No.11/Adm/2016-17   Date: 12th July 2016

CIRCULAR

As part of implementing Green Policy, all the B.C.M family members are expected to follow the following instructions strictly inside the campus.

- All the decorations are recommended to be done with reusable materials and eco-friendly materials' to avoid plastic and other waste.
- The use of plastic covers are strictly prohibited inside the campus.
- Plastic gifts and its exchange during celebrations are banned inside the campus.
- The use of stainless steel water bottles is recommended over plastic bottles.
- Reduce the wrappers of toffees by substituting it with distribution of other sweet food items.
- Steel tiffin boxes are encouraged inside the campus.
- E-wastes are to be managed, collected and disposed appropriately as per the MOU
- Burning of wastes are completely banned inside the campus.
- Papers are to be collected and given for recycling/ reuse of paper.
- The use of tissue papers has to be reduced.
- Leakage of water taps if noticed any, have to be noted down immediately in the register at the office.
- All the departments are expected to take care of the pots and plants near to their department.
- All are expected to turn off the monitor whenever leaving their table.
- Unnecessary lights and fans are to be turned off.
- All the members of the campus should avoid the use of decorative lighting.
- Electronic devices and systems in the departments and labs in the campus should be unplugged when leaving the room.
- All the teachers should encourage the digital submissions of the assignments in their departments.
- Banners, brochures for different programmes are only digital inside the campus.

Sheena La

Principal

Copy to:

1. All Notice Boards

2. All Department Heads /IQAC

3. File

Principal
Bishop Chulaparambil Memorial College
Kottayam