

Janata Shikshan Mandal's
Smt. Indirabai G. Kulkarni Arts College, J. B. Sawant Science College and
Sau. Janakibai D. Kunte Commerce College, Alibag – Raigad

Academic Year 2023-24

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college is committed to provide required and sufficient infrastructural facilities for the smooth conduct of curricular, co-curricular and extracurricular activities on campus. The college administration has been very keen and has made concerted efforts for creation, enhancement and maintenance of infrastructure during the year to keep pace with the academic growth of the college and challenges set ahead of higher education. Some of the features of the policy adopted by the college for infrastructural development are as follows:

- To collect reports on infrastructural needs from all HODs, Chairman of support services like Library, Gymkhana, NSS, NCC, WDC, and Marathi Bhasha Mandal & Placement Cell.
- To construct building and maintenance committee to look after infrastructural development and monitor the same through CDC and IQAC.
- To make planning for short and long term infrastructural requirements and adhere with the same for effective execution.
- To create/enhance infrastructure on priority basis to support the institutional goal of imparting quality education and promote teaching learning environment.
- Allocation of maximum resources for infrastructural development.
- Optimum utilization of the existing infrastructure for curricular, co-curricular and extracurricular activities.
- Raising funds from alumni, well-wisher and other stakeholders.

The college utilize the infrastructure by systematic planning and effective execution of academic, curricular, co-curricular and extracurricular activities, classroom, laboratories, administrative office, library and sport along with sports equipment are judiciously utilize considering the yearly calendar of events and class and activity-wise strength of the students.

The college is of multi-faculty and impart education in **13** UG and **05** PG programmes, **02** research programmes, **08** skills based short-term courses and Major extension activities like NSS, NCC, DLLE, Sport, Cultural, WDC, etc. which is evidence of optimum utilization of the

Available infrastructure. It is run in shift from 7.30 a.m. to 6.00 p.m. All UG Level programmes of Arts and Commerce are held in morning session whereas all UG level programmes of Science and PG level classes conducted in afternoon session. Furthermore, all infrastructural facilities are made available for extracurricular activities like NSS, NCC, DLLE and the other on the working days and holidays, Auditorium and Conference halls are used for the organization of workshop/seminars/conferences, different functions meetings and, etc.



Ssp am
Principal
Smt. Indirabai G. Kulkarni Arts,
J. B. Sawant Science and
Dr. Janakbai Dhondo Kurta Commerce
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Index No. : J/17.07.008

Principal : Dr. Anil K. Patil (M.Sc., Ph.D.)

President : Adv. Gautam P. Patil

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Ref. No.

Date : 21/06/2022

Green Campus Policy

A **Green Campus** is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus.

Pre-ambule:

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind. There are six main criteria of UI Green Metric World University Ranking, which includes environmental setting and infrastructure, energy and climate change, waste, water, transportation and education.

Aims and objectives:

- The college is striving to develop its institution on a self – sustainable basis in the areas of power, water and cleanliness.
- The faculty, staff and students have to contribute collectively to develop an eco – friendly sustainable campus and disseminate the concept of eco – friendly culture to the nearby community and wherever possible.
- Awareness creations about environmental issues among students and employees including climate change.
- Measure and reduce environmental emissions/ footprints In pursuing our program of improved environmental performance, we thrive upon following major areas:

Waste Management

- To increase the green cover in and around the campus.
- To adopt methods for waste segregation
- Take appropriate actions to reduce or recycle municipal waste inside the campus.
- To manage, collect and dispose e-waste appropriately
- To reduce hazardous waste and its management
- Actions taken to reduce consumption of plastic in the campus.
- To encourage paperless work culture and recycling/ reuse of paper.
- Display waste management instructions/alerts at prominent/relevant locations in the campus.



Water Management

- Adopting following measures in campus to reduce water consumption of Grey water in flushes o Rain water harvesting o Change of taps which are either more water efficient or sensor based taps o Use of recycled water for watering plants, trees etc

- Display water management instructions/alerts at prominent/relevant locations in the campus.

Climate Change

- Suitable action taken to reduce green house gas emissions due to energy consumption o use of energy efficient lamps/sensor based lamps where ever possible like corridors, toilets etc. o use of energy efficient equipments in laboratories/ classrooms/ canteen, this can range from air – conditioners, refrigerators, condensers etc.

- Monitoring the entry of vehicles in the college in terms of their fuel efficiency/ hybrid/ battery operated vehicles.

- Promoting the use of public transport.

- To establish a system for preparing college emissions/environmental inventory.

- Creating awareness by organizing seminars, debates, activities related to climate change, environmental protection, and environmental issues.

- Promoting some projects/experiments in the education system as part of regular curriculum which is related to environmental aspects.

- Actions taken to reduce Greenhouse Gas (GHG) emissions.

- To encourage the concept of green brigade so as to maximize the students involvement. We intend to pursue a programme of continuous improvement in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

Policy Document on the Green Campus Green Campus:

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind.

Objectives of the Go Green Programme:

The first step of the Go Green Programme involves establishing a viable Green-Campus Committee, within the organizational structure of the Institute. Hence, to give this initiative more clarity and authenticity, we now roll out a POLICYDOCUMENT spelling out the strategies, plans and other allied tasks to make this Program functional officially. We believe that greening the campus is all about sweeping away wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program. The administration of the Institute believes that everyone has to work out the time bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. Every individual of J.S.M.Campus will work, may he/she be a student, faculty and support staff to foster a culture of self-sustainability and make the entire campus environmental friendly. The Green Campus Initiatives (GCI) will enable the institution to develop the campus as a living laboratory for innovation.

Role of the Go- Green Campus Programme: The impetus for a successful Green Campus must begin at the top and emanate throughout the rest of the campus. Without a strong message of commitment and involvement from both the Chairperson and Members of the Committee, well-intentioned initiatives may be too fragmented to allow for Institute-wide participation. Thus in view of this, the committee will plan and execute to:



1. Seek views of all the Stakeholders to make the Go Green Campus initiative functional throughout the year.
2. Conduct the Campus' environmental impacts to identify the targets for improvements.
3. Establish a Green Campus Environmental Ethic Awareness campaigns. A
4. Set forth a Green Campus Mission and a Statement of Principles. Green Campus is a Cleaner, Safer and Healthier Place to Live and Work.
5. Link Green-Campus activities to Academics in the Institute.
6. Organize Awareness Programs for the students, faculty and society.
7. Chart out a yearly planner for the Institute, local community and Stakeholders.
8. Develop a strategic plan and create student teams to carry out specific tasks of the strategic plan. For instance, a plan to save energy at the institute level with time bound plan to install Solar Power Station mandatorily either at the top of Institute building or in open field. This will enable the institute to have 24 x7 power supply.
9. Phase out the CFL and conventional light source such as bulbs and tube lights, halogen and mercury street/campus lights and get them replace by the LEDs.
10. Conduct an Annual Green, Environment and Energy Audit.
11. Purchase only Energy Efficient Computers viz: "ENERGYSTAR" or any other equivalent.
12. Establish public/private partnerships with personnel from federal, state, and local environmental agencies, utilities, and the business community.
13. Evaluate daily operations in terms of pollution prevention, waste stream management, and energy efficiency reducing, reusing, recycling, and repairing wherever possible.
14. Secure a commitment up front from the people in charge that well-founded recommendations will be acted upon once audits are completed. C. Promotion of "Save Energy Tips" in and outside the Institute:

- Activate power management features on your computer and monitor so that it will go into a low power "sleep" mode when you are not working on it.
- Turn off your monitor when you leave your Table.
- Activate power management features on your laser printer.
- Whenever possible, shut down rather than logging off.
- Turn off unnecessary lights and use daylight instead.
- Avoid the use of decorative lighting.
- Use LED or compact fluorescent bulbs.
- Keep lights off in conference rooms, classrooms, lecture halls when they are not in use.
- Use the fans, only when they are needed.
- Unplug appliances not plugged into power strips (like TVs, Refrigerators, ACs, tea/coffeepots, printers, faxes and chargers etc.) D.

Wastewater Management/ Rainwater harvesting:

The Institute has to work in the direction of wastewater management particularly in student's hostels. Water flow restrictors on bathroom faucets and showers, low water flow toilets and automated urinal flushers should be used to cut down campus water use. The Institute will take all necessary measures to implement waste water management /rain water harvesting.

Major Green Campus Initiatives: (2)

- Installation of Solar Power Station
- Wastewater Management/ Rainwater harvesting
- Development of Sewage Water Treatment Plant
- Use of Micro-scale techniques
- Sensor based energy conservation
- Displayed poster on E-waste Management
- Maintenance of water bodies and distribution system in the campus




- MIS to make paperless administration
- Plastic free Campus
- Tree Plantation Drive
- Cleanliness Drive
- Landscaping and gardens
- Use of LEDs only
- Digital Library/ E-Learning Centre
- Organization of sensitization programmes for the stakeholders
- Establishment of Enviro-Club
- Green, Environment and Energy Audit conducted
- Restricted entry of automobiles
- No Vehicle Day observed The Institute would make all the necessary efforts to involve the students, faculty and staff in "Green Campus Initiatives" by designating the volunteers of Enviro Club, NSS & NCC cadets, printing T-shirts/ Caps with green campus initiative slogan specially designed for the purpose.


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ENVIRONMENT POLICY OF THE COLLEGE

- To create awareness among teachers, students and society about environment and its conservation.
- To keep campus pollution free by displaying various signing board in the campus.
- To maximise the use of ICT and minimise the use of paper which will help us to move towards Paperless office.
- Placing dustbins at various parts of the campus in order to keep our campus clean.
- To protect the flora and fauna of the campus.
- To practice 'No Vehicle Day' in the campus to control environmental pollution.
- To use solar energy in the campus by installing Solar panel.
- To install Rain water harvesting unit in the campus.
- Solid waste management through vermicompost.
- To undergo Green Audit every year.

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Policy for Infrastructure Maintenance

(Academic Infrastructure and IT Infrastructure)

The college has a sufficient number of classrooms (34) which are very well ventilated with spacious seating arrangements. In many of these classrooms, conventional as well as advanced teaching aids can be used.

The Tutorial building houses Philosophy, English, Marathi, Hindi, and Commerce and BMS departments and classrooms. All science departments have separate buildings and laboratories. All laboratories have required apparatus and instruments. Campus also has one conference hall and one auditorium with all facilities like projector and Wi-Fi connection. Botany and Zoology Departments have museums with a rich collection of specimens and scientific models. College also has separate office for IQAC, NSS office and N.C.C. building, Cultural room, WDC office, Canteen and Alumni association office etc.




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LIBRARY UTILIZATION AND MAINTENANCE POLICY

Procedure for Utilization:

- The JSM College Library is serving more than 80 thousand resources in print as well as e-resources and well equipped to cater the need of 2500+ students and 150+ staff members.
- The JSM College Library is open on all working days between 8.00 a.m. to 5.30 p.m.
- Books in the Library are classified according to Colon Classification system; which is an Indian innovation, a rarity today.
- The JSM College Library is using the SOUL 2.0 library management software for its housekeeping operations.
- To save the time of the reader, Automated Circulation of books is done using barcode technology.
- The users can search availability of Library books and other reading material with the help of Web OPAC (Online Public Access Catalogue).
- The JSM College Library has access to 200000+ E-books and 6000+ E-journals through N-LIST consortium.
- The resources and services provided by the library are made available on library website as well as on android mobile app.
- Library is divided into section wise in order to using the resources and services of the Library like reading section, book issuing section, periodical section, reference section and digital library section.
- Library books are normally issued only for 7 days and the borrowing period can be increased by renewal if the book is not in demand.
- A separate reading hall with seating capacity of 75 students which remain open for reading and access of internet.
- Book Bank Facility available, where the books issued to the backward class students as well as economically backward students at the starting of academic semester and return the book at the end of academic semester.

Procedure for Maintenance:

- Users of the JSM College Library shall be bound by the policies and procedures of the Library and of JSM College more generally. Additional procedures and guidelines may be implemented by the Library to govern specific services and facilities, including the definition of specific borrowing privileges, lending procedures, and archival practices. These policies and procedures may be enforced by levying fines, suspending privileges and other sanctions as specified by the Library from time to time.



- Library users must at all times respect the need to maintain a quiet atmosphere conducive to independent study and research. Any user who exhibits behaviour that is disruptive to other users may have their library privileges revoked, and/or be immediately evicted from the Library and subject to review and the possible imposition of sanctions under the appropriate disciplinary policy or regulation (e.g. Student Conduct).
- It is essential that each acquired document in the library should be kept physically fit for use by the user as well as by the Library staff.
- Document maintenance includes shelving, dusting and cleaning, shifting and rearrangement, shelf rectification, stock verification, binding, preservation, care and weeding out of documents is done.
- The process for renewals subscription to the printed & e-Journal and other e-resources begins at least three months in advance so that the subscription for Journals and e-resources is continued without any discontinuation in issues.
- The addition and withdrawal of Books, Journals and other resources for the next calendar year is done through recommendation from the Head of the concerned Departments.
- The process for purchase of books begins after receiving of the recommendations from the departments and approval of the competent authority through Chairman of the Library Committee.
- Arrangement of all documents should be according to the classification scheme and shelved with clear labelling and numbering systems for the easy access and to save the time of the users.
- Library maintains the Accession Register, Periodical Record Register, Fine Register, Online Gate Entry Register, Withdrawal Register, No Dues Clearance register, Old Question Papers, News Paper Clippings file etc. as required from time to time.



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Policy for Sports

Sports include both indoor and outdoor games. Gymkhana takes care of players but also has sole responsibility of maintaining the play grounds and sports facilities in good condition. Gymkhana takes special care for the holistic development of students which looks after their physical as well as mental wellbeing. It also celebrates all the international days related to sports and physical education like yoga day for students as well as for teachers and -staff. Keeping in view the fact 'a fitter nation is a better performer'; the gymkhana takes ample care in promotion of various sports and games and encourages student's participation at various levels. The college strives to achieve medals and success at national and international level for their sports persons.

Academic concessions will be given to students participating in sports. The academic concessions would range from attendance of the student, rescheduling of Internal Assessment Examinations, separate academic coaching for the student and conduct of practical. These concessions would be allowed, only after following the procedure and final approval from the Principal.

Annual sports day will be organized by college during annual social gathering. The College will felicitate students and their coaches for their outstanding performance in sports.




Principal