

**SHRI CHINAI COLLEGE OF COMMERCE AND ECONOMICS
Dr.RadhakrishnanMarg, Andheri East Mumbai-400069.**

2022-2023

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 instill competencies and improve Document Security.

Context:

Going paperless will reduce our usage of paper and help us to save cost, it would also digitize our office and make the storage and retrieval of documents easier and quicker.

The Practice:

1. The institution creates a paperless office policy.
2. Reusing one side printed paper for internal communication. It encourages reuse of paper.

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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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 the environment.

The Practice:

1. The main aim of this program was to ban the usage of Plastics bags, reduces, reuse, and recycle waste to conserve and maintain natural resources of our Institution and Society.
2. There are no plastic cups, plastic plates and spoons or straws used in our college canteen.

Obstacles Faced/Resources Required:

1. There were number of barriers in executing plastic free campus. It was a tedious task in banning plastic completely in the campus.
2. Problems Encountered and Resources required segregation of plastic as per their grade which is a difficult task.

Evidence of Success:

1. The students and the college has become a part of the green, clean and plastic free campus.
2. The concept of green campus 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 with the students.