

Vidyavardhini's

Annasaheb Vartak College of Arts, K.M. College of Commerce & E.S. Andrades College of Science

Vasai West, Vasai -401202 Dist. Palghar, Maharashtra (India) Estd: 1971, Affiliated to University of Mumbai.

Best Practice-1

Reuse of Waste Papers/ Printed Papers

Objectives of the Practice:

- 1. To cultivate the principle of optimum use among the staff and the students.
- 2. To nurture the environmental consciousness and adopt the sustainability approach for a better future.
- To emphasise on, natural resources are limited and they have to be utilized in a diligent manner.

The Context:

There are many one-sided printed papers whose validity has been finished or faulty one-sided printed papers were large manners. The institution has taken the initiative to reuse all these papers for daily use. It is a small step to instil the principle of sustainability not only among the office staff but also students and teachers. The available natural resources are going to be exhausted in near future, therefore, care should be taken to use all the natural resources in a diligent manner.

The Practice:

The institution has instructed all office staff to make minimum use of paper. One-sided printed paper whose validity has been finished or faulty one-sided printed paper is used in daily use for casual writings or to instruct students in the writing format. Standing instructions have been given to use digital copies for keeping the record wherever possible. Our admission portal support only uploading the students' documents in digital copy and it has been verified by the admission committee all the documents are physical. Only we take minimum and important documents in hard copy the rest of documents we take in soft copy.

Office staff have suggested using digital mediums for office correspondence as per as possible. The college office, teaching faculty and non-teaching staff deliberately use two sides of the paper for printing and xeroxing. Only important letterheads are being printed single side. Our Examination Department usually prints two-sided question papers with appropriate font and line spacing. The Examination Department takes care to publish only required question papers. College students are also made aware of the minimum use of paper.

Evidence of Success:

This is a small attempt to save paper and save trees. The institution is happy that all college staff try to save papers. The students also learned the importance of natural resources. So, they use paper if there is a need. The college Management feels good that they have been doing something to save trees and the environment.

Problems Encountered and Resources Required:

Initially many staff and students did not pay attention to this important initiative; gradually they realized the importance and relevance of this small step and understood that it is required to save Mother Earth. The college staff and students are using papers very carefully and still, there is lots of work which has to be done through papers. Significantly, the requirement of paper for examination is heavy but it is necessary. If the college and university administration should decide to take 50% of examinations of students online, then there would be a little help to save papers and consequently the trees.

Principal
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