

INSTITUTE OF HOME ECONOMICS

(UNIVERSITY OF DELHI)



**Supporting documents for Criterion 7.1.6
Environment Related Tasks**



INSTITUTE OF HOME ECONOMICS

(University of Delhi)

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(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Ref. No.

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SOP for Environment Related Tasks

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Signature of Kumar

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Environment and Community Outreach Committee (SOP for Environment and Greenery Maintenance Tasks)

1) Garden Maintenance

- Assigning specific tasks and responsibilities to specific members.
- Conducting interacting sessions with *Maali* to maintain the green cover.
- Conducting regular meetings with committee members for updates on tasks assigned.
- Procurement of pots, soil, seedlings and plants to maintain green cover, vegetable garden and herbal garden.
- Conducting quarterly audits of plants.
- Maintaining stock registers and activity files.
- Participation in Annual University flower show.
- Conducting plantation drives in monsoon season with involvement of students and staff. Encouraging students to adopt a plant.
- Celebrating special days like World Environment Day, International Earth Day etc.
- Preparing signages for protecting the environment like “Do not pluck the plants”, “Burning of plant biomass is not allowed in college premises”.
- Preparation of seed bank for future use.
- Seasonal pruning of plants.
- Maintaining plants stock by grafting, stem cutting and layering.
- Weekly use of garden waste in preparation of compost by pit method and by vermicomposting.
- Use of spill kit and equipment for dry clean up.
- Proper maintenance of stored garden items and equipment.
- Regular weed and pest control.
- Distribution of organic vegetables produce among the staff members.

2) Energy Efficiency and Energy Conservation

- Assigning specific tasks and responsibilities to specific members.
- Conducting regular meetings with committee members for updates on tasks assigned
- Maintaining MoM and activity files.
- Preparing signages for like ‘Save Energy, Switch off Lights’, ‘Use Equipment in Power Saving Mode’.
- Celebrating special days like World Environment Day, International Earth Day etc.
- Converging with building committee and administrative staff on monitoring and renewing AMCs and maintenance.
- Creating and maintaining IHE as an energy efficient college.
- Collaborating with agencies and experts to steer ‘IHE as energy efficient environment’
- Social advocacy on good energy practices by the students, staff and faculty.
- Gradually replacing the conventional and in use lights and other equipment with energy efficient lights like LEDs and star rated equipment.
- Working on renewable sources of energy for power generation and consumption.
- Developing IHE energy warriors in conduct and practice.

3) Water Conservation

- Assigning specific roles and responsibilities to the team members.
- Conducting team meetings at regular intervals to discuss updates on work done and the challenges faced.
- Conducting awareness programs for students through seminars/webinars.
- Celebration of World Water Day.
- Preparing signages indicating to *turn off the water taps when not in use* and installing them in the restrooms, near wash basins and near water coolers.
- Generating practices among students/staffs to use reusable bottles for drinking purposes instead of single use disposable bottles.
- Team monitoring and supervision to ensure timely reporting/informing of water leakages in the campus to the concerned authorities to expedite necessary action.
- Ensuring waste water management by creating practices of utilizing water discharged from RO for water coolers during summers.

4) Waste Management

- Coordinate with cleanliness staff, canteen staff and lab staff to collect raw organic waste to make compost through Aerobins. Further, utilize this manure in planters and organic farming in the college.
- Coordinate with lab staff and administration staff for reuse of discharged waste water from RO for cleaning purposes or for filling up the cooler tank during summers.
- Conduct awareness campaigns among students and faculty members to reduce their plastic footprint and load of plastic waste on landfills
- Conduct awareness programs on reduction of use of single use plastic and promote. usage of cloth folders in the various departments of the college to avoid use of plastic
- Follow up with the Amenities committee for reduction of the use of any form of plastic in the college canteen
- Conducting webinars on waste management.
- Follow up with the Department of Microbiology and Biochemistry, for proper collection, transportation, treatment and disposal of biomedical waste and renewal of biowaste management contract with authorized agencies.
- Follow up with the Administration Department, AO and caretaker for time-to-time monitoring of the accumulated e-waste in college.
- Coordinate procurement of buying bins for e-waste items.



Geeta J. Kumar