ST. BEDE'S COLLEGE, SHIMLA

STANDARD OPERATING PROCEDURES (SOPs)

ENVIRONMENT CELL

SOP No.: ENVIR/SOP/01/2026
Effective From: Academic Session 2026–27
Year of Establishment of ENVIRNOMENT CELL: 2016
Review Frequency: Annually
Approved By: Principal
Responsible Unit: ENVIROMENT CELL
Version: 1.0

1. ENVIRONMENT CELL

- Name of the Society/Club: Environment Cell, St. Bede's College, Shimla.
- Department/Unit under which it functions: College-level Environment Cell, functioning under the supervision of the Principal and in coordination with the IQAC and relevant departments/committees.
- Date of establishment: As per the college's official establishment/constitution order.
- Faculty Convenor/Coordinator: To be appointed by the Principal.
- Faculty Members/Committee Members: To be appointed or nominated by the Principal.
- Student Representatives: To be nominated or selected in accordance with college procedures.

Note: The date of establishment and names of office-bearers should be inserted from the college's official records.

2. Introduction

The Environment Cell of St. Bede's College, Shimla, functions as a platform for promoting environmental awareness, conservation of natural resources, responsible waste management, biodiversity protection, and sustainable campus practices. The Cell shall build upon the college's documented environmental initiatives, including its Black Gold Unit for biodegradable waste management, medicinal garden, waste-paper recycling and reuse activities, solar energy applications, rainwater harvesting, and student-led best-out-of-waste activities. It shall provide opportunities for experiential learning, environmental leadership, creativity, collaboration, and community engagement in alignment with the vision and mission of the institution.

3. Vision

To foster an environmentally responsible and sustainable campus at St. Bede's College, Shimla, and nurture students as informed, active, and responsible citizens committed to ecological protection and sustainable development.

4. Mission

- Promote student participation in environmental protection and sustainability activities.
- Encourage practical learning through waste management, recycling, biodiversity documentation, and conservation initiatives.
- Strengthen the responsible use of water, energy, paper, and other resources.
- Support the maintenance and educational use of the medicinal garden and other green spaces.
- Organise environmental awareness programmes, exhibitions, competitions, workshops, and outreach activities.
- Develop teamwork, leadership, creativity, and environmental responsibility.
- Maintain systematic records and assess the outcomes and impact of activities.

5. Objectives

1. To organise environmental awareness and sustainability activities during each academic session.
2. To promote segregation, reduction, reuse, and recycling of waste, including paper and suitable biodegradable materials.
3. To support the appropriate functioning and monitoring of the college's Black Gold Unit in coordination with designated staff.
4. To promote the care, documentation, and educational use of the medicinal garden and campus biodiversity.
5. To encourage water and energy conservation, including responsible use of existing rainwater-harvesting and solar facilities.
6. To organise best-out-of-waste activities and encourage creative reuse of discarded materials.
7. To facilitate environmental field visits, surveys, student projects, and community engagement.
8. To encourage interdisciplinary collaboration with academic departments and relevant college committees.
9. To maintain activity-wise documentation, feedback, and evidence for institutional review and accreditation.
10. To periodically assess activity outcomes and recommend improvements.

6. Organisational Structure

Principal/Patron

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Faculty Convenor/Coordinator

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Faculty Members

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Student Coordinator/Representatives

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Student Members/Volunteers

7. Composition of the Environment Cell

Position	Number	Mode of Selection/Appointment	Tenure
Patron/Principal	1	Institutional appointment	As per institutional norms
Faculty Convenor	1	Appointed by the Principal	Academic session/institutional norms
Faculty Members	As decided	Nominated by Principal/Convenor	Academic session
Student Coordinator	1 or as decided	Election/nomination	Academic session
Student Members	As applicable	Nomination/selection/registration	Academic session
Volunteers	As required	Open participation/selection	Activity-specific

8. Roles and Responsibilities

A. Patron/Principal

- Provide institutional guidance and overall supervision.
- Approve the annual action plan and major activities.
- Facilitate resources and coordination with relevant college units, where required.
- Review the functioning and annual performance of the Environment Cell.

B. Faculty Convenor/Coordinator

- Prepare the annual activity plan and calendar.
- Coordinate the Cell's activities and convene meetings.
- Allocate duties among faculty members and student representatives.
- Obtain required permissions and approvals.
- Coordinate with IQAC, academic departments, campus maintenance staff, and other committees.
- Coordinate monitoring of waste management, the Black Gold Unit, recycling, medicinal garden, solar facilities, and rainwater harvesting, as relevant to the activity.
- Ensure timely preparation of activity reports, feedback summaries, and action-taken reports.
- Maintain physical/digital records and prepare the annual performance review.

C. Faculty Members

- Assist in planning and implementation of activities.
- Supervise assigned activities and mentor student volunteers.
- Ensure discipline, inclusion, and safety during activities.
- Verify attendance and supporting documentation.
- Assist in outcome assessment and preparation of reports.

D. Student Coordinators

- Communicate approved activity information to student members.
- Assist with planning, registration, logistics, and execution.

- Maintain participation records and help collect feedback.
- Support preparation of activity documentation under faculty supervision.

E. Student Members/Volunteers

- Participate actively and responsibly in approved activities.
- Promote waste reduction, recycling, water conservation, energy conservation, and biodiversity awareness.
- Perform duties assigned by the Convenor or faculty coordinators.
- Maintain discipline and institutional decorum.
- Provide feedback and suggestions for improvement.

F. Relevant Support Staff/Departments

- Assist within assigned responsibilities in the operation and maintenance of campus facilities.
- Report faults, waste-management concerns, leaks, or unsafe conditions to the designated authority.
- Provide verified operational information for monitoring and reporting where available.

9. Annual Activity Planning

The Environment Cell shall prepare an Annual Activity Calendar/Action Plan before or at the beginning of each academic session. The plan should specify the proposed activity, tentative date, objectives, target group, responsible person, resource requirements, and expected outcomes.

- Align activities with the institutional vision and mission, the IQAC academic calendar, and relevant quality-assurance requirements.
- Consider the Sustainable Development Goals (SDGs), particularly responsible consumption and production, clean water, clean energy, climate action, and life on land, wherever relevant.
- Include activities linked to the college's environmental facilities and initiatives, such as the Black Gold Unit, waste-paper recycling, medicinal garden, solar facilities, rainwater harvesting, and best-out-of-waste activities.
- Submit the proposed plan to the Principal for approval and update it when necessary.

10. Procedure for Conducting an Activity

The standard activity cycle shall be followed:

Identification of activity/theme

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Proposal preparation

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Approval from competent authority

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Budget/resource planning

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Duty allocation

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Publicity/communication and registration

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Execution of activity with safety arrangements

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Attendance and documentation

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Feedback collection

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Outcome/impact assessment

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Activity report preparation

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Submission and record keeping

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Review and corrective action

Activity-specific procedures shall be followed for waste segregation, the Black Gold Unit, paper recycling, best-out-of-waste exhibitions, medicinal garden activities, plantation, water and energy conservation, and off-campus environmental visits. Students shall not handle hazardous, sharp, chemical, or unidentified waste.

11. Meeting Procedure

- The Environment Cell shall meet at least once each semester and whenever required.
- The Convenor shall call meetings, prepare the agenda, and communicate meeting details.
- Attendance and minutes shall be recorded for every meeting.
- Minutes shall identify decisions, responsible persons, timelines, and pending action points.
- Progress on previous decisions shall be reviewed in subsequent meetings.
- An Action Taken Report (ATR) shall be prepared for relevant decisions and submitted to the Principal/IQAC as required.

Suggested cycle: Meeting → Minutes → Action Points → Responsibility → Timeline → Action Taken Report (ATR).

12. Documentation and Record Management

A dedicated physical or digital folder shall be maintained for the Environment Cell.

A. Administrative Records

- Constitution/order establishing the Cell and current member list.
- Appointment/nomination orders.
- Annual activity plan and calendar.
- Meeting notices, attendance, minutes, and Action Taken Reports.

B. Activity Records

- Proposal and permission/approval.
- Notice, invitation, poster, brochure, and programme schedule.
- Registration list and attendance sheet.
- Photographs/videos, where appropriate and permitted.
- Resource-person/judge details and certificates, where relevant.
- Feedback and feedback-analysis report.
- Activity report, outcomes/impact report, and follow-up actions.
- Media coverage, if available.
- Relevant registers for waste management, recycling, medicinal garden, plantation, water, and energy conservation.

C. Financial Records

- The College Office shall maintain official financial records; the Convenor shall retain copies of relevant approvals and reports.
- Approved budget and expenditure sanction.
- Bills, vouchers, sponsorship/donation records, and expenditure/utilisation statements, where applicable.

13. Outcome and Impact Assessment

Assessment shall go beyond recording that an activity was conducted. For major activities, the Cell should identify outputs, outcomes, and impact, using evidence where available.

Level	Meaning	Environment Cell example
Output	What was done?	A recycling workshop or best-out-of-waste exhibition conducted; participants and materials recorded.
Outcome	What did participants learn or gain?	Improved understanding of waste segregation, reuse, biodiversity, or resource conservation, assessed through feedback or activity tasks.
Impact	What changed over time?	Documented improvements in participation, recycling practice, sapling survival, resource-use practices, or community engagement, where evidence supports the claim.

Possible indicators:

- Number of activities planned and conducted.
- Number of student/staff participants and beneficiaries.
- Quantity of biodegradable waste processed or compost produced, where reliably measured.
- Quantity of paper or other recyclable material collected/reused, where measured.
- Medicinal garden/plant register updates and plant survival observations.

- Status of solar and rainwater-harvesting facilities as reported by responsible staff.
- Student feedback, projects, skills developed, and suggestions implemented.
- Community beneficiaries, collaborations, awards, and external participation, where relevant.

Only verified data shall be reported as achievements; estimated figures must be clearly identified as estimates.

14. Feedback Mechanism

For major activities, feedback shall be collected from participants using a short form or another suitable method.

- Feedback may assess relevance, organisation, quality of content, student engagement, learning gained, and suggestions for improvement.
- The Convenor shall review feedback and identify practical improvements.
- A feedback-analysis note shall be maintained for major programmes.
- Suggested cycle: Activity → Feedback → Analysis → Improvement.

15. Monitoring and Review

The functioning of the Environment Cell shall be reviewed periodically by the Principal/management and IQAC, as applicable.

Review parameters:

- Activities planned versus conducted.
- Student participation and engagement.
- Achievement of objectives and evidence of outcomes.
- Status of environmental facilities and initiatives within the Cell's remit.
- Documentation compliance and timeliness of reports.
- Feedback and suggestions received.
- Budget utilisation, where applicable.
- Challenges, corrective measures, and good practices.
- Follow-up on pending action points.

The Convenor shall prepare an Annual Performance Review and submit it to the competent authority/IQAC, as required.

16. Grievance and Conflict-Resolution Mechanism

Concerns relating to membership, participation, assigned responsibilities, conduct, disagreements, safety, or programme arrangements should be communicated to the Faculty Convenor. The Convenor shall attempt to resolve routine matters fairly and promptly. Issues requiring administrative intervention, involving misconduct, or remaining unresolved shall be referred to the Principal or the appropriate institutional authority. Relevant decisions shall be documented while maintaining confidentiality where necessary.

17. Code of Conduct

All members and participants shall comply with the college's Code of Conduct and applicable institutional policies. Participants shall maintain discipline, respect campus property and biodiversity, avoid littering, follow safety instructions, and treat all participants respectfully. Environmental activities shall be conducted without discrimination and without unauthorised use of college resources or premises.

18. Inclusivity and Accessibility

- Provide equal opportunity for participation by students from diverse backgrounds.
- Make reasonable efforts to ensure accessibility for students with disabilities.
- Use inclusive and non-discriminatory communication and participation procedures.
- Consider accessibility, safety, and individual needs when planning field visits and outdoor activities.

19. Collaboration and Linkages

Where approved by the competent authority, the Environment Cell may collaborate with:

- Other departments and committees of St. Bede's College.
- Other colleges and universities.
- Government departments and local authorities.
- Environmental NGOs and community organisations.
- Botanical, biodiversity, waste-management, and sustainability experts.
- Alumni and other relevant institutions or professional bodies.

All MoUs, permissions, correspondence, joint activities, and outcomes shall be documented. Formal commitments and use of the college's name shall require prior institutional approval.

20. Risk Management and Safety

- Obtain prior approval for field visits, outdoor activities, public campaigns, and activities involving external participants.
- Designate faculty supervision and communicate participant responsibilities.
- Assess risks associated with terrain, traffic, weather, tools, waste, water bodies, and site conditions, as applicable.
- Provide appropriate first-aid/emergency arrangements and contact details for off-campus activities.
- Arrange transport in accordance with college procedures where applicable.
- Do not permit students to handle hazardous, sharp, chemical, biomedical, or unidentified waste.
- Report incidents, injuries, unsafe conditions, or damage to the competent authority promptly.

21. Financial Procedure

- Expenditure shall be incurred only after obtaining the required approval and financial sanction.

- All spending shall comply with the college's financial rules and procurement procedures.
- Bills, vouchers, sanctions, and other supporting documents shall be submitted to the College Office as prescribed.
- Sponsorships, donations, or external contributions shall be accepted and recorded only through authorised institutional procedures.
- The Convenor shall maintain copies of relevant approvals and activity-level expenditure information.
- Expenditure/utilisation statements shall be submitted within the prescribed timeline.

22. Reporting Format

Every major activity should preferably have a standard activity report containing:

11. Name of Activity
12. Date and Venue
13. Organising Society/Cell
14. Convenor/Faculty Coordinators
15. Objectives
16. Target Group
17. Number of Participants
18. Resource Persons/Judges, if applicable
19. Brief Description of the Activity
20. Learning Outcomes
21. Output and Impact
22. Feedback Summary
23. Photographs, subject to applicable consent/privacy procedures
24. Media Coverage, if any
25. Supporting Documents
26. Follow-up/Action Taken

Approval and Implementation

These SOPs shall come into effect from the date of approval by the competent authority of St. Bede's College, Shimla. They shall be reviewed annually and amended with the approval of the Principal, as required.

Approved by: Principal, St. Bede's College, Shimla

Signature: Sr. Rosily TJM

Officiating Principal
St. Bede's College
Shimla -171002

Date: 04-11-2026

Convener Environment Cell: Dr. Pankaj Aggnihotri

Signature: