POLICY & STANDARD OPERATING PROCEDURE FOR WASTE MANAGEMENT ON CAMPUS

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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 the scientific, safe, and environmentally responsible management of all types of waste generated in the campus, covering its segregation, collection, storage, treatment, recycling, reuse, and safe disposal, in compliance with applicable laws and regulations.

The Institute is committed to maintaining a clean, hygienic, healthy, and pollution-free campus by following the principles of reduce, reuse, and recycle, and by developing environmentally responsible and socially conscious engineers, in alignment with the United Nations Sustainable Development Goals (SDGs).

2. Objectives

The objectives of this Policy are to:

1. Establish a systematic waste management framework integrated with institutional governance and planning.
2. Minimize waste generation at source by promoting reduce, reuse, and recycle practices.
3. Ensure segregation of waste at source into wet, dry, recyclable, and hazardous categories.
4. Ensure safe collection, storage, treatment, and disposal of solid, liquid, e-waste, biomedical, and hazardous waste.
5. Promote composting, biogas generation, and recycling of waste, and make the campus plastic-free.
6. Ensure compliance with statutory rules and norms of pollution control authorities and local bodies.
7. Create awareness among students, faculty, staff, and the community about responsible waste handling.
8. Establish a continuous monitoring, audit, and reporting mechanism for waste management.

3. Scope

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

4. Policy Guidelines

Waste management is the systematic process of segregating, collecting, storing, transporting, treating, recycling, and disposing of waste in a manner that protects human health and the environment. The waste management initiatives of the Institute are linked with the United Nations Sustainable Development Goals (SDGs), particularly SDG 3, SDG 6, SDG 11, SDG 12, SDG 13, and SDG 15.

Higher Education Institutions have a responsibility to demonstrate sustainable practices and to nurture environmental stewardship among learners. Recognizing this responsibility, the Institute is committed to managing every category of waste generated on campus through defined procedures, trained manpower, proper infrastructure, regular audits, and awareness programmes.

Sl. No.	Waste Category	Focus Area
1	Solid Waste (Wet / Biodegradable)	Kitchen, canteen, hostel, garden, and food waste; collected in green bins and processed through composting, vermicomposting, or biogas (SDG 12).
2	Solid Waste (Dry / Recyclable)	Paper, cardboard, glass, metal, and plastic; collected in blue bins and handed over to authorized recyclers (SDG 12).
3	Plastic Waste	Prohibition of single-use plastic, reduction of plastic use, and disposal of plastic waste as per Plastic Waste Management Rules (SDG 12, SDG 14).
4	E-Waste	Computers, batteries, electronic equipment, and accessories; inventory, buy-back, and disposal only through authorized e-waste recyclers (SDG 12).
5	Hazardous and Laboratory Waste	Chemicals, oils, solvents, used batteries, and laboratory waste; labelled storage and disposal through authorized agencies (SDG 3, SDG 12).
6	Biomedical and Sanitary Waste	Waste from the health centre and sanitary napkin waste; segregation, incinerators or authorized disposal as per norms (SDG 3, SDG 6).
7	Liquid Waste and Wastewater	Sewage and laboratory and hostel wastewater; treatment through STP or ETP and reuse for gardening and flushing (SDG 6).
8	Construction and Demolition Waste	Debris and building material waste; reuse on campus and disposal through authorized agencies (SDG 11).
9	Paper and Stationery Waste	Reduction through digital administration, double-sided printing, and recycling of used paper (SDG 12, SDG 15).

A. Waste Segregation at Source

All stakeholders shall segregate waste at the point of generation into wet (green bins), dry and recyclable (blue bins), and hazardous (red or other designated bins) categories. Colour-coded bins with clear signage shall be provided in classrooms, laboratories, offices, corridors, canteens, hostels, and open areas.

B. Reduce, Reuse and Recycle

The institute shall minimize waste generation through paperless administration, double-sided printing, reusable materials, repair and reuse of equipment, and recycling of paper, glass, metal, and plastic through authorized recyclers.

C. Organic Waste Management

Biodegradable waste from canteens, hostels, and gardens shall be processed on campus through composting, vermicomposting, or biogas units, and the resulting compost shall be used for campus gardens and plantation.

D. Plastic-Free Campus

Single-use plastic shall be prohibited on campus. The institute shall encourage the use of cloth bags, steel or glass bottles, and other eco-friendly alternatives, and shall ensure that unavoidable plastic waste is handed over to authorized agencies.

E. E-Waste, Hazardous and Biomedical Waste

E-waste, laboratory chemicals, used batteries, and biomedical waste shall be stored separately in labelled containers and disposed of only through authorized and certified agencies in accordance with the E-Waste, Hazardous Waste, and Biomedical Waste Management Rules, with records maintained.

F. Liquid Waste and Wastewater Management

Sewage and wastewater shall be treated in the Sewage / Effluent Treatment Plant, and treated water shall be reused for gardening and other non-potable purposes. Discharge of untreated waste into drains, water bodies, or open land is strictly prohibited.

G. Infrastructure, Housekeeping and Training

The institute shall provide adequate bins, collection points, storage areas, and treatment facilities, shall deploy trained housekeeping staff with protective equipment, and shall conduct regular training and awareness programmes for staff and students.

H. Awareness, Community Outreach and Audit

The institute shall organize cleanliness drives, awareness campaigns, and outreach activities for the neighbouring community, and shall conduct periodic waste audits through the IQAC to measure quantities of waste generated, segregated, recycled, and disposed.

5. Roles and Responsibilities

A. Director / Campus Director

- Provide strategic direction for waste management on campus.
- Allocate financial and infrastructural support.
- Review annual institutional waste management performance.

B. Dean IQAC

- Prepare the annual Waste Management Action Plan.
- Monitor implementation across departments and sections.
- Coordinate waste audits.
- Conduct semester-wise reviews.
- Publish the Annual Waste Management Report.
- Organize awareness and capacity-building programmes.

C. Waste Management / Environment Committee

- Plan and coordinate segregation, collection, treatment, and disposal of all waste categories.
- Maintain records of waste generated, recycled, and disposed.
- Ensure statutory compliance and tie-ups with authorized agencies.
- Recommend corrective actions based on audit findings.

D. All Deans

- Ensure waste management practices in all activities of their respective sections.
- Monitor timely execution of those activities.
- Conduct monthly reviews.
- Submit the semester-wise Waste Management Report to IQAC.

E. Heads of Departments

- Prepare departmental waste management action plans.

- Ensure waste segregation in classrooms, laboratories, and offices.
- Ensure safe handling and disposal of laboratory, chemical, and e-waste.
- Submit semester-wise reports to IQAC.

F. Estate / Maintenance and Housekeeping Section

- Provide and maintain colour-coded bins, collection points, and storage areas.
- Ensure daily collection, transport, and safe disposal of waste.
- Operate and maintain composting, biogas, and STP / ETP facilities.
- Provide protective equipment and training to housekeeping staff.

G. Canteen, Hostel and Health Centre In-charges

- Segregate food, kitchen, sanitary, and biomedical waste at source.
- Avoid single-use plastic and food wastage.
- Hand over waste only to authorized collectors and maintain records.

H. Faculty Members

- Promote waste segregation and responsible handling among students.
- Guide waste management projects and activities.
- Follow safe disposal procedures in laboratories.
- Map all activities with relevant SDGs.

I. Students

- Segregate waste and use the designated bins.
- Avoid single-use plastic and littering.
- Participate in 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./120/88 wherein all activities should be mapped with SDGs.
2. The IQAC shall issue additional guidelines, formats, templates, checklists, waste audit formats, waste registers, 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, hostels, canteens, laboratories, and functional units that generate waste or are responsible for its management.
2. IQAC shall inform the respective Dean, Head of Department, Section Head, or Committee Coordinator as the nodal person responsible for waste management within the assigned section.

3. IQAC shall communicate the institutional waste management 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 waste management activities.
5. During the meeting, the committee shall identify the categories of waste generated in the section, the expected quantity, and all awareness, training, and extension activities proposed during the academic year.
6. For each proposed activity, the committee shall identify the waste category and the Sustainable Development Goal(s) to which the activity contributes.
7. The committee shall ensure that the identified waste management 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 waste reduction, recycling, and safe disposal.
9. The committee shall prepare an Annual Waste Management Activity Plan containing the name of the activity, objectives, waste category, mapped SDG(s), tentative schedule, activity coordinator, expected outcomes, and supporting evidence to be maintained.
10. The Annual Waste Management Activity Plan shall be verified and approved by the respective Section Head.
11. The approved Annual Waste Management 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 waste categories 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 Boards, local bodies, and other statutory or regulatory bodies, wherever applicable.
    - Feasibility of implementation.
    - Availability of required resources, bins, and treatment facilities.
    - Practicality of the proposed timeline.
    - Expected measurable outcomes and environmental impact.
13. After satisfactory verification, Dean IQAC shall approve the Annual Waste Management 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. Waste shall be segregated at source by all generators into the prescribed colour-coded bins.
17. The Housekeeping Section shall collect waste daily from all bins and transport it to the designated storage or processing areas without mixing segregated categories.
18. Wet waste shall be processed in the composting, vermicomposting, or biogas unit; dry recyclable waste shall be stored and handed over to authorized recyclers; and treated wastewater shall be reused for gardening.
19. E-waste, hazardous, laboratory, and biomedical waste shall be stored separately in labelled containers and handed over only to authorized agencies, obtaining receipts, manifests, or certificates of disposal.

20. The Estate / Maintenance Section shall maintain a Waste Register recording the category, quantity, date, method of treatment or disposal, and the agency involved, and shall submit a monthly summary to IQAC.
21. The Activity Coordinator shall organize and execute awareness, training, and extension activities as per the approved plan while ensuring effective implementation of the identified objectives.
22. 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, disposal receipts, and SDG mapping justification.
23. The completed activity report shall be submitted to the respective Section Head within the prescribed time.
24. The Section Head shall verify the report, confirm the correctness of the SDG mapping, validate the supporting evidence, and ensure that the activity objectives have been achieved.
25. Verified reports and records shall be maintained at the respective section for future reference and audits.
26. IQAC shall arrange a waste audit at least once every academic year and communicate the findings and recommendations to the concerned sections.
27. At the end of every semester, each Section Head shall compile all waste management activities and records of the respective section.
28. The semester-wise compiled waste management report shall be submitted to the Dean IQAC in the prescribed format.
29. Dean IQAC shall conduct periodic review meetings to monitor the progress of waste management across all sections.
30. 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 Waste Management Report.
31. The Annual Waste Management Report shall be submitted to the Director & Campus Director for review and approval.
32. 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.

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