



BUNTS SANGHA MUMBAI
ANNA LEELA COLLEGE OF COMMERCE AND ECONOMICS
& SHOBHA JAYARAM SHETTY COLLEGE FOR BMS

Shashi Manmohan Shetty Higher Education Complex,
Buntara Bhavan marg, Kurla (E), Mumbai 400024



PAPERLESS COMMUNICATION

Our Institution recognizes the importance of communicating and documenting important notices, policies, minutes and other important communication requirements. But it is equally important to make use of papers conservatively as about 14% of deforestation is done to satisfy worlds huge appetite for paper goods. This amounts to the destruction of around 4.1 million hectares of forest each year in the name of our paper obsession.

So to be conscious towards the protection of environment we have brought in following rules which should be followed by respective Stakeholders of the Institution

STAFF (Both Teaching and Non Teaching)

1. Use of Papers for Prints should be documented in a register and wastages should be avoided
2. Single side papers which are not of importance should be reused for taking print outs on the blank side
3. Majority Communications should be communicated officially through Emails, website and Messaging platforms (like whats app)
4. Printouts of Emails and other documents maintained in soft copy should be avoided unless it is of Utmost necessity.
5. Restricted issue of Reams of Papers which should be made in accordance to department and committee requirement on production of valid annual Requirement.
6. All waste non confidential papers accumulated should be recycled via disposal to scrap dealers

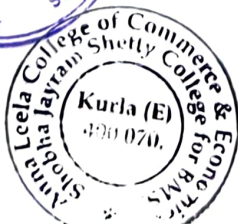
STUDENTS

1. As far as possible littering and destroying pages should be avoided
2. All project works and assignments which should be mandatorily submitted should be submitted via electronic means.
3. Majority Communications should be communicated officially through Emails, website and Messaging platforms (like whats app)

PRINCIPAL

Shetty
Co-ordinator

Internal Quality Assurance Cell



CHAIRMAN

Prubink
Principal (I/C)

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