**Recycling and Waste Management Policy**

**Following are the Rules to be followed in college:**

● Any newspapers and magazines should be reused in the following ways-

○ Lining shelves

○ Making paper bags

○ Making collages to make charts and learning materials during student-centric classes

● Old cartons and packing material be used appropriately to store things in an organized manner

● Mineral water bottles be used/ disposed effectively

● Thick plastic polyethylene bags to be reused in office shelves

● Printing of draft letters to be done on used paper (on the reverse side)

● Reuse of the used paper for conducting offline activities/games if required in the curriculum transaction

● Any old and used pens not to be dumped in bins, but should be collected in order to send for recycling

● Shramdaan be organized for students to ensure any used/ useless things be disposed appropriately

● Kichenette and restroom waste etc. be disposed as per municipality guidelines of segregating dry and wet waste bins

● Recycling of the used fans, PCs, (Physical and digital resources) etc in place.

● Since there is no generation of hazardous waste, all disposals should be strictly through the municipality vehicles that come to collect waste from the building in the morning.