



Date: 15th June, 2022

Solid Waste Recycling Policy

Purpose: The purpose of this Solid Waste Recycling Policy is to establish guidelines and practices for the effective management and recycling of solid waste at the Institute of Engineering & Management (IEM), Kolkata. This policy aims to reduce waste generation, promote recycling, and support the institution's commitment to sustainability.

Scope: This policy applies to all faculty, staff, students, and visitors at IEM, Kolkata. It covers all solid waste generated on campus, including paper, plastics, metals, glass, and other recyclable materials.

Policy Objectives:

1. **Reduce Waste Generation:** Minimize the amount of solid waste produced on campus.
2. **Promote Recycling:** Increase the rate of recycling and proper disposal of recyclable materials.
3. **Support Sustainability:** Contribute to the institution's sustainability goals and reduce the environmental impact of waste.
4. **Educate and Engage:** Raise awareness and encourage participation in recycling efforts among the IEM community.

Guidelines:

1. Waste Segregation:

- Provide clearly labelled recycling bins in all campus facilities, including offices, classrooms, laboratories, and common areas.
- Ensure separate bins for different types of recyclables such as paper, plastics, metals, and glass.
- Train staff and students on proper waste segregation practices and the importance of separating recyclables from general waste.

2. Recycling Practices:

- Partner with local waste management companies to ensure the proper collection, sorting, and recycling of materials.
- Regularly review and update recycling procedures to improve efficiency and effectiveness.
- Encourage the use of recycled materials and products within campus operations and purchasing practices.

3. Waste Reduction Initiatives:

- Promote the use of reusable items such as water bottles, coffee mugs, and shopping bags to reduce single-use plastics.
- Implement digital alternatives to reduce paper usage, such as electronic communications and digital submissions.
- Organize waste reduction campaigns and events to engage the campus community in minimizing waste.

4. Facility Management:

- Ensure that recycling bins are regularly emptied and maintained to prevent overflow and contamination.
- Work with facilities management to improve waste handling and recycling infrastructure as needed.



5. Education and Awareness:

- Conduct workshops, seminars, and training sessions to educate the IEM community about recycling practices and the benefits of waste reduction.
- Use campus communications channels, such as newsletters and social media, to raise awareness and promote recycling initiatives.

6. Monitoring and Reporting:

- Track the amount of waste generated and recycled on campus to assess the effectiveness of the recycling program.
- Prepare and distribute periodic reports on recycling performance and progress toward waste reduction goals.

Responsibilities:

- **Recycling Coordinator:** Oversee the implementation and management of the recycling program, including coordination with waste management partners and tracking recycling metrics.
- **Facilities Management:** Maintain recycling infrastructure, ensure proper waste collection, and support recycling efforts.
- **Faculty and Staff:** Follow recycling guidelines, participate in waste reduction initiatives, and support campus sustainability efforts.
- **Students:** Adhere to recycling practices, engage in waste reduction campaigns, and contribute to the campus recycling program.

Review: This policy will be reviewed annually and updated as necessary to ensure its effectiveness and alignment with the institution's sustainability objectives.

Approval: This policy is approved by the administration of IEM, Kolkata, and is effective from 15th June, 2022.



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