

GREEN AUDIT HANDBOOK

PART -A & PART- B


Registrar
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PART- A

Please answer the following questions. Please provide as much details as possible.


Control objective	Control(s)	Compliances (Please answer Yes/No). If Yes please explain the process and procedure.
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Reduce the absolute amount of waste that it produces from college kitchens, butterfly, staff offices and student accommodation.	Yes Through Organic De compositor and produce good quality compost with in 40 days.
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Make full use of all recycling facilities provided by City Municipality and private suppliers, including glass, cans, white, colour and brown paper, plastic bottles, batteries, print cartridges, cardboard and furniture.	Yes All waste were supply to Indore Nagar Nigam Indore and private suppliers .
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Compost, or cause to be composted, all organic waste, green waste and un-recycled cardboard produced in or collected from kitchens, gardens, offices and rooms.	Yes Through Organic De compositor and produce good quality compost with in 40 days .
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Recycle or safely dispose of white goods, computers and electrical appliances.	All waste were supply to Indore Nagar Nigam Indore and private suppliers



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Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Use reusable resources and containers and avoid unnecessary packaging where possible.	Yes Use reusable resources and containers and avoid unnecessary packaging where possible.
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Always purchase recycled resources where these are both suitable and available.	Yes Always purchase recycled resources where these are both suitable and available for preparation of compost
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Provide sufficient, accessible and well-publicized collection points for recyclable waste, with responsibility for recycling clearly allocated.	Yes Provide sufficient, accessible and well-publicized collection points for recyclable waste, with responsibility for recycling clearly allocated.
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Make specific arrangements for events, such as cultural Events, internal and external seminars and conferences, where significant recyclable waste is likely to be produced, in order to both minimize the waste produced and maximize what is recycled/reused.	Yes Significant recyclable waste is likely to be produced, in order to both minimize the waste produced and maximize what is recycled/reused.
Control objective	Control(s)	
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Promote reuse of items and waste recycling among staff, students and conference guests through training, posters and incentives.	Yes Through awareness program people working with us to reuse items and wastes
Maximize the proportion of waste that is recycled & minimize the quantity of non-recyclable refuse	Dispose all waste, whether solid or other wise, in a scientific manner and ensure that it is not released directly to the environment.	Yes non-recyclable refuse were supply to Indore Nagar Nigam Indore for dispose. Or private suppliers


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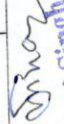
Reduce energy consumption, especially of energy derived from fossil fuels.	Support renewable and carbon-neutral electricity options on any energy-purchasing consortium, with the aim of supplying all college properties with electricity that can be attributed to renewable and carbon-neutral sources.	Yes Developed solar energy to reduce pollution
Reduce energy consumption, especially of energy derived from fossil fuels,	Appreciate that it is preferable to purchase electricity from a company that invests in new sources of renewable and carbon-neutral electricity.	Yes Purchase electricity from a company that invests in new sources of renewable and carbon-neutral electricity.
Reduce energy consumption, especially of energy derived from fossil fuels,	Look in to the possibility of on-site micro-generation of renewable electricity.	Yes For produce site micro-generation of renewable electricity.
Reduce energy consumption, especially of energy derived from fossil fuels,	Give preference to the most energy efficient and environmentally sound appliances available, this includes only using energy-saving light bulbs.	Yes Saving of energy .
Control objective	Control(s)	
Reduce energy consumption, especially of energy derived from fossil fuels,	Provide energy efficient heating systems, with adjustable controls for individual heating appliances wherever possible, and ensure that comprehensible instructions are available to staff and students on the use of heating controls.	Yes Staff and students trained for Better use of heating units.
Reduce energy consumption, especially of energy derived from fossil fuels,	Encourage staff, students and conference guests to save energy through visible reminders, incentives and information to increase awareness. This particularly concerns turning off electrical appliances when not in use in both communal and residential rooms.	Yes Through awareness

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Reduce energy consumption, especially of energy derived from fossil fuels,	Monitor and understand the importance of different sources of college energy consumption, and set appropriate and measurable targets for a reduction in certain areas of consumption and/or in the overall consumption of energy. Conduct switch off drills at regular intervals.	Yes Energy audit sources of consumption
Reduce energy consumption, especially of energy derived from fossil fuels,	Ensures that all electronic and electrical equipment's, such as computers, are switched off when not in use, and is generally configured in power saving mode when such option is available.	Yes Mock Drill Instructions Posters
Reduce energy consumption, especially of energy derived from fossil fuels,	If there are equipment's running on standby mode, reduce the energy consumption on standby mode or minimize the running of equipment's on standby mode.	Yes Efficient use of equipments
Ensure that improvements, purchases and developments are environmentally sound	Seek and act upon professional advice in order to minimize the adverse environmental impact of any new developments and exceed government regulatory requirements. This includes efficient heating and water systems, appropriate space for recycling, and the use of recycled and/or sustainable building materials where possible.	SOP-STP/ETP
Control objective Ensure that improvements, purchases and developments are environmentally sound	Control(s) Purchase efficient and environmentally sound appliances in order to fulfill the commitments in section 2, and consider replacing gold stock with 'greener', more efficient alternatives.	Yes Purchase efficient and environmentally sound appliances
Ensure that improvements, purchases and developments are environmentally sound	Purchase food that has been produced and delivered with minimal impact on the environment, this includes buying locally produced, organic and free-range food wherever possible.	Purchases of Organic Vegetables


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Ensure that improvements, purchases and developments are environmentally sound	<p>Optional [Investigate and understand the environmental impact of college investments. This implies a preference against companies whose 'core activity' contributes to: 1. Global warming through the extraction or production of fossil fuels, 2. the manufacture of chemicals which are dangerous or persistent in the environment, 3. The unsustainable harvest of natural resources.</p>	XI A
Minimize the use of unsustainable transport	Make available information about bicycle and pedestrian routes, public transport services and car share schemes to staff and students.	No allowances Bus Car share No Glass
Minimize the use of unsustainable transport	Reduce the proportion of travel on College business carried out in private transport and eliminate. Unnecessary and inefficient use of college vehicles.	
Minimize the use of unsustainable transport	Promote car sharing / car pool among the students and faculty members.	Car pool
Minimize consumption of water.	Repair sources of water leakage, such as dripping taps and showers as quickly as possible.	Water leakage tap repair report
Minimize consumption of water.	Install appliances which reduce water consumption.	For irrigation purpose use minor irrigation system.
Minimize consumption of water.	Encourage a decrease in water usage among staff, students and conference guests.	Training awareness
Minimize consumption of water.	Purchase the most efficient washing machines and dishwashers available which have an economy setting as default.	Gently use of water like Laundry machines
Control objective	Control(s)	
Minimize consumption of water.	Use an efficient and hygienic water storage mechanism is to minimize the loss of water during storage.	Rain water stored and use for Garden and plants / Trees


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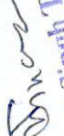
Minimize consumption of water.	Minimize wastage of water and use of electricity during water filtration process, if used, such as RO filtration process and ensure that the equipment's used for such usage, are regularly serviced, and the wastage of water is not below the industry average for such equipment's used in similar capacity. Install Water recycling mechanism, such as rain water harvesting system.	RO servicing record attached
Minimize consumption of water	Ensure that all cleaning products used by college staff have a minimal detrimental impact on the environment, i.e. are biodegradable and non-toxic, even where this exceeds the Control of Substances Hazardous to Health (COSHH) regulations.	Developed roof water harvesting System and collect water in a stored Tank . Cleaning products list MSDS
Minimize the use of chemical pollutants	Minimize the use of fertilizers and pesticides in college grounds, opting for the use of compost produced on site wherever possible.	Pest control report MSDS
Minimize the use of chemical pollutants	Dispose the chemical waste generated from the laboratories in a scientific manner.	Yes Harzandarss NABH chemical disposal training labs
Minimize the use of chemical pollutants	Reduce the practice of burning plastic and other material that emits harmful gas on burning is prevented in the campus.	Waste burning purchase
Control objective	Control(s)	
Minimize the use of chemical pollutants	Establish a Garden in the campus.	Tree plantation and Garden establishment for better environment.
Minimize the use of chemical pollutants	Encourage the faculties and students to plant trees in the garden.	Tree plantation in evidence
Minimize the use of chemical pollutants	Reviews periodically the list of trees planted in the garden.	List of Trees.
Ensure that environmental awareness is created.	Conduct environmental awareness workshops as a part of the program.	Conduct environmental awareness workshops & seminars as a part of the program.

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Ensure that environmental awareness is created.	Conduct events such as plant trees to spread environmental awareness among the students.	Tree plantation campaign
Ensure that environmental awareness is created.	Create awareness of environmental sustainability and takes actions to ensure environmental sustainability.	environmental awareness Lecture
Ensure that environmental awareness is created.	Reduce the rate at which the College contributes to the depletion and degradation of natural resources.	Minimum paper and water are environmental paperless
Ensure that environmental awareness is created.	Promote environmental awareness as a part of course work in various curricular areas, independent research projects, and community service.	environmental awareness VAC
Ensure that the buildings conform to green standards.	Review architecture of existing buildings and reviews ways, in consultation with experts, to reduce usage of energy for such buildings, offering greatest efficiency for energy and water usage, and reducing carbon emission.	Building electricity / water installation details
Control objective	Control(s)	
Ensure that the Environmental Policy is enacted, enforced and reviewed	Establish a College Environmental Committee that will hold responsibility for the enactment, enforcement and review of the Environmental Policy. The Environmental Committee shall be the source of advice and guidance to staff and students on how to implement this Policy.	Environmental Committee policy
Ensure that the Environmental Policy is enacted, enforced and reviewed	Ensure that on the Nature Club there will be appropriate representatives of the relevant college departments and authorities – such as catering, gardening, maintenance, cleaning and finance.	Nature club

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Ensure that the Environmental Policy is enacted, enforced and reviewed	Ensure that on the Environmental Committee there will be the Green Officer from an external agency who is engaged in the profession of providing guidance on environmental impact.	External member
Ensure that the Environmental Policy is enacted, enforced and reviewed	Ensure that the Environmental Committee will review the Environmental Policy on an annual basis, and will monitor progress and set measurable targets wherever possible.	Environmental Policy Annual review
Ensure that the Environmental Policy is enacted, enforced and reviewed	Ensure that the Environmental Policy is enforced regardless of whether its requirements exceed the mandate of the law.	Environmental Policy
Control objective	Control(s)	
Ensure that the Environmental Policy is enacted, enforced and reviewed	Require that every staff and student member recognizes their responsibility to ensure that the commitments in the Environmental Policy are properly put into practice.	Reason chart Talk
Ensure that the Environmental Policy is enacted, enforced and reviewed	Ensure that an audit is conducted annually and action is taken on the basis of audit report, recommendation and findings.	Annual Audit Schedule

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PART B

Learning Objectives

1. To raise awareness about biodiversity and its role in the overall health of the planet.
2. To investigate the native biodiversity of the college and surrounding community.
3. To identify key aspects of local habitats and the local ecosystem that promotes biodiversity.
4. To make connections between human actions and the level of biological diversity found within a habitat and/or ecosystem.
5. To improve the biodiversity found on college grounds.
6. To provide information regarding the benefits of a biologically diverse ecosystem to students, families, and the community.

Background

The audit focus is to survey the college grounds to assess the level of biodiversity of flora and fauna found within the college. Biodiversity is the web of life. There are a variety of living things that are found within the college coexisting with the activities of students and teachers. These include the trees, shrubs, smaller plants and grasses, as well as birds, mammals and small invertebrates such as spiders and insects. The aim is to quantify the area of the college covered by vegetation and to assess the amount and diversity of habitats which could support a variety of species. Students will be encouraged to devise strategies to increase the level of biodiversity in the college grounds.

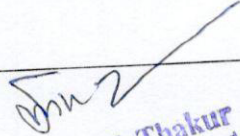
Procedure

1. Base Map Investigation

Students will work in teams, where possible, to cover the entire college grounds. Any areas of grassland, bare soil, forest, and garden beds will be marked out on a base map which should include X and Y coordinates and gridlines (having gridlines will allow students to more accurately calculate college yard percentages). Also, don't forget to include a compass rose. Students can use tape measures to help complete the task. An example of a base

Proportion of
the college
grounds that
are:

a. hard surfaces:	
b. college buildings:	
c. grassland areas: _	
d. forested areas:	
e. garden beds:	
f. other:	
TOTAL	100
%	


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TABLE 1. HABITAT HEALTH OBSERVATION SURVEY

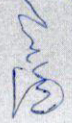
Map Reference	Plants											Comments/Rating	
	Layers			Natives			Weeds			Area			
	Herbs	Shrubs	Tree	No Natives	Few	Most	Most Natives	Some	Lots	Small	Medium	Large	

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Grassland-	ARICA PLUM BOUGAINVILLE NOLINA YUCCA CARKEDIA ITLIFE HEMILIYA HEBISCUS ASHOK GILOY CYCAS GARDENIA PRINCE BOUGAINVILLE THUWAR BARAHMASI WHITE ROSE KACHNAR JAMUN AMLA NEEM MOGRA GUAVA GULMOHAR SADABAHAR RED ROSE CUDCODIA NELINO ARICA PALM PARAS PIPAL SANGI GOLDEN TIARA FUDDI PLANT ROSE ESTONIA TECOMA MORPANKHI MONEY PLANT	FICUS CHAMPA PALM TREE EUPHORBIA DURENTA BOUGAINVILLE EUPHORBIA ITLIFES FICUS LEMANTA MOGRA GUAVA BOTTLE BRUSH HEBISCUS TAGAR PLANT	PALM ITALICA EUPHORBIA PALM TREE DURENTA FICUS ARICA GULMOHAR KANER WHITE FICUS ITALIA DURENTA ANOLA BOTTLE BRUSH HEBISCUS PARAS PIPAL THUJA	SOUTH AMERICA SOUTH AFRICA SOUTH AFRICA SOUTH AMERICA MEXICO AUSTRALIA MADAGASCAR MADAGASCAR MEXICO EAST ASIA ITLY MEXICO INDIA AUSTRALIA CHINA INDIA NORTH AMERICA	Grassland -	ARIC A PLU M BOU GAIN VILL A NOLI NA YUC CA CAR KEDI A ITLIF E HEMI LIYA HEBI SCUS ASH OK GILO Y CYC AS GAR DENI A PRIN CE BOU GAIN VILL A THU WAR BAR AHM ASI WHI TE ROSE KAC HNA R JAM UN AML	FICUS CHA MPA PALM TREE EUPH ORBI A DURE NTA BOUG AINVI LLA EUPH ORBI A DURE NTA ITLIF ES FICUS LEMA NTA MOG RA GUAV A BOTT LE BRUS H HEBIS CUS TAGA R PLAN T	PALM ITALICA EUPHORB IA PALM TREE EUPH ORBI DURENTA FICUS ARICA GULMOH AR KANER WHITE FICUS ITALIA DURENTA ANOLA BOTTLE BRUSH HEBISCU S PARAS PIPAL THUJA	SO AN SO AF SO AF SO AN MI AL M/ M/ M/ MI EA ITI MI INI AL CH INI NC AN

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Garden Beds-	BOUGAINVILLEA PALM TREE HEBISCUS WHITE ROSE ROSE RED ROSE SADABAHAR MONEY PLANT MORPANKHI MOGRA DURENTA EUPHORBIA TAGAR PLANT BARAHMASI DURENTA DOM	FICUS BOUGAINVILLEA FICUS CHAMPA	ALMOND MANGO	ASIA&CHINA INDIA					
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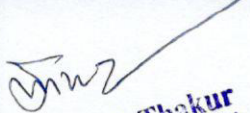
Survey the areas and complete the following table.

NOTE* For older students-along with the tick/check marks you place in each box you may also wish to put an approximate percentage of the area, for example- In the forested areas section you have ticked or checked **shrubs and trees** under **Layers**, now estimate what percentage of the forested area is covered by shrubs and trees.3

TABLE 2. TREE SURVEY

Large trees (dead or alive) are nature's sky scrapers, providing food, homes and shelter for all kinds of animals. For this portion of the Biodiversity audit, your goal is to identify the habitat value of trin your campus. For each tree, determine the following:

Type of Tree	Species	Tally (i.e., Number of Trees)	Total Number
Native / Alive without hollows	NA	NA	NA
Native / Alive with hollows	NA	NA	NA
Native / Dead without hollows	NA	NA	NA
Native / Dead with hollows	NA	NA	NA
Exotic / Alive without hollows	NA	NA	NA
Exotic / Alive with hollows	NA	NA	NA
Exotic / Dead without hollows	NA	NA	NA
Exotic / Dead with hollows	NA	NA	NA


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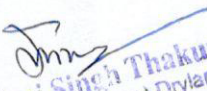

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TABLE 3. COLLEGE GROUNDS VERTEBRATE ANIMAL OBSERVATION SURVEY

Mammal Species	Evidence* (Yes/No)	Tally	Status N=Native I=Introduced	Behavior / Habitat Notes (e.g., sleeping, calling, hiding, hunting, perching, etc.)
1. Dogs, rabbit, cats,	Yes		India	Sleeping Hiding
2. Wild cats	Yes		Africa	Sleeping
3. Squirrel	Yes		America	Sleeping Hiding
4. Rats	Yes		China	Sleeping
Reptile Species	Evidence*	Tally	Status N=Native I=Introduced	Behavior / Habitat Notes (e.g., feeding, resting, aggressive, molting, hiding, moving, swimming, mating, etc.)
1. Lizard,	Yes		India	Feeding ,Resting
2. Iguana, Mongoose	Yes		Jamaica	Feeding ,Resting
Amphibian Species	Evidence*	Tally	Status N=Native I=Introduced	Behavior / Habitat Notes (e.g., feeding, nesting, aggressive, hiding, moving, calling, perching)
1. Frogs, Toads, Crabs	Yes		Taiwan	Feeding
2. Shellfish,	No		South Africa	Environmental


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