



OFFICE OF THE PRINCIPAL

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Empowered Autonomous

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An Institution of
the Society for the Higher Education
of Women in India

Waste Management Policy

1.	Administrative Policy Number (APN): SCWAPN/47	Functional Area: includes waste segregation, recycling, and disposal oversight.
2.	Brief Description of the Policy:	Purpose: To promote sustainability.
3.	Policy Applies to:	All stakeholders of the organization
4.	Effective from the Date:	26 th November, 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	IQAC
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Promoting sustainability and environmental stewardship.
10.	References for the policy	University of Mumbai

Introduction

In managing waste on college campuses, sustainability is paramount. Through effective waste management practices, colleges not only fulfil their environmental responsibilities but also instil a culture of conscientiousness among students, faculty, and staff. By

implementing comprehensive waste management strategies, colleges can contribute to a cleaner, greener future for all.

Objectives

1. Minimize waste generation by promoting reduction, reuse, and recycling practices across campus facilities and operations.
2. Enhance environmental awareness and sustainability literacy among students, faculty, and staff through educational programs and initiatives.
3. Optimize waste collection and disposal processes to ensure efficiency, compliance with regulations, and reduction of environmental impact.
4. Foster partnerships with local communities, waste management agencies, and recycling facilities to enhance waste management practices and resources.
5. Continuously evaluate and improve waste management strategies through data collection, analysis, and feedback mechanisms for ongoing sustainability enhancement.

Procedure and guidelines

1. Waste Segregation:

- Separate waste into categories: biodegradable (organic), non-biodegradable (recyclable), and hazardous.
- Provide color-coded bins for easy identification and segregation.
- Educate students, faculty, and staff on the importance of waste segregation and proper disposal.

2. Recycling Initiatives:

- Establish recycling centers or collection points for recyclable materials such as paper, plastic, glass, and metal.

- Collaborate with local recycling facilities, like Brihanmumbai municipal waste management system or organizations for the collection and processing of recyclable materials.
- Promote initiatives to reduce paper usage, encourage the use of reusable items, and support eco-friendly products.

3. Composting:

- Implement composting facilities or bins for the disposal of organic waste such as food scraps, garden trimmings, and biodegradable materials.
- Train staff and students on composting techniques and the benefits of organic waste recycling.
- Utilize compost generated from campus waste for landscaping, gardening, or as fertilizer for college green spaces.

4. Efficient Disposal Methods:

- Ensure proper disposal of hazardous waste materials such as chemicals, batteries, and electronic waste (e-waste) according to municipality regulations.
- Collaborate with authorized agencies for the safe collection and disposal of hazardous waste.
- Provide guidelines for the proper disposal of medical waste generated from laboratories or healthcare facilities on campus.

5. Community Awareness Programs:

- Conduct regular awareness campaigns, workshops, and seminars on waste management, recycling, and environmental conservation especially with collaborative efforts of NSS.
- Engage students, faculty, staff, and local communities in clean-up drives, tree planting initiatives, and other sustainability projects.

- Encourage participation in eco-friendly practices and initiatives to foster a culture of environmental responsibility and stewardship.

Laboratory waste management

Purpose: This policy aims to provide guidelines for the proper management and disposal of waste generated in the Chemistry, Biology, Life Sciences, and Microbiology laboratories of Sophia college to minimize environmental impact and ensure safety for all personnel. All laboratory personnel and newly joined lab staff must receive training on this waste management policy and the proper procedures for handling and disposing of laboratory waste.

Scope: This policy applies to all staff, students, and visitors working within or interacting with the laboratories at Sophia College.

Definitions:

Chemical Waste: Any waste material generated from chemical products used in experiments, including solvents, reagents, and contaminated materials.

Biological Waste: Any waste that contains or is contaminated with potentially harmful agents or other biological materials, including cultures, petri dishes, gloves, and pipette tips.

Microbiological Waste: Infectious biological waste that includes microbial cultures and stocks, media used for experiments, body fluids collected from patients.

E-waste: Includes electronic equipment and batteries.

Segregation & Storage of waste:

All waste must be segregated at the point of generation according to its type (chemical, biological, microbiological). Clearly labelled containers must be used for each waste type to prevent cross-contamination. Waste must be stored in designated areas that are clearly marked and secure.

Chemical waste containers must be compatible with their contents and kept closed when not in use. Biological and microbiological waste should be stored at appropriate temperatures before discarding to prevent decomposition.

Waste Treatment:

Chemical waste must be treated according to its hazard classification. This may include neutralization, consolidation, or other methods as appropriate. Biological and microbiological waste must be decontaminated, typically through autoclaving or using appropriate disinfectant solution. Sharps (needles, broken glass) should be placed in puncture-resistant containers. Broken glassware should be collected in a separate bin and sent for recycling.

Disposal of old computers, monitors, and other electronic devices will be done through certified e-waste recyclers.

Waste Disposal:

The college will arrange for the regular collection and disposal of waste as per the BMC rules.

Records of disposal of outdated / non-functional instruments must be maintained, including the type, quantity, and date of disposal of the equipment.

Students must be trained to discard the waste in appropriate waste bins.

Emergency procedures should be displayed in the labs prominently and in case of spills or accidents, they should notify the relevant authorities promptly.

Recycling of paper, plastic, and other recyclable materials should be promoted.

Compliance:

Non-compliance with this policy may result in disciplinary action.

Regular audits will be conducted to ensure adherence to the policy.

Policy Review:

This policy will be reviewed annually and updated as necessary to reflect changes in regulations and best practices.

A.P. Pahi

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Principal

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