



MALWANCHAL UNIVERSITY, INDORE



Year- 2025-2026

Waste Paper Recycling Policy


Registrar
Malwanchal University
Indore (M.P.)



Waste Paper Recycling Policy

2025-2026

Document No- MU/ WPRP/01/2026

Issued Date - 3/04/2026

Created by :- Director IQAC *jm*

Approved by- Registrar

Handwritten signature in green ink.

Waste Paper Recycling Policy

1. Policy Statement

The Malwanchal University is committed to sustainable waste management by reducing paper consumption and promoting reuse and recycling practices across campus. This policy aims to minimize environmental impact and foster a culture of responsibility among students, faculty, and staff.

2. Objectives

- Reduce overall paper usage on campus
- Ensure proper segregation and recycling of paper waste
- Promote digital alternatives to paper-based processes
- Support environmental sustainability and compliance with regulations
- To minimize paper consumption across the university
- To promote reuse and recycling of paper waste
- To reduce environmental impact and carbon footprint
- To encourage digital documentation and eco-friendly practices

3. Scope

This policy applies to:

- All academic departments
- Administrative offices
- Libraries and laboratories
- Hostels and common areas
- Students, faculty, staff, and visitors

4. Key Guidelines

A. Paper Reduction

- Encourage **digital submissions** (assignments, reports, notices)
- Default **double-sided printing** in all university printers
- Limit printing of emails, drafts, and notices
- Promote e-books and online journals in libraries


Registrar
Malwanchal University
Indore (M.P.)

B. Segregation and Collection

- Install **clearly labelled paper recycling bins** across campus
- Separate:
 - White office paper
 - Newspapers and magazines
 - Cardboard and packaging
- Ensure paper is **clean and dry** (no food contamination)

C. Storage and Disposal

- Departments must store collected paper in designated dry areas
- Regular collection by housekeeping or authorized vendors
- Avoid mixing with general or hazardous waste

D. Recycling and Reuse

- Partner with **authorized recycling agencies**
- Reuse one-sided sheets for drafts and internal work
- Purchase and promote **recycled paper products**

E. Awareness and Training

- Conduct **orientation sessions** for new students and staff
- Organize **campaigns, workshops, and eco-club activities**
- Display posters and signage near bins and printers

F. Monitoring and Reporting

- Track paper consumption and recycling rates by department
- Set annual reduction targets
- Conduct periodic audits and publish sustainability reports


Registrar
Malwanchal University
Indore (M.P.)

Roles and Responsibilities

Administration

- Provide infrastructure (bins, storage, vendor contracts)
- Ensure compliance and monitoring

Faculty & Staff

- Minimize paper usage in teaching and administration
- Encourage students to follow sustainable practices

Students

- Use paper responsibly
- Follow segregation guidelines

Facility/Housekeeping Team

- Ensure proper collection and transportation of paper waste

Compliance

Non-compliance may result in:

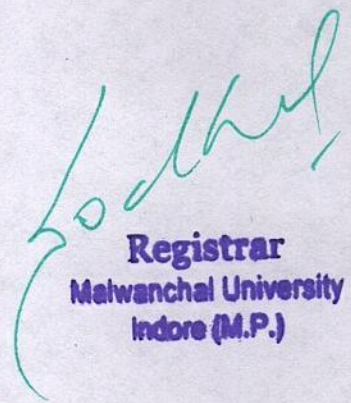
- Restrictions on printing privileges
- Departmental review for excessive paper usage

Review and Updates

This policy will be reviewed annually to incorporate new sustainability practices and technologies.

Benefits to the University

- Reduced operational costs
- Environmentally responsible campus image
- Compliance with national waste management rules
- Engagement of students in sustainability initiatives



Registrar
Malwanchal University
Indore (M.P.)