



**BON SECOURS COLLEGE FOR  
WOMEN, THANJAVUR**

**WASTE MANAGEMENT  
POLICY**

**BON-HE-RE  
[HEAL THE EARTH-REWIND THE EARTH]**



**3R: Reduce ; Reuse ; Recycle**





## WASTE MANAGEMENT POLICY

This policy pertains to the management of various types of generated wastes as defined below.

### Objectives:

To minimize waste generation at source, reuse, recycle and disposal of waste in a cost effective approaches.

To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of waste management.

### Definitions

- a. Universal waste: on a daily basis, items that are widely generated in the environment such as litters, grass clippings, furniture, clothing, bottles, food wastes, newspapers, wood, cardboard, grey water, batteries, lamps, bottles etc.,
- b. Specially regulated waste: Laboratory waste that are subjected to specific regulations such as acids, biological wastes, infectious wastes, chemicals, solvents and nutrient media etc.
- c. Electronic waste or e-waste: electronic materials or appliances that are at the end of their useful life includes personal computers, laptops, monitors, televisions, keyboards, printers, telephones, typewriters, calculators, copiers, fax machines and audio equipment and refrigeration units (freezers, refrigerators and air conditioners).



## **Audience:**

All members of the institution consist of students, faculty, staff, researchers, visitors, contractors and vendors.

## **Policy Implementation**

**Solid Waste Management:** The College pays dedicated focus to see that minimal waste is generated in the campus.

- Solid waste is segregated as degradable and non-degradable and follows acceptable methods of handling, storing, recycling and disposing of wastes.
- All Departments and classrooms are provided with dustbins for dry wastage disposal.
- Segregation of waste into dry and wet waste from the separately allotted dustbins is done in strategic locations, thus maintaining the Campus clean and Eco- friendly. Sanitary disposal machines are placed in sanitary blocks.
- The College has started vermicomposting practice during 2010 and produce vermicompost and used as manure.
- The main benefits of this process are to reduce the waste in the environment and also it works as a cost saving measure.
- The main objective of this culture is to understand the benefits of composting and organic farming.
- Litters are treated and converted into vermicompost in the pits. Food leftovers and vegetables are converted into biogas in the hostel
- The institution undertakes practices that reflect a complete approach to conserving resources, reducing and managing waste.



- Waste prevention, reuse, recycling and composting are prioritized over landfill disposal.
- In order to minimize environmental footprint, provide guidance to the institution for reducing and recycling waste, promote adherence to environmental law, this policy establishes a sustainable, waste management program that communicates acceptable methods of handling, storing, recycling and disposing of materials.

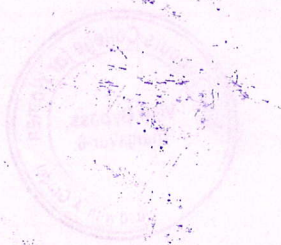
**Liquid Waste Management:** The institution realizes that water is the most precious element for the preservation of life. Hence it makes the students to aware of conserving water is equivalent to conserving their future. Grey water recycling plant is operated and the recycled water is used for irrigation. In house - plumbers attend promptly to fix leakages and wastage of water.

**Maintenance of Water Bodies:** The institution functions with the help of ground water. The institution has a good storage of ground water, drinking water and water for cleaning purpose. 50000 liters capacity underground tank is exclusively set for Fire-Safety and it gets filled with rain water. And for drinking purpose, the Institution has R.O purifier, which purifies and separates drinking water and waste water. That waste water is used for cleaning purpose. The College has rain water harvesting pits, which function efficiently during rainy season.

It is functioning with a common catchment point to collect the rain water and an open pond which have been used for irrigation. Waste water management was reinforced through the layer of *Canna indica* for Root Zone treatment.

It is made mandatory to clean and disinfect water holding tanks at least monthly once or more often, if required.

**Water Conservation and Management:** The institution has installed rainwater harvesting mechanism. The rainwater is accumulated and deposited for reuse. The water collected is directed to a deep pit of bore-well for later use. Even the ground water is directed towards the plants. In spite of having maximum number of



students, the institution does not face any water crisis even in the summer time. Although rainwater harvesting is gaining popularity as a sustainable water saving system in urban as well as rural areas, estimating required storage area for water remains an important design challenge and so our college has designed an effective plan with multiple pits and collection canal which we collect rain water for storage.

### **E-waste management:**

The college adopts eco-friendly e-waste disposal mechanisms such as AMC is maintained to periodically, review the effective functioning of CPU's and Monitors and expert recommendations are followed to dispose the same in the market.

All Electronic waste CPU's, Hard disks, Laboratory Equipment scrap is sent periodically to the market for sale. Outmoded workable computers, printers and other equipment discarded by departments are sold as scrap.

The cartridges of printers are refilled outside the college campus. UPS Batteries are recharged and repaired by the suppliers . Suitable budget is allocated to upgrade the system,

The institution acknowledges the need for proper e-waste handling and disposal.

1. Institution endeavors to ensure environmental conservation and protection from the effects of e-waste.
2. The institution recognizes: a. the need to dispose e-waste in manner that is safe and sound with respect to its staff, students, and Institutional operations.
3. The need to establish clear guidelines on e-waste management.

E-Waste Management team will pick up e-waste items from the Department or section based on recommendation of System Manager and his team. Items must be categorized for recycling purpose or donation purpose as per the recommendation of advisory committee.

E-waste management team is responsible for record keeping and certification of disposal for all e-waste as per recommendation of advisory committee. E-Waste



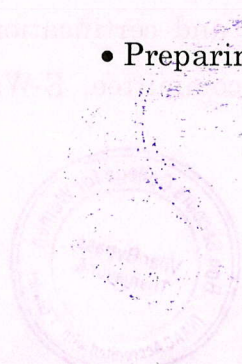
management team is responsible for adhering to this policy and will ensure that their subordinates adhere to this policy. Any employee of E-waste management team who fails to comply with this policy may be subject to disciplinary action for noncompliance with the institution policies.

### **Green Environment & Clean Campus:**

- The students are given strict instructions to maintain the campus clean and it is reflected in their handbooks.
- Several Quotes related to the importance of clean and green environment are displayed on the campus.
- A gardener and full time adequate support staff are appointed for the maintenance of litter free clean and Green Campus.
- The Institution's goal is to achieve 90 percent waste diversion by managing products, services and processes to systematically reduce and eventually eliminate the volume of waste and materials, as well as conserve and recover all resources without burning or burying to facilitate reduction of greenhouse gas emissions associated with waste.
- The institution has also started workgroups for effective practices by Environment Secretaries at institution and department level.
- The Institution promotes sustainable consumption blueprint among staff, students and visitors.
- The Institution supports 4R principles in the order of Reduce, Reuse, Recycle and Refuse and provides suitable waste segregation, collection and guidance for the disposal to lead to a healthier living.

Waste is dealt with the priority order of:

- Prevention
- Preparing for re-use



- Recycling
- Other recovery (for example, energy recovery)
- Disposal

The institution has a provision to constitute an e-waste advisory committee under the chairmanship of the Principal with the following members to implement the policy.

**Chairman:** Principal and Members: i) Deans ii) Finance officer iii) System Manager, hardware engineer, iv) Technical Members Related to ICT and computer laboratories (Nominated by the Principal).

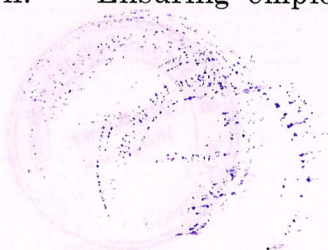
The institution encourages all the stakeholders to improve the habit of waste management and recycling practices by appropriate segregation of waste through suitable procedures.

The institution strives to promote water conservation and efficient use through the implementation of sustainable development goal 'Clean Water and Sanitation' towards Education and training in life skills to promote hygienic behaviour and for sustainable use of water resources.

The institution minimizes the consumption of water and enhances ground water level by establishing Campus Catchment Area and Rain water harvesting pits in the campus. Students and staff are encouraged to report leaks, faulty taps and water distribution system in the campus and take measures to rectify them promptly. The institution utilizes rainfall directly with a campus catchment area through well laid channel and open well.

A. Department is responsible for

- Reviewing operations to determine where waste can be reduced at its sources of generation;
- Ensuring employees have access to waste containers



B. Faculty, staff, students and vendor personnel are responsible for

- i. Separating defined waste types and placing identified waste materials in the appropriate containers;
- ii. Handling specially-regulated or hazardous wastes only by the respective department and committee.

C. Office of procurement and payment services is responsible for

- i. Prioritizing procurement of goods and services that have a less negative effect on health and the environment;
- ii. Promoting the purchase of durable and environmentally preferable products;
- iii. Establishing contracts with vendors when necessary to responsibly handle institution generated waste

D. Office of facilities management is responsible for:

- i. Establishing policies for the management of construction and demolition and executing construction and demolition contracts that include disposal and reuse of debris.
- ii. Maintaining the relevant records
- iii. Managing collection areas for the drop-off of institution waste in each building;
- iv. Providing standard trash containers

E. Office for Research Safety is responsible for,

- i. Maintaining up-to-date procedures and training on proper disposal of hazardous, radioactive, biological and potential infectious wastes generated in teaching or research laboratories;





- ii. Providing approved containers for the disposal of hazardous, radioactive, biological and potential infectious wastes generated in teaching or research laboratories;
- iii. Managing contracts for disposal of all hazardous wastes and emergency services

### **Review Policy**

The policy shall be reviewed every five years or earlier, as need arises.

*S. Caroline*  
5/5/2021

Principal,

Bon Secours College for Women

Vilar Bypass, Thanjavur - 613 006.



ii. Providing approved containers for the disposal of hazardous  
infective biological and potential infectious waste generated in  
teaching or research laboratories;

iii. Minimizing contacts for disposal of all hazardous wastes and  
emergency services;

### Review Policy

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*[Signature]*  
Director  
Non-Security College for Women  
[NAAC Accredited with A Grade]  
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