



Dated: 20-08-2019

## POLICY OF PAPERLESS OFFICE

A paperless office reduces the amount of paper used at work by implementing digital alternatives. A lot of executives choose to go paperless in order to reduce costs or boost worker output. You should think about spearheading the shift to a paperless workplace if you are in an executive or managerial position. An office that depends mostly on digital documents and few paper-based operations is known as a paperless office. Given that many offices and departments are unable to fully do away with paper files due to process or compliance requirements, some firms prefer the phrase "paper-light."

### **1. Saving Time Spent on Locating and Retrieving Physical Files.**

Digital documents can be easily organized and indexed, which makes finding the files you need much faster with search capabilities. As documents become more accessible, the time taken to retrieve files is significantly cut down so your team can be more productive and focus on other high-value tasks.

### **2. Promoting Collaboration among Team Members.**

Staff are able to share files digitally without printing and view updated and past versions of documents. This minimizes the steps and optimizes the workflow when working together on documents.

### **3. Improving Security of Information.**

Access rights can be assigned and revoked according to user level and document type. With granular security settings, confidential and sensitive information can be tracked and protected against misuse and unauthorized changes. This also reduces the risk of loss and theft.

### **4. Saving Costs Spent on Printing And Storing Documents.**

Eliminating the majority of paperwork helps you save money spent on paper and filing cabinets, as well as other costs like photocopier ink and office stationery.

### **5. Conserving funds** Your College will probably save money on numerous paper-related expenses when it adopts paperless choices. You could save money, for instance, in the following areas:

- **Storage expenses:** Digital files usually don't need any real estate. Your business may choose to use the money saved on less-essential purchases like file cabinets and folders toward higher-priority needs.
- **Printing costs:** Since your staff will be using fewer paper and ink as a result of the switch to digital, these expenses may go down. The overall cost of office printing may go down if the majority of files and documents are digital.
- **Costs of operations:** Because they have access to vital firm data, paperless offices may have more efficient workflows that help save time and money.
- **Data recovery costs:** If you have backup plans in place, recovering lost data is usually not too expensive. Additionally, this procedure may

**6. Promoting Environmental Sustainability** Your business may cut waste and protect the environment if it uses less or no paper in the office. The office may produce less trash and use fewer natural resources because the College won't be utilizing or discarding as much paper. One environmentally friendly activity that a workplace might use to benefit the environment is digitizing the office.

  
Principal  
B. M. Teacher's Training College  
Motihari •

  
Secretary  
Bhuvan Malti  
Teachers' Training College



# Bhuvan Malti Teachers' Training College

(Affiliated to Aryabhata Knowledge University & Bihar School Examination Board, Patna)  
Vill- Basatpur Bada Tola, Po- Rupdih, Chhatauni Dhaka -Road , Motihari East Champaran Bihar-845401

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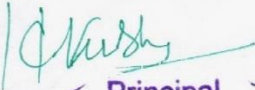
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## *Policy for Green Lending Campus*

A green audit is an official assessment of the environmental impact of a college. It assists in enhancing current procedures in an effort to lessen their detrimental consequences on the surroundings in question. Numerous organizations have implemented diverse strategies to protect the environment on campus, including encouraging energy conservation, garbage recycling, reducing water usage, and water harvesting. A green audit visualizes the documentation of all such actions by assessing the college's academic and managerial policies, infrastructure, and future goals. A green auditor will conduct a methodical, documented analysis of an organization's environmental impacts and generate an environmental audit report. A hygienic and atmosphere promotes efficient learning and offers a comfortable setting for studying. A college can utilize a green audit to find out where and how they are consuming the most water, energy, or other resources. From there, the institution can decide how to make adjustments and save money. Additionally, it can be utilized to ascertain the kind and amount of garbage that can be utilized in a recycling operation or to enhance a waste minimization strategy. It can raise people's awareness of their health as well as morals, ethics, and the environment. It offers personnel and Students have a greater awareness of campus green initiatives. Green auditing generates financial savings through decrease of resource use. It provides a chance for the growth of ownership, Individual and communal accountability for both educators and learners. Therefore, it is essential that the college assess how it has contributed to a sustainable future. The function of higher education institutions in regard to environmental sustainability is more relevant when environmental sustainability becomes a national priority. Initial management interviews were conducted as part of the audit process at Bhuvan Malti Teachers Training College, Motihari in order to clarify rules, procedures, documents for staff and student cooperation in the application of mitigating strategies. Employees and students received instruction on how to gather information for the green audit procedure. Interviews with staff and students, data gathering via a survey based on a questionnaire, record review, practice observation, and observable outcome tracking came next. In addition, the approach ensured that the management and staff are active participants in the green auditing process in the college. The baseline data prepared for the Bhuvan Malti Teachers Training College Motihari will be a useful tool for campus greening, resource management, planning of future

projects, and a document for implementation of sustainable development of the college. Existing data will allow the college to compare its programs and operations with those of peer institutions, identify areas in need of improvement, and prioritize the implementation of future projects. The green audit reports assist in the process of attaining an eco friendly approach to the sustainable development of the college. Hope that the results presented in the green auditing report will serve as a guide for educating the college community on the existing environment related practices and resource usage at the college as well as spawn new activities and innovative practices. We expect that the management will be committed to implement the green audit recommendations. We are happy to submit this green audit report to the authorities of the college to compare its programs and operations with those of peer institutions, identify areas in need of improvement, and prioritize the implementation of future projects. The green audit reports assist in the process of attaining an eco-friendly approach to the sustainable development of the college. Hope that the results presented in the green auditing report will serve as a guide for educating the college community on the existing environment-related practices and resource usage at the college as well as spawn new activities and innovative practices. We expect that the management will be committed to implementing the green audit recommendations. We are happy to submit this green audit report to the authorities of Bhuvan Malti Teachers Training College, Motihari.



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B. M. Teacher's Training College  
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**Principal**



Secretary  
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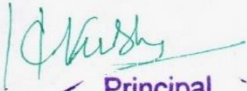
## Policy on Plastic free Campus

Both land and aquatic environments are plagued by plastic waste. All living forms are significantly concerned about the problems caused by plastic garbage that is exposed to the environment. The amount of plastic produced and accumulated in the environment is rising at an extraordinary rate as a result of careless use, insufficient recycling, and deposits in landfills. Without realizing it, we have all contributed to this issue and now is the time to take action to cut down on and completely eradicate plastic pollution.

The government has chosen to implement a plastic ban as a nationwide initiative to address the environmental risks posed by the careless use of plastic. Educational institutions must take the lead in this national effort.

The necessity for educational organisations should actively support the drive to outlaw the use of single use plastics. Therefore, it is becoming increasingly important for every citizen of our nation to not only "Say No to Plastics," but also to raise awareness within the community at large in order to stop this pollution and leave a clean, green environment for future generations. To attain plastic free campuses, Dhote Bandhu Science College in Gondia has implemented its own policies and practices in accordance with MHRD requirements.

- ❖ To carry out awareness drives and sensitizing workshops on the harmful impacts of single use plastics. .
- ❖ To ban usage of plastics in the institution's premises. .
- ❖ To incentivize students to be to carry out similar campaigns at community level.
- ❖ To provide water units to avoid the purchase and use of plastic water bottles.
- ❖ To inform about alternative solutions like cloth bags etc., to plastic bottles and other goods on campuses. .
- ❖ To conduct events on designing ecological and environment friendly goods to minimize the use of single use plastic.



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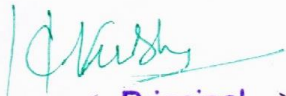
Dated-25/01/2019

## Policy for (Bicycle/E-Vehicle)

Our college Board of Governance develop a policy for bicycle / E-vehicle proper parking stand and promoting e-vehicle for pollution free campus.

Develop some policy measures are listed below:

1. We have an arrangement of bicycle stand.
2. All the students and teachers park their Vehicle at proper places.
3. Inside the Campus building main gate academic block prohibited Bicycle.
4. Inside the park all the students and teachers are restricted any vehicle.
5. At the Sports grounds prohibited park any vehicle.
6. Our college promotes E-vehicles for pollution free environment.
7. If any student / teacher want to purchase Electric vehicle collage BOG give 10,000/- Support as money.
8. For purchasing New-Bicycle college give a seed money Rs. 500.
9. All the Students and teachers are our supporting hand for the promotion to develop pollution free environment.

  
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