



7.1.6: Institution is committed to encourage green practices that include

Circulars and relevant policy papers for the claims made



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RAMAKRISHNA MISSION SIKSHANAMANDIRA

(A NCTE recognized Govt. Aided (WB) Autonomous Post-Graduate College under University of Calcutta)
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Belur Math, Howrah - 711 202, West Bengal

Circular

Circular No: 2/2022-23

Ref: RKMSM/139/Institutional Policies/2022-23

Sub: Encouraging a Transition towards a Paperless Office at Ramakrishna Mission Sikshanamandira

On August 4, 2022, Sikshanamandira commemorated its 64th Foundation Day. Starting this year, in addition to our annual sapling distribution drive, we have initiated steps to progressively diminish our dependence on paper-based procedures, recognizing that it's a vital means to conserve trees. Shifting toward a paperless office not only enhances efficiency but also underscores our shared responsibility in reducing our environmental footprint. With this in mind, we urge all departments and individuals within Sikshanamandira to actively participate in this movement towards a paperless work environment.

Here are some practical steps we encourage everyone to take:

1. **Digital Documentation:** Embrace the use of e-documents instead of printed materials. Encourage staff to create, share, and store documents electronically, utilising platforms such as Google Drive or institution's own file transfer system (T Drive or Transfer Drive).
2. **Email / Google Workspace Communication:** Promote the use of email / Google space as the primary mode of communication for official correspondence. Encourage staff of Sikshanamandira to send e-memos, reports, and announcements, reducing the need for physical paper-based communication. For this purpose every staff member will be issued with an institutional email.
3. **Electronic Signatures:** Embrace the use of e-signature tools to streamline approval processes. This eliminates the need for printing, signing, scanning, and storing physical documents.
4. **Online Collaborative Tools:** Utilise online platforms and tools that allow for seamless collaboration among team members, such as Google Docs, reducing the need for printed meeting notes or physical handouts.
5. **Digital Archiving:** Implement a robust digital archiving system to store and retrieve important documents and records. This ensures that historical data and files are easily accessible without the need for physical storage space or excessive paper usage.
6. **Paper Reduction Policies:** Encourage staff to print only when necessary and adopt double-sided printing as a default setting.

We kindly request your support in disseminating this circular and encouraging the adoption of these paperless practices within your respective departments or areas of influence. Together, we can foster a culture of sustainability, embrace technological advancements, and demonstrate our commitment to responsible resource management in Ramakrishna Mission Sikshanamandira.

Thank you for your cooperation and dedication to this important cause.

Date: 4th August 2022



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“Education is the manifestation of the perfection already in man.”

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Sub: Move towards plastic free college campus in Ramakrishna Mission Sikshanamandira

Plastic pollution has become a global crisis, adversely impacting our ecosystems, marine life, and human health. Recognizing the significance of this issue, and in compliance with the Govt. of India's enforcement of ban on single use plastic from 01.07.2022, we are initiating a campaign to foster a plastic-less environment within our academic institution.

We urge all members of the institution, including students, faculty, staff, and administration, to actively participate in this endeavour. By reducing our consumption of single-use plastics, we can significantly minimise waste generation and mitigate the harmful effects associated with their disposal. Together, we can pave the way for a cleaner, healthier, and more sustainable environment.

Here are some actionable steps we encourage everyone to take:

1. Say "No" to Single-Use Plastics: Let's strive to eliminate the use of single-use plastic items such as plastic bottles, cutlery, straws, and bags. Instead, we encourage the use of reusable alternatives like refillable water bottles, stainless steel cutlery sets, and cloth bags.
2. Bring Your Own (BYO): Encourage individuals to bring their own containers for food and beverages, reducing the need for disposable packaging. Students are to bring their own plates and utensils to Hostel Cafeteria for dining.
3. Proper Waste Segregation: Implement an effective waste segregation system across the institution, emphasising the separation of plastics for recycling. The college has installed different bins for this purpose.
4. Campus-wide Awareness Campaigns: The college will continue to educate students in the introductory classes in the beginning of new academic years about the detrimental impacts of plastic pollution and the importance of adopting eco-friendly alternatives.

We kindly request your support in disseminating this circular and encouraging active participation from your respective departments or areas of influence. Together, we can foster a culture of sustainability and lead by example in creating a plastic-less environment.

Let us all make a conscious commitment to reduce our plastic footprint, inspire others through our actions, and leave a lasting legacy for the generations to come.

Thank you for your cooperation and dedication to this important cause.

Date: 4th July 2022



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Circular

Circular No: 2/2021-22

Ref: RKMSM/139/Institutional Policies/2021-22

Sub: Promoting Green Mobility: Embracing Bicycles and E-Vehicles

In our continued efforts to champion environmentally friendly practices, we are thrilled to reaffirm our commitment to fostering sustainable transportation options within the premises of Ramakrishna Mission Sikshanamandira. Our aim is to contribute to a greener future by encouraging the use of bicycles and e-vehicles, thereby reducing our carbon footprint and promoting a healthier lifestyle.

We take pride in highlighting the following practices that are already in place:

Extensive Use of E-Scooters and Cycles: Our institution has embraced the usage of e-scooters and bicycles extensively across the campus. The institution itself owns an e-scooter for commuting purposes over short distances. This not only exemplifies our dedication to green mobility but also sets a positive example for the entire community.

Exclusive Bicycle Use by Monastic Members: The monastic members of our community have wholeheartedly adopted the use of bicycles for their transportation needs. This noble initiative not only reduces emissions but also embodies a spiritual connection with nature.

Multiple Cycle Stands: To further encourage the use of bicycles, we have established multiple cycle stands strategically located around the campus. These stands provide convenient and secure parking spaces for bicycles and e-vehicles, making it easier for everyone to adopt these eco-friendly modes of transport.

In this regard, we kindly urge all staff, faculty, and students to actively participate in this movement towards greener mobility options. Here are a few steps we encourage everyone to take:

1. **Choose Bicycles and E-Vehicles:** Whenever feasible, opt for bicycles or e-vehicles for short commutes within the campus. This small shift can collectively lead to significant reductions in carbon emissions as well as a healthy lifestyle.
2. **Support Infrastructure:** Utilise the cycle stands that have been thoughtfully placed across the campus. These stands are designed to accommodate a variety of bicycles and e-vehicles.
3. **Spread Awareness:** Encourage your peers and colleagues to embrace this initiative and help raise awareness about the positive impact of green mobility practices.

By adopting these practices, we not only contribute to the betterment of our environment but also create a healthier and more vibrant community. Thank you for your dedication to promoting sustainable practices within Ramakrishna Mission Sikshanamandira.

Date: 3rd June 2022



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Sub: Creating Pedestrian-Friendly Roads on Campus

Greetings to all members of Ramakrishna Mission Sikshanamandira,

As we continue to strive for a greener and more sustainable environment within our institution, we are excited to address an important aspect that aligns with our commitment to green practices. We believe that fostering pedestrian-friendly roads on our campus not only enhances safety but also contributes to our shared responsibility for ecological well-being.

In our pursuit to create pedestrian-friendly roads within our campus, we encourage everyone to consider the following initiatives:

1. **Traffic Calming Measures:** Sikshanamandira implemented signages to ensure that vehicles and pedestrians can safely navigate the campus. We encourage the use of the designated parking spaces established by the institution instead of parking vehicles on the roads.
2. **Green Landscaping:** Sikshanamandira incorporated greenery and landscaping along the pathways to enhance the aesthetic appeal and provide a pleasant walking experience. Stakeholders should keep the roadways clean and congestion free.
3. **Awareness and Education:** Spread awareness and advocate responsible behaviours to all members of the community about the importance of pedestrian safety and courtesy.
4. **Spread Awareness:** Educate others about the benefits of pedestrian-friendly roads and how they contribute to our commitment to green practices. Emphasise the importance of limiting speed within the Campus
5. **Report Concerns:** Promptly report any safety concerns or suggestions for improvement to the designated authorities.

By working together to create pedestrian-friendly roads, we are taking a significant step toward promoting a safer and more environmentally-conscious campus environment. We urge you to embrace this initiative and collaborate with your colleagues to ensure its success. Let's join hands to make our institution a shining example of sustainability and responsible living.

Thank you for your unwavering dedication to the betterment of Ramakrishna Mission Sikshanamandira.

Date: 3rd May 2022



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