



### 3R (REDUCE, REUSE, RECYCLE) PROGRAM POLICY

#### Program Vision

To transition SBBU SBA into a sustainable campus by systematically reducing resource consumption, extending the lifecycle of institutional resources, and ensuring great extent of diversion of recyclable materials from landfills.

#### Reduce

The main goal is to prevent waste from entering the campus ecosystem by minimizing sources.

**Paperless Campus Directive:** All internal communications, student assignments, and faculty notices must be migrated to the Learning Management System (LMS) or official email. Printing is restricted to essential documents.

**Green Procurement:** The University Purchase Department shall prioritize vendors who provide plastic-free packaging or bulk-refill options for office and lab supplies.

**Restricted Use of Plastic:** A restricted use plastic water bottles, straws, and poly-bags within all campus canteens and cafeterias.

#### Reuse

The goal is to maximize the utility of existing university property by optimizing resources.

**The "Campus Exchange" Portal:** An internal digital inventory where departments can list surplus furniture (chairs, desks, cabinets) or stationery for claim by other departments, preventing unnecessary new purchases.

**IT Hardware Lifecycle Extension:** Establishing a central **Hardware Refurbishment Unit**. Before any computer or peripheral is decommissioned, it must be assessed for internal upgrades (RAM/SSD) and redeployed to student computer labs or libraries.

**Textbook & Resource Library:** A designated "Reuse Zone" in the library where graduating students can donate textbooks and lab manuals for junior students to use for free.

#### Recycle

The goal is to ensure that non-reusable materials are processed into new resources by converting them and collaborating for them.

**Integrated Segregation System:** Installation of standardized, color-coded bins at every 100-meter interval across campus:



**Blue (Paper/Cardboard):** Paper, journals, and packaging.

**Yellow (Plastics/Metals):** Cans, and plastic bottles.

**Green (Organic):** Canteen food waste and garden clippings.

**On-Campus Composting Facility:** Transforming 100% of organic/green waste into nutrient-rich compost for use in campus landscaping, replacing chemical fertilizers.

**Recycling MoUs:** Formal partnerships with certified external recycling agencies to collect and process segregated materials, ensuring a verified "Chain of Custody."

### **Implementation & Monitoring**

To ensure the 3R Program is active and not just a policy on paper:

1. **3R Compliance Officers:** Each department shall nominate a "Green Lead" to oversee bin usage and paper reduction within their wing.
2. **Monthly Waste Audit:** The Estate Office will record the weight of waste collected in each category and publish a "Waste Diversion Report."
3. **Incentive Scheme:** The "Cleanest Wing" award will be presented annually.

Registrar  
SBBU-SBA

Date: