POLICY & STANDARD OPERATING PROCEDURE FOR GREEN CAMPUS

Document Number	:	IQAC - Student Aff./120/87
Document Name		Policy & Standard Operating Procedure for Green Campus
Policy Category	:	IQAC Policy
Version Number	:	1.0
Effective Date	:	01 October 2026
Applicable to	:	All internal and external stakeholders of AMGOI
Prepared By	:	Mr. H. M. Bhosale
Reviewed By	:	Dean, IQAC
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

The purpose of this Policy is to establish a comprehensive institutional framework for creating and sustaining a Green Campus by integrating environmentally responsible practices into all academic, research, administrative, infrastructural, operational, and community engagement activities of the Institute. The Institute is committed to developing an eco-friendly, energy-efficient, and resource-efficient campus that conserves natural resources, minimizes environmental impact, and nurtures environmentally conscious, socially responsible, and globally competent engineers, in alignment with the United Nations Sustainable Development Goals (SDGs).

2. Objectives

The objectives of this Policy are to:

1. Establish a Green Campus framework integrated with institutional governance and strategic planning.
2. Promote energy conservation and the adoption of renewable energy sources across the campus.
3. Ensure efficient water management, including conservation, rainwater harvesting, and recycling of water.
4. Implement systematic waste management, including segregation, recycling, composting, and e-waste and plastic reduction.
5. Increase and protect green cover, biodiversity, and landscaping within the campus.
6. Promote sustainable transport, paperless administration, and sustainable procurement.
7. Create environmental awareness among students, faculty, staff, and the community through curricular, co-curricular, and extension activities.
8. Establish a continuous monitoring, audit, and reporting mechanism for Green Campus initiatives.

3. Scope

This Policy applies to all internal and external stakeholders of the AMGOI, including students, faculty, staff, visitors, contractors, vendors, and service providers operating within the campus.

4. Policy Guidelines

A Green Campus is an institution that adopts environmentally sustainable practices in its infrastructure, operations, and academic and outreach activities to reduce its ecological footprint and contribute to climate action and sustainable development. The Green Campus initiatives of the Institute are linked with

the United Nations Sustainable Development Goals (SDGs), particularly SDG 6, SDG 7, SDG 11, SDG 12, SDG 13, and SDG 15.

Higher Education Institutions play a vital role in building a sustainable future by demonstrating responsible resource use and nurturing environmental stewardship among learners. Recognizing this responsibility, the Institute is committed to implementing Green Campus practices through energy, water, waste, biodiversity, transport, and administrative initiatives, supported by regular audits, awareness programmes, and stakeholder participation.

Sl. No.	Green Campus Component	Focus Area
1	Energy Management	Energy conservation, energy-efficient appliances and LED lighting, solar and other renewable energy adoption, and periodic energy audits (SDG 7, SDG 13).
2	Water Management	Water conservation, rainwater harvesting, groundwater recharge, wastewater treatment and reuse, leak prevention, and water audits (SDG 6).
3	Waste Management	Source segregation, solid and liquid waste management, composting, e-waste and hazardous waste handling, and plastic-free initiatives (SDG 12).
4	Green Cover and Biodiversity	Tree plantation, green landscaping, native species, gardens, protection of flora and fauna, and a campus biodiversity register (SDG 15).
5	Green Buildings and Infrastructure	Energy-efficient, naturally lit and ventilated buildings, sustainable construction materials, and eco-friendly infrastructure (SDG 9, SDG 11).
6	Sustainable Transport	Promotion of walking, cycling, public transport, carpooling, electric vehicles, and a pollution-free, pedestrian-friendly campus (SDG 11, SDG 13).
7	Paperless and Sustainable Procurement	Digital administration, reduced paper use, and purchase of eco-friendly, recyclable, and energy-efficient products and services (SDG 12).
8	Environmental Awareness and Audits	Environmental education, awareness drives, green audits, carbon footprint assessment, and environment-related events and clubs (SDG 4, SDG 13).

A. Academic and Curricular Integration

Each department shall integrate environmental sustainability and Green Campus concepts into teaching-learning practices through curriculum enrichment, case studies, assignments, project-based learning, multidisciplinary activities, and content beyond the syllabus.

B. Energy and Water Conservation

The institute shall promote energy and water conservation through energy-efficient equipment, LED lighting, solar and other renewable energy installations, switching off unused appliances, rainwater harvesting, water recycling, leak monitoring, and regular energy and water audits.

C. Waste Management and Plastic-Free Campus

The institute shall ensure segregation of waste at source, composting of biodegradable waste, safe disposal and recycling of e-waste and other hazardous waste, reduction of single-use plastic, and responsible management of solid and liquid waste.

D. Green Cover, Landscaping and Biodiversity

The institute shall increase and maintain green cover through tree plantation, gardens, native species, and green landscaping, and shall protect campus biodiversity, including flora, fauna, and water bodies.

E. Sustainable Mobility, Paperless Administration and Procurement

The institute shall encourage walking, cycling, carpooling, public transport, and electric vehicles, shall promote paperless administration through digital systems, and shall prefer eco-friendly, recyclable, and energy-efficient products in procurement.

F. Student Engagement and Awareness

Students shall actively participate in tree plantation drives, cleanliness campaigns, environmental clubs, NSS activities, green audits, energy and water saving initiatives, and other programmes that build environmental responsibility.

G. Community Outreach and Extension

The institute shall organize outreach and extension activities on environmental protection, waste segregation, water conservation, renewable energy awareness, tree plantation, and sustainable living for the neighbouring community, schools, and villages.

H. Green Audit, Monitoring and Governance

The institute shall conduct periodic Green, Energy, Environment, and Water audits through the IQAC and competent internal or external agencies, set measurable targets, and use audit findings for continual improvement and sustainability-oriented decision-making.

5. Roles and Responsibilities

A. Director / Campus Director

- Provide strategic direction for Green Campus implementation.
- Allocate financial and infrastructural support.
- Review annual institutional Green Campus performance.

B. Dean IQAC

- Prepare the annual Green Campus Action Plan.
- Monitor implementation across departments and sections.
- Coordinate Green, Energy, and Environment audits.
- Conduct semester-wise reviews.
- Publish the Annual Green Campus Report.

C. Green Campus / Environment Committee

- Plan and coordinate energy, water, waste, green cover, and transport initiatives.
- Maintain records of consumption, waste generated, and plantation.
- Recommend corrective actions based on audit findings.

D. All Deans

- Include Green Campus practices in all activities of their respective sections.
- Monitor timely execution of those activities.
- Conduct monthly reviews.
- Submit the semester-wise Green Campus Report to IQAC.

E. Heads of Departments

- Prepare departmental Green Campus action plans.
- Promote energy, water, and paper conservation in departments and laboratories.
- Integrate environmental awareness into curricular activities.
- Submit semester-wise reports to IQAC.

F. Estate / Maintenance and Administration Section

- Maintain energy-efficient, water-efficient, and waste management systems.

- Ensure waste segregation, safe disposal, and upkeep of green areas.
- Follow sustainable procurement practices.

G. Faculty Members

- Promote Green Campus practices among students.
- Guide environment-related projects and activities.
- Follow energy, water, and paper conservation practices.
- Map all activities with relevant SDGs.

H. Students

- Follow Green Campus practices.
- Segregate waste and avoid single-use plastic.
- Participate in plantation, cleanliness, and awareness drives.
- Contribute to community and environmental initiatives.

6. Review and Revision of Policy

This Policy shall be reviewed once every three years, or earlier if mandated by statutory updates from the UGC, state government legislation, or directives from the Academic Council/Governing Body. Any amendment to this Policy shall be processed through the IQAC, becoming effective only after formal approval by the Director & Campus Director.

7. Annexures/Supporting Documents

1. All activities should be strictly carried out as per the Policy and SOP for Organization of Activities (Institute Level / Department Level) Student Aff. /120/87 wherein all activities should be mapped with SDGs.
2. The IQAC shall issue additional guidelines, formats, templates, checklists, audit formats, reporting formats, and other relevant documents from time to time, as required.

8. Standard Operating Procedure (SOP)

1. At the beginning of every academic year, the IQAC shall identify and finalize all academic and administrative sections, committees, centres, cells, clubs, and functional units responsible for implementing Green Campus activities.
2. IQAC shall inform the respective Dean, Head of Department, Section Head, or Committee Coordinator as the nodal person responsible for Green Campus implementation within the assigned section.
3. IQAC shall communicate the institutional Green Campus guidelines, reporting formats, timelines, documentation requirements, and other necessary instructions to all concerned Section Heads.
4. Every Section Head shall organize a meeting of all committee members or section members to discuss the annual plan of Green Campus activities.
5. During the meeting, the committee shall identify all academic, co-curricular, extracurricular, extension, outreach, research, administrative, infrastructural, and operational activities proposed to be conducted during the academic year for energy, water, waste, green cover, transport, and paperless initiatives.
6. For each proposed activity, the committee shall identify the Green Campus component and the Sustainable Development Goal(s) to which the activity contributes.

7. The committee shall ensure that the identified Green Campus and SDG mapping is meaningful, measurable, and aligned with the objectives of the proposed activity.
8. Wherever required, the committee shall modify or redesign the proposed activity to enhance its contribution towards a greener campus and one or more Sustainable Development Goals.
9. The committee shall prepare an Annual Green Campus Activity Plan containing the name of the activity, objectives, Green Campus component, mapped SDG(s), tentative schedule, activity coordinator, expected outcomes, and supporting evidence to be maintained.
10. The Annual Green Campus Activity Plan shall be verified and approved by the respective Section Head.
11. The approved Annual Green Campus Activity Plan shall be submitted to the Dean IQAC for institutional approval.
12. Dean IQAC shall scrutinize the submitted plan by verifying:
    - Relevance of the Green Campus component and mapped SDGs.
    - Alignment with the Institute Vision, Mission, Strategic Plan, and Institutional Development Plan.
    - Compliance with the guidelines issued by AICTE, UGC, NAAC, NBA, DBATU/MSBTE, pollution control authorities, and other statutory or regulatory bodies, wherever applicable.
    - Feasibility of implementation.
    - Availability of required resources.
    - Practicality of the proposed timeline.
    - Expected measurable outcomes and environmental impact.
13. After satisfactory verification, Dean IQAC shall approve the Annual Green Campus Activity Plan.
14. The approved activities shall be incorporated into the section wise activity calendar and scheduled according to the approved timeline.
15. The respective Section Head shall ensure that all necessary administrative approvals and resources are arranged before conducting the activity.
16. The Activity Coordinator shall organize and execute the activity as per the approved plan while ensuring effective implementation of the identified Green Campus objectives.
17. The Estate / Maintenance and Administration Section shall maintain monthly records of electricity and water consumption, waste generated and recycled, and plantation, and shall make them available to IQAC.
18. IQAC shall arrange Green, Energy, Environment, and Water audits at least once every academic year and communicate the findings and recommendations to the concerned sections.
19. After completion of the activity, the Activity Coordinator shall prepare a detailed activity report along with all supporting documents such as notices, attendance records, photographs, brochures, feedback, outcome reports, media coverage, and Green Campus and SDG mapping justification.
20. The completed activity report shall be submitted to the respective Section Head within the prescribed time.
21. The Section Head shall verify the report, confirm the correctness of the Green Campus and SDG mapping, validate the supporting evidence, and ensure that the activity objectives have been achieved.
22. Verified reports shall be maintained at the respective section for future reference and audits.
23. At the end of every semester, each Section Head shall compile all Green Campus activities conducted under the respective section.
24. The semester-wise compiled Green Campus report shall be submitted to the Dean IQAC in the prescribed format.
25. Dean IQAC shall conduct periodic review meetings to monitor the progress of Green Campus implementation across all sections.

26. At the end of the academic year, Dean IQAC shall compile all semester reports and audit findings received from various sections into a comprehensive Institutional Annual Green Campus Report.
27. The Annual Green Campus Report shall be submitted to the Director & Campus Director for review and approval.
28. Based on the annual review, IQAC shall issue recommendations for continuous improvement, revise implementation strategies wherever required, and initiate the planning process for the subsequent academic year.

Prof. A. B. Rabade
Dean, IQAC

Dr. Mrs. S. R. Chougule
DIRECTOR
Shri Balasaheb Mane Shikshan Prasarak Mandal's
Ashokrao Mane Group Of Institutions
Vathar Tarf Vadgaon, Tal. Hatkanangale
Dist. Kolhapur, Maharashtra - 416112

Dr. Mrs. S. R. Chougule
Director

Dr. P. B. Ghewari
Campus Director

CAMPUS DIRECTOR
SHRI BALASAHEB MANE SHIKSHAN PRASARAK MANDAL'S
ASHOKRAO MANE GROUP OF INSTITUTIONS
Vathar Tarf Vadgaon, Tal. Hatkanangale, Dist. Kolhapur, M.S. 416112