	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	No.	AIKTC/SOP/CGCC/01
		Rev.	00
	<b>STANDARD OPERATING PROCEDURE (SOP) CENTER FOR CLEAN AND GREEN CAMPUS [CGCC]</b>	Date	18/04/2023
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**1. PURPOSE:** To promote sustainable and eco-friendly practices by combining environmental friendly practices and education.

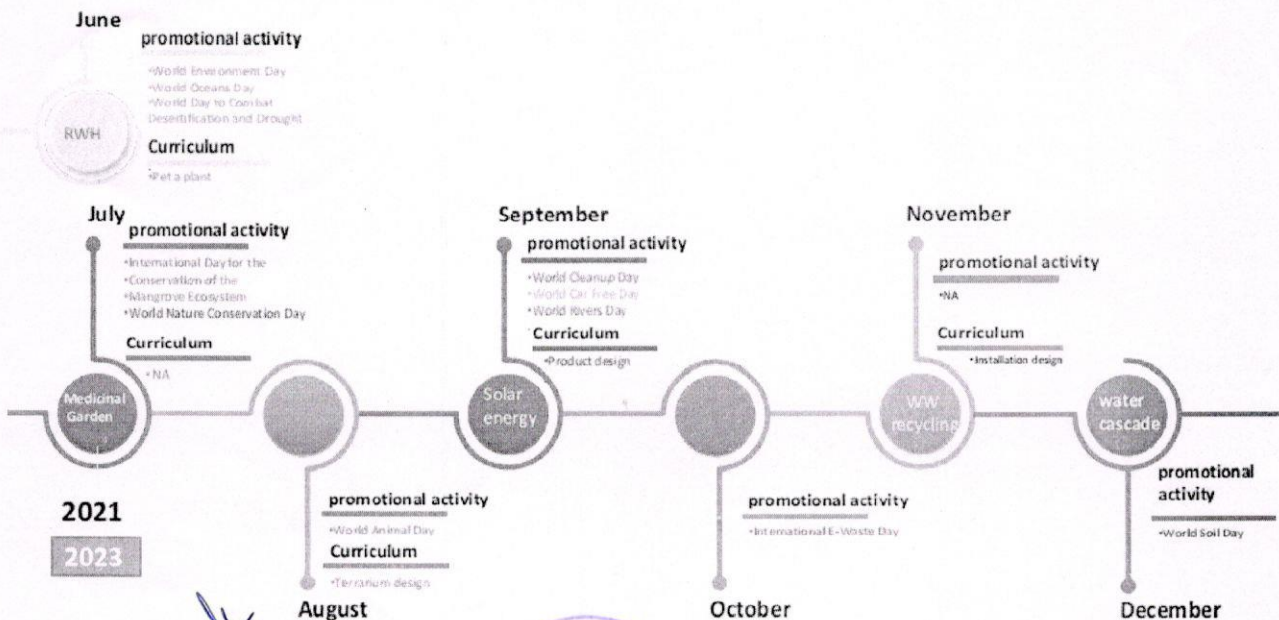
**2. SCOPE:** All the Schools, Departments, and Sections of Anjuman-i-Islam Kalsekar Technical Campus .

**3. RESPONSIBILITY:** i) Controller- Prof . Insha Shaikh  
 ii) School-level coordinators  
 Prof. Shraddha Kumawat  
 Prof. Yusuf Khan  
 Prof . Vedprakash Marlapalle  
 Prof . Shahida Jamadar

**4. DEFINITION:** A "center for clean and green campus activities" in a college refers to a dedicated organizational unit or facility within the college campus that focuses on promoting and implementing initiatives related to environmental sustainability, cleanliness, and the integration of eco-friendly practices. This center serves as a hub for coordinating various activities, programs, and projects aimed at creating a more environmentally responsible and aesthetically pleasing college campus.

**Activities:**

Timeline : May 2023 - June 2024




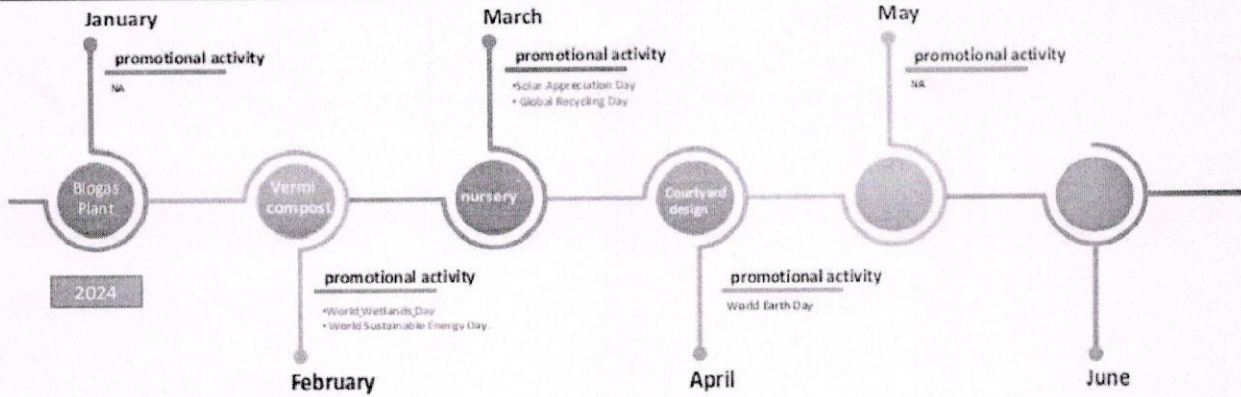
Center Controller

Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.

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**5. ABBREVIATION: CGCC: Center for Clean and Green Campus**

**6. PROCEDURE:**

- 6.1. All activities need to be Planned and included in academic calender of each department
- 6.2. Co-ordinators must prepare office order for proper distribution of work clearly mentioning all tasks assigned to teaching and non-teaching staff for concern activities.
- 6.3. campus level overall development should be done by all concern coordinators .
- 6.4 Controller and Co-ordinators shall prepare budget and consequently take prior approval for every activity.
- 6.5. All activities need to be carried out with full sincerity and utmost professionalism towards building green and clean campus .
- 6.6. On completion of the activity, co-ordinators need to prepare a brief report (with photos) and submit it to Controller.
- 6.7. Bills (if any) need to be settled as soon as possible as per the guidelines of the AIKTC Admin.

**7. TARGET :**

- ISO CERTIFICATION
- GREEN AUDIT
- ENERGY AUDIT
- LANDSCAPE AUDIT

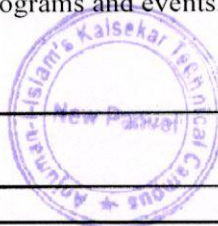
**8. REFERENCES:**

- Office Order vide No. AIKTC/Admn/2023/40 dated 31/03/2023
- The Green Campus, Energy and Environment Policy | 2023

**9. RECORDS:**

- 9.1 Minutes of Meetings conducted.
- 9.2. Records and reports of various programs and events.
- 9.3 Approved policy

*[Signature]*  
Center Controller



*[Signature]*  
Director