



**LAXMI CHARITABLE TRUST**  
**SHRI CHINAI COLLEGE OF COMMERCE & ECONOMICS**

Dr. S. Radhakrishnan Marg, Andheri (East), Mumbai-400 069

Accredited by NAAC with B grade

## **7.2.1 Best Practices:**

### **Best Practices 1**

#### **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.
3. To completely Ban on usage plastics within the institution's premises.
4. To create a plastic-free college campus.
5. To promote an eco-friendly culture.
6. To promote a healthy way of living.
7. To reduce environmental pollution.

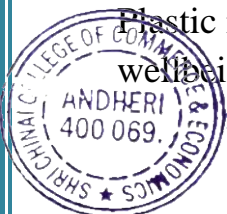
#### **Context:**

Since its founding, the College has complied with the majority of its responsibilities in terms of solid waste management. In light of the Indian government's decision to ban all single-use plastics due to the harmful effects of plastic use and pollution.

The college administration rigorously prohibits the use of single-use plastics in its property in order to make it a "Plastic Free Campus."

To create a plastic-free college campus. With this best practice, plastic pollution has been greatly reduced within the college premises.

Plastic is a menace that impacts not the environment as well as our health and wellbeing. We have all contributed to this problem, knowingly and





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Unknowingly and we must work to reduce and eliminate plastic pollution. Our college has actively contributed to the effort of banning the use of single use plastics.

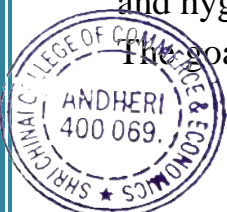
We made the decision to inform and educate students about the harmful effects of the use of Plastics on humans, environments and animals.

### **The Practice:**

It is becoming a key responsibility of every citizen of our country not just to “Say No to Plastics” but also to create awareness among the community as whole to stop this pollution and leave behind a green and pollution free place for our future generations. The college had also organised a seminar on ‘**Save Earth Save Life**’ by the department of Environmental Studies. The main aim of this program was to ban the use of Plastic bags.

In view of the Government of India’s resolution to ban all single use plastics due to the hazardous impact of plastic use and pollution

1. The main aim of this program is to ban the usage of Plastics bags, reduces, reuse, and recycle waste to conserve and maintain natural resources of our Earth.
2. There are less plastic cups, plastic plates and spoons or straws used in our college canteen.
3. This practice has focused on the reduced use and ultimately elimination of use of plastic bottles, plastic straws and poly bags within the college campus.
4. Use of plastic on campus is strictly prohibited. All members of staff and students are encouraged to use alternatives like recycled cloth or jute products instead.
5. Educating students and staff members about the importance of cleanliness and hygiene by making them understand about the harmful effects of Plastics. The goal is to encourage them to be proactive in their contributions.





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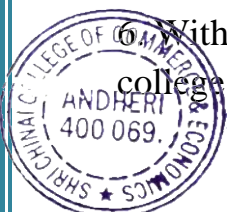
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6. The campus has been declared a plastic free zone. The plastic glasses have been replaced by steel plates and steel glasses in the move to make the campus plastic free zone.
7. On the college campus, there are plenty of trash cans.
8. Segregation of wet waste and dry waste is done by our college premise.
9. College administration strictly bans the use of single use plastic in college campus and in all important meetings of the college.
10. Advising and instructing staff members not to use plastic water bottles, plastic bags, any non-degradable materials, and motivating for using cloth and paper bags, paper folders and articles.

**Evidence of Success:**

1. The students and the college has become a part of the ban on plastic campus campaign.
2. The concept of ban on plastic campus and environmentally 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.
3. This practice has been very successful and we can proudly declare our college campus 'plastic free'. Our "Plastic Free Campus" policy has not been flouted till date.
4. Use of paper cups and plates is encouraged and the use of plastic bags and plastic tea cups is banned. Plastic free culture is imbibed.
5. Plastic litter is reduced through awareness programmes. The students take great care to put plastic litter in the box provided.

With this best practice, plastic pollution has been greatly reduced within the college premises.





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7. To keep our environment pollution-free and to make it to be a place for healthy living of all species is necessary and it is the responsibility of all concerned. Educational Institutions are responsible to develop this kind of culture among all their stakeholders.

8. The college is a completely plastic-free zone. With this best practice, plastic pollution has been greatly reduced in our college.

**Obstacles Faced/Resources Required:**

1. There were number of barriers in executing plastic free campus. It was 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.
3. Time constraint is a big hurdle in keeping the students engages in awareness programme and cleaning the campus.





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## **Best Practices 2**

### **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.
3. To promote paperless approach in day to day activities.
4. To minimize paper-waste in the office.
5. Reduce time & expenditure.
6. To promote digitalization.
7. To cultivate healthy habits of paperless work.
8. To create awareness among the staff about the importance of environment.
9. To adopt & use new technology effectively.
10. Environment conservation.
11. Improve efficiency.
12. Data management.





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### Context:

It is a step towards eco-friendly campus by creating a paperless environment within our college. To adopt new technology for remaining competitive in rapidly changing profession is necessary. A paperless office is a work environment in which the use of paper is eliminated or greatly reduced.

Going paperless can save money, boost productivity, save pages, make documents and information sharing easier, keep personal information more secured and easily accessible for us and help the environment.

1. The underlying principle is to reduce ecological footprints of our operation.
2. Going paperless will reduce our usage of paper and help us to save the cost, it would also digitize our office and make the storage and retrieval of documents easier and quicker.
3. The college has taken a great initiative in different methods and tools to carry out their work with utmost efficiency and faster than before. Paperless office concept is the new way of working in the college.
4. Electronic documentation in record-keeping makes it easier to maintain and retrieve.





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### **The Practice:**

The arrival of new information and communication technology has completely transformed the traditional model of administration and its record keeping.

The college has taken a great initiative in different methods and tools to carry out their work with utmost efficiency and faster than before. Paperless office concept is the new way of working in the college.

1. The institution creates a paperless office policy.
2. A WhatsApp group is also created for emergency and important messages and notices. Notices are sent through the official WhatsApp official group of the college.
3. We have a software for library to keep an overall records of the books.
4. We also inculcate the practise of online attendance, online admission and online payment of fees.

### **Obstacles Faced/Resources Required:**

1. Technical issues regarding internet connectivity.
2. Hardware Failure
3. Financial assistance is required to make office paperless.
4. Resource for this activity is computer with connection, scanner, printer etc





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**Evidence of Success:**

1. The conventional paper-based college environment has been driven out by everyone's effort.
2. Paperless campus ensures providing an eco-friendly environment that reduces deforestation along with providing quality academic and administrative services.
3. With paperless management, the security of the documents is strengthened.
4. Saves Time. Time spent filing, organizing, and searching for paper documents is time that could be spent on more productive tasks.
5. Saves Space.
6. Saves Money.
7. Eases Transfer of Information.
8. Promotes the Environment.
9. Boosts Security.

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