



Everest Educational Society's Group of Institutions

College of Engineering & Technology

Ohar, Jatwada Road, Aurangabad – 431008, MS [India]

PAPER USAGE POLICY

1. Purpose:

- Everest College of Engineering & Technology (ECOE&T), Ohar, Aurangabad, is committed to promoting environmental sustainability and reducing its carbon footprint. This Paper Usage Policy outlines the guidelines and responsibilities for the responsible use of paper resources within the college premises. By adhering to this policy, ECOE&T aims to minimize paper wastage, conserve natural resources, and contribute to a greener environment.

2. Scope:

- This policy applies to all students, faculty, staff, and visitors at ECOE&T.

3. Guidelines:

3.1. Digital Documentation:

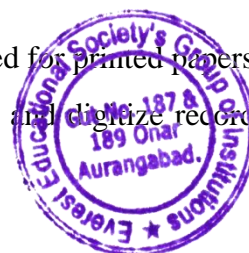
- Encourage the use of electronic documents and digital platforms for communication, assignments, and administrative purposes.
- Whenever possible, use emails, online portals, and electronic forms for communication and data submission.

3.2. Printing and Photocopying:

- Print or photocopy documents only when absolutely necessary.
- Utilize double-sided printing to reduce paper usage.
- Avoid unnecessary colour printing; use grayscale or black and white settings for regular documents.

3.3. Classroom and Office Practices:

- Faculty members are encouraged to distribute course materials electronically or use digital presentation methods whenever feasible.
- Use electronic methods for grading and feedback to minimize the need for printed papers.
- Offices and departments should implement paperless filing systems and digitize records when applicable.





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3.4. Responsible Consumption:

- Encourage students and staff to be mindful of their printing needs and avoid wasteful printing practices.
- Use scratch paper for note-taking and drafts before using new sheets.

3.5. Recycling and Disposal:

- Establish designated recycling bins for paper waste throughout the college premises.
- Ensure that paper products are disposed of in the appropriate recycling bins.

4. Compliance:

- All students, faculty, and staff are expected to comply with this Paper Usage Policy. Non-compliance may result in disciplinary action and may impact evaluations and performance assessments.

5. Review and Revision:

- This policy will be reviewed annually to assess its effectiveness and relevance. Any necessary revisions will be made to ensure alignment with the college's sustainability goals and objectives.

6. Contact Information:

- For questions or concerns regarding this Paper Usage Policy, please contact the College Administration.



Principal

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