Certificate of Registration

This is to Certify that
Environmental Management System of

TECNIA INSTITUTE OF ADVANCED STUDIES

PSP, INSTITUTIONAL AREA, MADHUBAN CHOWK,
ROHINI, SECTOR – 14, EXTENSION, DELHI - 110085, INDIA

has been assessed and found to conform to the requirements of
ISO 14001:2015
for the following scope :

TO IMPART HIGH QUALITY EDUCATION, TRAINING & SKILL
SETS IN THE FIELD OF MANAGEMENT, COMPUTER
APPLICATIONS, JOURNALISM & MASS COMMUNICATION
PROGRAMMES IN MBA, BBA, BA (J&MC), BCA & MCA.
(EXCLUDING DESIGN AND DEVELOPMENT)

Certificate No	: **21EEDX38**		
Initial Registration Date	: 25/06/2021	Issuance Date	: 25/06/2021
Date of Expiry	: 24/06/2024		
1st Surve. Due	: 25/05/2022	2nd Surve. Due	: 25/05/2023

Director

EGAC Accredited
EMS Certification
CAB # 118005

MEMBER OF MULTILATERAL
RECOGNITION ARRANGEMENT
IAF

Magnitude Management Services Pvt. Ltd
403, Madhubhan Building, 56, Nehru Place, New Delhi-110019, India
e-mail: info@mmscertification.com, website: www.mmscertification.com

Living World of Diversity...

ENVIRONMENT CONSCIOUSNESS AND SUSTAINABILITY POLICY
Guidelines & Procedures

NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL
'A' GRADE
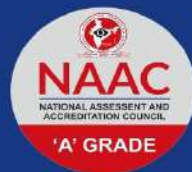
-: An Intiative of Tecnia Internal Quality Assurance Cell :-

TECNIA INSTITUTE OF ADVANCED STUDIES
NAAC ACCREDITED GRADE "A" INSTITUTE

Recognized Under Sec. 2(f) of UGC Act 1956, Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to Guru Gobind Singh Indraprastha University.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, NEW DELHI, 110085

ISO 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified Institute;
Rated as 'A' Category by JAC, Govt. of NCT of Delhi; A++ Category – Best Business School
by AIMA – Business Standard Survey & Included in Top 100 B & IT School by Dalal Street Investment Journal.

ENVIRONMENT CONSCIOUSNESS AND SUSTAINABILITY POLICY
Guidelines & Procedures

SOP FOR ENVIRONMENT CONSCIOUSNESS AND SUSTAINABILITY POLICY

S.No.	PARTICULARS	DESCRIPTION
1	Policy Number	TIAS/IQAC/2019-22/
2	Policy Structure	**SOP FOR ENVIRONMENT CONSCIOUSNESS AND SUSTAINABILITY POLICY :-** Policy describes the Environment Consciousness and Sustainability the Institute remains committed to high standards of environmental protection and focuses on developing focus on being environmentally responsible institution.
3	Scope of the Policy	The Institute and all its constituent units are committed to deliver and continually improve all the activities focused towards environment friendly and sustainable campus through implementation of Environment Consciousness and Sustainability Policy to monitor and maintain Quality and Environment Management System Audit.
4	Policy Status	Original –Version -1.0 The Policy covers that the Institute believes it has a responsibility to exercise environment leadership in the vicinity. Adopted from Government of India, Ministry of New and Renewable Energy, New Delhi – 110003, Guidelines issued from time to time on Green Environment.
5	Originated By	Adopted from Government of India, Ministry of New and Renewable Energy, New Delhi – 110003, Guidelines issued from time to time on Green Environment.
6	Reviewed By	TIAS Internal Quality Assurance Cell (IQAC) for Institute by Coordinator, TIAS-IQAC, Tecnia Institute of Advanced Studies, Delhi
7	Effective Date	22/07/2021
8	Approving Authority	Director, Tecnia Institute of Advanced Studies, Delhi. Coordinator, Internal Quality Assurance Cell (IQAC), Tecnia Institute of Advanced Studies, Delhi, TIAS-IQAC,
9	Amendment Number	Nil
10	Effective Date of Amended Policy	Nil

1.0 THE INSTITUTE

Tecnia Institute of Advanced Studies ("TIAS") is a Flagship of Tecnia Group of Institutions; one of the Premier NAAC accredited "A" Grade Institute; Approved by All India Council For Technical Education (AICTE), Ministry of Human Resource Development (MHRD), Government Of India (GoI) and Affiliated to Guru Gobind Singh Indraprastha University, Delhi; Recognized under Section 2(f) of University Grants Commission Act, 1956. The Institute conducts Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Bachelors of Arts Journalism and Mass Communication BA (JMC) & Bachelor of Computer Applications (BCA) programmes in both shifts. The institute is ISO (hereinafter ISO refers to International Organization For Standardization) 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified and Instituted is Top 50 Best B-School in North Zone by The Week Hansa Research Survey, Top 50 Private Institute in India by Times BBA Education Ranking Survey; The institute has established Institution Innovation Council (IIC) under the Norms of MHRD's Innovation Cell, GoI Dated 11.09.2019 to promote Innovation and Start up and also established Entrepreneurship Development Cell. Institute provides Value Added Programs & Career Counseling Session, Capabilities Enhancement Program on Technical and Soft Skill Expertise knowledge for development of young professional. The institute had setup TIAS-NPTEL Local chapter to complete MOOCs Course with e- certification for making students employable. Institute has ultra- Modern infrastructure and impart Value Based Education, conducts Training, Research & Consultancy, National and International Conferences and Seminars, Faculty Exchange Programme, Technical cum Cultural Fest etc. since 1998. The Institute is located at a prime location and has State-of-the-Art facilities, erudite faculties, dedicated staff members and an ambience to fulfill admirable academic pursuit.

2.0 VISION

To impart holistic development, by inculcating knowledge, ethics, professional acumen including socially concerned attitude to carve out an edge in dynamic environment.

3.0 MISSION

To make a thorough professional and responsible citizen through student centric teaching learning process, co-curricular, extra-curricular, enrichment, extension and outreach activities and research environment.

4.0 CORE VALUES

Being a professional institute, we subscribe to, in our dealings and hold ourselves accountable to all stakeholders by maintaining integrity, honesty, openness, personal excellence, constructive self-criticism, continual self-improvement, mutual respect, professionalism, quality service & standards, innovation, objectivity and honoring our commitments.

5.0 QUALITY POLICY

To provide quality education, training and expertise to improve the quality of life by improving the capabilities of human resources, thinking process, practices and performance in the Management, Information Technology and Media disciplines by adopting the quality management system through continual improvements.

6.0 TECNIA INTERNAL QUALITY ASSURANCE CELL (TIQAC)

The NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) conducts assessment and accreditation of (HEI) recognized institution to undertake the 'Quality Status' of the institution. NAAC evaluates the institutions for its conformance to the standards of quality in terms of its performance related to the educational processes and outcomes, curriculum coverage, teaching-learning processes, faculty, research, infrastructure, learning resources, organization, governance, financial wellbeing and student services. In pursuance of above for its performance evaluation, assessment & accreditation & quality up-gradation of higher education, NAAC proposes to establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a integral part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of the institute for the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence. The Tecnia Institute of Advanced Studies was accredited on 11-Sept.-2017 with CGPA of 3.11 of 'A' Grade by NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL. IQAC established at Institute continued to strive for the betterment of systems, processes and policies setup. The NAAC visited the Institute Campus from 28th – 29th August 2017 (First Cycle) taking the tangible efforts to further has established a concrete Tecnia-IQAC hosting in TIAS-ERP in Institute.

7.0 IQAC VISION

To shape and certify the quality culture in the Institute with an intention of assured all round excellence.

8.0 IQAC MISSION

To channelize the efforts and establish the actions of the institute towards quantify academic and administrative talent and to be the change agent for leading and remove deficits to enrich the quality

9.0 IQAC GOALS

IQAC shall evolve mechanisms and procedures for:-
- ❖ To ensure timely, efficient and progressive performance appraisal of academic, administrative and financial tasks
- ❖ To ensure relevance and quality of academic and research programmes

- ❖ To develop equitable access to and affordability of academic programmes for various sections of society
- ❖ To optimize and integrate modern methods of teaching and learning
- ❖ To ensure credibility of evaluation procedures; adequacy, maintenance and functioning of the support structure and services
- ❖ To develop research sharing and networking with other institutions in India and abroad

10.0 IQAC DOLES

The doles of the IQAC are:-
- ❖ To contribute meaningfully to ensure Instituteghtened level of clarity and focus on institutional functioning towards quality enhancement through internalization of the quality culture
- ❖ To act as a nodal agency in the Institute to empower, integrate and coordinate among various quality-related activities including adoption dissemination and institutionalize of best practices, for quality outcomes
- ❖ To build an organized methodology for decision-making, quality changes, documentation of the various programmes/activities to improve institutional functioning and internal communication for quality improvement

11.0 IQAC ROLES

The roles of the IQAC are:-
- ❖ To develop, disseminate information and application of quality benchmarks for various academic and administrative activities of higher education.
- ❖ To facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adapt the required knowledge and technology for participatory teaching and learning process
- ❖ To establish network to coordinate, facilitate and implement feedback response on quality- assurance initiatives by involving the stakeholders
- ❖ from students, parents and other stakeholders
- ❖ To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- ❖ To develop and maintain institutional database through TIAS-ERP (MIS) for the purpose of maintaining, enhancing, quality culture in the institution.
- ❖ Periodical conduct academic and administrative audit and its follow-up to prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters for onward submission to NAAC.

12.0 INTRODUCTION

The Institute remains committed to high standards of environmental protection and focuses on developing a strong focus and reputation for being environmentally responsible institution. The Institute believes it has a responsibility to exercise environment leadership in the vicinity. The Institute and all its constituent units are committed to deliver and continually improve all the activities focused towards environment friendly and sustainable campus through implementation of Environment Consciousness and Sustainability Policy to monitor and maintain Quality and Environment Management System Audit.

13.0 OBJECTIVES

The objectives and targets of the policy are stated as under:-
* Conforming to planned academic processes and support systems.
* Ensuring satisfaction to all stakeholders.
* Compliance to applicable regulatory requirements.
* Ensuring protection of Environment.
* Conservation of resources through optimum utilization.
* Enhancing awareness and knowledge of all concerned with respect to above.
* To undertake EMS Certification

14.0 ECO – CLUB: ECO – CLUB (National Green Corps) (Established by Department of Environment, Govt. of NCT of Delhi)

(A) OBJECTIVES

Environment Education, Awareness & Training (EEAT) Scheme is a Central Scheme. EEAT Scheme was launched during the 6th Five Year Plan in 1983-84 with specific objectives. Over a period of time, it undertook number of programmes with different names.

1. To promote environmental awareness among all sections of the society;
2. To spread environment education, especially in the non-formal system among different sections of the society;
3. To facilitate development of education/training materials and aids in the formal education sector;
4. To promote environment education through existing educational/ scientific/ research institutions;
5. To ensure training and manpower development for environment education, awareness and training;

6. To encourage non-governmental organizations, mass media and other concerned organizations for promoting awareness about environmental issues among the people at all levels;
7. To use different media including films, audio, visual and print,, theatre, drama, advertisements, hoarding, posters, seminars, workshops, competitions, meetings etc. for spreading messages concerning environment and awareness; and
8. To mobilize people's participation for preservation and conservation of environment.

(B)   IMPLEMENTATION PLAN

The objectives have been realized through implementation of the following programmes launched over the years:-
1. National Environment Awareness Campaign (NEAC).
2. National Green Corps (NGC) / ECO Club.
3. Global Learning & Observations to Benefit the Environment (GLOBE).
4. Seminars/Symposia/Workshops.
5. Other Awareness Programmes like Quiz/ Essay/ Debate/ Poster/ Slogan competitions/ Rally / Cam- paigns/ Mock Eco Assembly, training programmes etc.

Environmental Education, Awareness and Training plays a significant role in encouraging and enhancing people's participation in activities aimed at conservation, protection and management of the environment, essential for achieving sustainable development. The Ministry propagates and priorities the promotion of non-formal environment education and creation of awareness among all sections of the society through diverse activities using traditional and modern media of communication. The above initiative taken by the institute through TECNIA ECO – CLUB (National Green Corps).

Extracted from ECO CLUB MANUAL (FOR ECO CLUB INCHARGES) issued by State Council of Educational Research and Training;Varun Marg, Defence Colony, New Delhi ; Chapter1: ECO-CLUB, Pg. No. 1-2.

15.0 PROCEDURE AND PRACTICES

15.1 WATER

Institute will strive and work towards developing water conservation and water efficiency strategies:-

15.1.1 Promote water efficiency practices amongst all the stakeholders.

15.1.2 Monitor and minimize the Institute water consumption.

15.1.3 Promote local plantation in and around the Institute to reduce water usage.

15.1.4 Review opportunities for reducing the use of water, and install alternative water systems on campus wherever feasible.

15.1.5 Sustain implementation of innovative water-efficient technologies such as rainwater harvesting, reuse of water etc.

15.1.6 Campus shall maintain efforts of students, faculty and staff to implement sustainable water system on campuses.

15.2 ENERGY

Institute is determined to implement energy sustainability measures to reduce consumption of non- renewable energy through energy efficient projects/products and energy saving activities which will have positive impact on the environment.

15.2.1 Keep vigil at Institute's electricity consumption and minimize it.

15.2.2 Implement the best available energy technology for all new buildings and in existing structures wherever possible.

15.2.3 Promote electricity efficiency practices and reduction of the Institute's carbon footprint to all stakeholders.

15.2.4 Conduct energy audits and monitoring of energy use at the campus.

15.2.5 Create awareness among students, faculty members and all relevant stakeholders for efficient use of energy (electricity) on campus.

15.3 WASTE MANAGEMENT

The Institute's supports sustainable waste management at its campus in many ways -

15.3.1 Promote reduce, reuse and recycle waste wherever possible in Institute at all discharge points on campus.

15.3.2 Make use of recycled products wherever feasible.

15.3.3 Identify and minimize hazardous wastes on campus.

15.3.4 Apply systems for safe and environmentally responsible disposal of wastes (hazardous and general) that cannot be re-used or recycled.

15.3.5 Work towards minimizing paper use through promotion of double-sided printing and use of online systems and other efficient technologies.

15.3.6 Create awareness for waste reduction practices among all the stakeholders.

15.4 RECYCLING

15.4.1 All faculty members and staff in all offices and departments of Institute will participate in the recycling effort by following the principles of separation of recyclable and non-recyclable materials and placing them appropriately. Students are also motivated to participate in campus recycling efforts.

    15.4.1.1 Common Recyclable objects:
- ❖ Newspapers
- ❖ Paper

- ❖ Aluminum Cans
- ❖ Cardboard
- ❖ Coffee cups
- ❖ Glass bottles
- ❖ Plastic bottles/ bags/containers

15.4.1.2 E waste image E-Waste and Hazardous Waste

- ❖ Carbon batteries
- ❖ Cell Phones
- ❖ Tube lights/bulbs
- ❖ Computers and peripherals
- ❖ Electronics items
- ❖ Disposal through proper agency as per norms

15.4.1.3 Recycling committees will monitor progress on recycling with assistance from the Environmental Recycling Subcommittee.

15.4.1.4 Committee's constitution: INSTITUTE will constitute a committee to oversee the implementation of this policy. The committee has members as
1) Professor – (Environment) - Convener
2) Two teachers - Member
3) Sr. Administrative Officer - Member
4) IQAC official - Member

The committee shall meet once in six months to deliberate, review and implement environment sustainability matters.

16.0 APPROVING AUTHORITY
Director shall be the approving authority for implementing actions related to environmental sustainability at campus.

17.0 REVIEW OF POLICY
The policy shall be reviewed, once every year to ascertain the effectiveness of the implementation of sustainability practices and to explore if any further change is to be made in the policy to improve the existing practices.

18.0 COMPLIANCE

Director/ Deans/ HoDs/ Administrative Officer will implement the policy guidelines compliance may be reported in form of periodic report (six months) on the measures taken for environmental sustainability implementation. Internal Green Audit Committee will conduct a periodic sustainability audit and external audit once in 2 years through competent auditors to ensure compliance of the policy.

The above Policy and Schedule shall come into force w.e.f. the date of its approval by the Governing Body of the Institute.

TECNIA

INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

DELHI | INDIA

Tecnia Campus, Institutional Area, Madhuban Chowk, Rohini, Delhi-110085

Contact: 011-27555121-24

For Details Visit: Website: www.tiaspg.tecnia.in

E-Mail: directortias@tecnia.in