SUAS/RO/25/172 Dated: 04/07/2025

Subject: SUAS' Quality Audits on Environment Policy.

For the information of all concerned, Symbiosis University of Applied Sciences' (SUAS) Quality Audits on Environment Policy is hereby notified. The Policy will be as per Annexure `A' to this Notification.

This notification will come into effect from the date of its issue.

Dr. Manish
Registrar

Copy to:

1. EA to Vice Chancellor for the information of Hon'ble Vice-Chancellor
2. All Faculty & Staff.

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Annexure 'A'

SYMBIOSIS UNIVERSITY OF APPLIED SCIENCES

A Symbiosis Skills University, Indore

QUALITY AUDITS ON ENVIRONMENT POLICY

CONTENT

QUALITY AUDITS ON ENVIRONMENT POLICY

1. Introduction

Symbiosis University of Applied Sciences (SUAS), upholds a strong commitment to environmental sustainability, energy efficiency, emission reduction, waste and water management, and biodiversity. Quality audits on environmental policy are central to ensuring that the university's environmental objectives are achieved, regulatory requirements are met, and continuous improvement is embedded in campus operations. This comprehensive policy details the structure, methodology, outcomes, and significance of SUAS's quality audits on its environment policy, referencing UGC guidelines and best practices in higher education.

2. Understanding Environmental Quality Audits

2.1 Definition and Purpose

An environmental audit is a systematic, documented, periodic, and objective process for assessing an organization's environmental performance, practices, and management systems. It offers a comprehensive assessment of the organization's environmental performance, considering its impacts on air and water quality, energy use, biodiversity, etc.

At SUAS, these audits serve to:

- Improve overall environmental standards within the institution.
- Promote the reduction and reuse of available resources to minimize waste.
- Evaluate compliance with environmental laws and institutional policies.
- Identify areas for improvement and best practices.
- Promote the reduction and reuse of available resources to minimize waste.
- Foster a culture of environmental sustainability and accountability among the stakeholders

2.2 Scope

SUAS's audits encompass all facets of campus operations, including waste management, energy use, emissions, water conservation, biodiversity, hazardous materials, and community engagement.

3. Regulatory and Institutional Framework (UGC and National Guidelines)

3.1 UGC Guidelines

The University Grants Commission mandates regular quality audits on environment and energy management for higher education institutions, emphasizing compliance, transparency, and continual improvement.

3.2 National Regulations:

Solid Waste Management Rules, 2016; Water (Prevention and Control of Pollution) Act, 1974; Air (Prevention and Control of Pollution) Act, 1981.

4. SUAS Institutional Policy

SUAS's environment policy is aligned with UGC and national mandates, focusing on sustainability, resource efficiency, and stakeholder engagement. The policy is reviewed and updated based on audit findings and regulatory changes.

4.1 Audit Structure and Process at SUAS

4.1.1 Planning and Preparation

Audit Committee Formation:

SUAS shall constitute an Environment Audit Committee comprising two (2) faculty members, two (2) administrative staff, and two (2) student representatives.

Defining Audit Scope:

The committee delineates the audit's scope, covering waste management, energy, water, air quality, biodiversity, and compliance documentation.

Audit Schedule:

Audits are scheduled annually, with periodic internal reviews every quarter and external audit as required by UGC and accreditation bodies by external auditors.

4.1.2 Methodology

Pre-Audit Activities

- **Self-Assessment**: Departments complete a self-assessment questionnaire, providing data on environmental practices, resource consumption, and compliance status.
- **Document Review**: Policies, past audit reports, regulatory permits, and monitoring data are reviewed.

On-Site Audit

- **Opening Meeting**: The audit team briefs stakeholders on objectives, methodology, and expected outcomes.
- **Campus Inspection**: Physical inspection of facilities, waste management units, laboratories, energy systems, water sources, and green spaces.
- **Interviews**: Discussions with staff, students, and facility managers to understand practices and challenges.
- **Sampling and Testing**: Where necessary, samples of water, soil, or air are collected for laboratory analysis.

Evaluation

- **Compliance Check**: Assessment against legal standards, UGC guidelines, and institutional policy.
- **Performance Indicators**: Measurement of energy and water use, waste segregation rates, recycling efficiency, and biodiversity indices.
- **Best Practices and Gaps**: Identification of innovative practices and areas needing improvement.

Reporting

- **Draft Report**: Preliminary findings are shared with the Environment Audit Committee for feedback.

- **Final Report**: Comprehensive documentation of findings, non-compliances, recommendations, and best practices.
- **Action Plan**: Development of corrective and preventive actions, with timelines and responsibilities assigned.

Follow-Up

- **Implementation Monitoring**: The committee monitors the execution of action plans.
- **Re-Audit**: Follow-up audits ensure that corrective measures are effective and sustained.

4.1.3 Key Components Audited

Waste Management

- Segregation at source (biodegradable, recyclable, hazardous).
- On-site composting and recycling initiatives.
- Awareness and training programs.

Energy Management

- Energy consumption patterns and efficiency measures.
- Use of renewable energy (e.g., solar panels).
- Energy conservation campaigns.

Water Management

- Water sourcing, consumption, and conservation practices.
- Rainwater harvesting and wastewater treatment.

Air Quality and Emissions

- Monitoring of indoor and outdoor air quality.
- Control of vehicular and generator emissions.
- Green cover efforts.

Biodiversity and Green Campus

- Maintenance of green spaces, and tree plantation drives.
- Protection of native flora and fauna.

Compliance and Documentation

- Adherence to regulatory permits and environmental standards.
- Maintenance of records, audit trails, and compliance certificates.

4.1.4 Outcomes and Impact of Quality Audits

- **Compliance and Risk Mitigation:** Ensures SUAS meets all statutory and regulatory requirements, reducing the risk of legal penalties and reputational damage.
- **Resource Optimization:** Identifies opportunities for reducing energy and water consumption, leading to cost savings and environmental benefits.
- **Continuous Improvement:** Facilitates ongoing enhancement of environmental performance through regular monitoring and feedback loops.
- **Stakeholder Engagement:** Involves students, faculty, and staff in sustainability initiatives, fostering a sense of ownership and responsibility.
- **Innovation and Best Practices:** Promotes the adoption of innovative technologies and practices, such as waste valorization and industrial symbiosis.
- **Transparency and Accountability:** Public disclosure of audit findings enhances transparency and builds trust with stakeholders, including regulatory bodies and the community.

4.1.5 Challenges

- Ensuring consistent participation across all departments.
- Keeping up with evolving regulations and technologies.
- Integrating audit recommendations into daily operations.

4.1.6 Solutions

- Regular training and capacity-building programs.
- Leveraging digital tools for data collection and monitoring.
- Strong leadership commitment and clear communication channels.

4.2 Case Example: SUAS Environmental Audit Cycle

Step 1: Self-Assessment and Data Collection

Departments complete self-assessment forms, submit energy and water consumption data, and report on waste management practices.

Step 2: On-Site Audit

The audit team inspects facilities, interviews stakeholders, and reviews documentation. Waste segregation points, composting units, and energy meters are checked for compliance and efficiency.

Step 3: Reporting and Action Planning

Findings are documented, and an action plan is developed to address gaps, such as improving waste segregation or upgrading energy systems.

Step 4: Implementation and Follow-Up

Departments implement corrective actions, such as installing new recycling bins or conducting awareness workshops. The audit committee monitors progress and schedules follow-up audits.

4.3 Alignment with UGC and Global Best Practices

SUAS's audit process mirrors UGC's emphasis on regular quality audits for environment and energy management. The methodology aligns with international standards, such as ISO 14001 (Environmental Management Systems), and incorporates best practices in risk assessment, stakeholder engagement, and continuous improvement.

Audit findings inform policy updates and strategic planning, ensuring that SUAS remains at the forefront of campus sustainability.

4.4 Documentation and Reporting

All audit reports, action plans, and compliance certificates are archived and made accessible to stakeholders. Annual summaries are included in the university's sustainability and accreditation reports, demonstrating accountability and progress.