Time. Time spent filing, organizing, and searching for paper documents is time that could be spent on more productive tasks.
- Saves Space.
- Saves Money.
- Eases Transfer of Information.
- Promotes the Environment.
- Boosts Security.

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7.2.1 Best Practices 2

Title of the Practice: Plastic Free Campus

Objectives:

1. To measurably reduce plastic waste and pollution in college campuses and the world around them.
2. To eliminate plastic pollution and its toxic impacts on people and on the environment.

The Practice:

This practice has been started with the aim of minimizing the generation of plastic waste in the college campus. There is no dispute about the fact that the plastic waste has become a menace and is extremely difficult to control. As a Higher Education Institute it is a moral responsibility for us to not only take care of the plastic waste that we generate but also be able to take the cause of plastic recycling beyond the confines of the institute.

Obstacles Faced/Resources Required:

There were number of barriers in executing plastic free campus campaign. It was a tedious task in banning plastic completely in the campus.

Problems Encountered and Resources required- Plastic recycling requires segregation of plastic as per their grade which is a difficult task.

Evidence of Success:

The students and the college has become a part of the green campus campaign. The concept of green campus campaign and environmental friendly practices in the campus resulted in developing a clean and green campus. And to also promote sustainable and eco-friendly practices in the campus the students