

POLICY DOCUMENT

ON

‘Commitment towards Paper use and Printing Goals’



RKSD (PG) COLLEGE, KAITHAL

NAAC 'A' Grade accredited, Affiliated to Kurukshetra University, Kurukshetra

Ambala Road, Kaithal -136027 (Haryana)



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Commitment towards Paper use and Printing Goals

- Purchase paper with re-cycled content.
- Distribute memos, reports, purchase orders and brochures electronically.
- Encourage re-use of scrap paper for printing and note taking.
- Print on letterhead paper only as needed; use electronic letterhead whenever possible
- Network all printing to shared copiers/printers and eliminate stand-alone printers where possible
- Discourage reckless printing and copying by requiring use of an account/password
- Promote a 'Think before you Print' culture
- Desktop drafting and editing of documents
- Reduce default margin settings
- Use toner-saving fonts (e.g. Eco Font) or smaller-sized fonts
- Single-spaced formatting on all documents - Include the "think before you print" message in the "green" PR Campaign
- Encourage increased use of Blackboard/white board as a paper-free resource
- Training and Adherence - Distribute (an) email(s) with detailed instructions, including "screen shots" on how to change settings on computers, copiers, faxes, printers
- Establish duplex (two-sided) copying and printing as standard
- Phase out meeting handouts and distribute/project them electronically
- Digitize forms and administrative processes. Continue replacing processes and administration eliminating use of paper to the possible extent.
- Double-sided student assignments as standard (with electronic submission, grading & return)
- Faxes: phase out fax machines, utilize computer faxing, end use of fax cover pages
- Increase electronic archiving and record keeping (this needs to be better defined and targets identified; work with Purchasing, Personnel, Academic Department and/or Student Records to be determined)

Sanjay

Dr. Sanjay K. Goyal

Principal