53.5.2 **Proposed procedure for Expedited File Movement:**

The Principal presented a draft proposal to streamline the movement of files for bills and contracts valued at over ₹3 lakhs.

Following the presentation, Sri. Prakash Rao suggested the following three-stage process for expediting file movement:

- **Stage 1:** Submission of bills/files/contracts exceeding ₹3 lakhs to BMSET for initial approval.
- **Stage 2:** Upon approval, the Purchase Order containing relevant details will be forwarded to BMSET for approval, followed by placement of orders.
- **Stage 3:** Bills/Invoices will be sent to BMSET for verification. Once approved, cheque preparation will be carried out at the college level, and the Chairman can sign the cheques during his visit.

Wg. Cdr. R. A. Raghavan, Director (Admin), BMSET, noted that multi-level verification significantly delays file processing. He suggested reducing the number of scrutiny levels without compromising procedural integrity. He also proposed establishing a Schedule of Powers and routing files to the Director (Admin), who will forward them to the appropriate Trust officials based on their nature and urgency.

Dr. Dayananda Pai emphasized the need to shorten the process while ensuring procedural compliance.

The board reviewed and approved the proposed process for expediting file movement.

Sri. Aviram Sharma, Chairman, recommended adopting a uniform process across all BMS institutions.

SECTION-6 ANY OTHER SUBJECT WITH THE PERMISSION OF THE CHAIR

The Policy related to the implementation of the United Nations' Sustainable Development Goals (SDGs) was presented by the Principal to all the BoG Members.

After due deliberation, the SDG Policy was noted and approved for implementation.

The Meeting concluded with thanks to the Chair.

MEMBER SECRETARY
BoG, BMSITM

CHAIRMAN
BoG, BMSITM

Policy for Integration & Implementation of Sustainable Development Goals - 2025

1. Introduction

- The institution adopts the United Nations Sustainable Development Goals as a guiding framework for academic delivery, research, campus operations, governance, and community engagement. The SDG Policy integrates environmental sustainability, social responsibility, ethical governance, and inclusive growth into all institutional functions.

- This policy aligns with national and regulatory frameworks including NEP 2020, AICTE Model Curriculum, UGC Guidelines, NAAC Quality Indicators, and NBA Accreditation requirements. Environmental protection and resource conservation form a foundational component of the SDG implementation strategy.

2. Objectives

- Embed sustainability and environmental responsibility across curriculum, research, and operations.
- Strengthen the institution's contribution to SDGs through measurable actions.
- Create a culture of environmental responsibility, ethical practices, and community service.
- Foster ethical practices, social inclusion, and community development.
- Build partnerships with industries, government bodies, and local communities.
- Ensure periodic monitoring and reporting through IQAC and Academic Council.
- Reduce environmental impact and institutional carbon footprint.
- Promote responsible use of natural resources such as water and energy.
- Encourage innovation and research addressing sustainability challenges.

3. Scope

- Applies to all programs, departments, faculty, non-teaching staff, students, research centers, and administrative offices.
- Covers academic processes, R&D, campus management, outreach, and governance.

POLICY FRAMEWORK

➢ Curriculum Development and Teaching

- Integrate SDG topics in the curriculum through dedicated modules, value-added courses, and learning activities.
- Map course outcomes to SDG indicators when appropriate for relevant SDGs.
- Encourage faculty to include real-world case studies, environmental issues, social problems, and learning activities related to SDGs.
- Promote MOOCs (SWAYAM, NPTEL, Coursera) related to sustainability.
- Environmental topics such as climate change, waste management, renewable energy, water conservation, and sustainability ethics are to be integrated across disciplines.
- Conduct faculty development programs on sustainability-related pedagogies.
- Conduct student development programs on sustainability-related competencies and experiential learning.

➢ Research, Consultancy, and Innovation

- Promote R&D aligned with SDGs, including renewable energy, water treatment, waste management, smart mobility, digital health, machine learning applications in sustainability, and social innovation.
- Prioritize funding proposals linked to SDG themes and national missions such as Atal Innovation Mission, DST, SERB, DRDO, and AICTE schemes.
- Strengthen incubation and innovation support for start-ups addressing SDG challenges.
- Encourage faculty and students to publish research articles addressing SDG indicators and societal impact.
- Promote consultancy and technology transfer to local bodies, MSMEs, and community groups.
- Conduct conferences and Hackathons for both Students and Faculty addressing the SDGs.

➢ Campus Sustainability and Environmental Operations

Energy and Climate Action

- Improve energy efficiency through LED lighting, energy-efficient equipment, and building management systems.
- Conduct periodic energy audits and implement recommendations.
- Install and expand renewable energy systems such as rooftop solar and solar water heaters.

Water Conservation and Management

- Implement rainwater harvesting and groundwater recharge systems.
- Promote water-efficient fixtures and regular monitoring of water consumption.
- Treat and reuse wastewater for gardening, flushing, and non-potable applications.

Waste and Resource Management

- Enforce segregation of waste at source into biodegradable, recyclable, and hazardous categories.
- Compost organic waste from hostels, canteens, and landscaping.
- Ensure authorized recycling of paper, plastic, metal, e-waste, and biomedical waste.
- Maintain strict laboratory chemical management practices, including safe storage, labelling, segregation, and disposal through authorized facilities.
- Minimize single-use plastics and promote reusable alternatives.

Green Campus and Biodiversity

- Enhance green cover through plantation of native and climate-resilient species.
- Maintain gardens, biodiversity parks, herbal gardens, and medicinal plant zones.
- Protect indigenous flora and fauna and avoid invasive species.
- Involve students and staff in plantation drives and biodiversity documentation.

Sustainable Mobility

- Encourage walking, cycling, public transport, and carpooling.
- Promote electric vehicles and EV charging infrastructure.
- Reduce travel emissions through digital meetings and online platforms.

➤ Student Development and Engagement

- Encourage student participation through clubs such as NSS, NCC, Rotaract, Eco Club, Energy Club, and IIC.
- Promote internships, community-based projects, and industry-sponsored challenges linked to SDGs.
- Organize awareness drives on environment, health, gender equity, digital inclusion, and ethical leadership.
- Recognize student achievements related to sustainability and social impact through awards and credits.

- Encourage participation in national events such as Hackathon / Ideathon / Project Competitions with SDG focus.

➢ Community Outreach and Social Responsibility

- Partner with local panchayats, municipalities, schools, and NGOs to address community-level SDG problems such as sanitation, energy efficiency, low-cost housing, digital literacy, and health awareness.
- Conduct capacity-building programs for rural communities, women's groups, farmers, and schoolteachers.
- Promote volunteer work through Eco Club, NCC and NSS camps viz, awareness activities, blood donation drives, food distribution, and environmental activities etc.
- Offer technical support to local government bodies for computer literacy, smart village and sustainable infrastructure projects.

➢ Governance, Monitoring, and Reporting

- Include representatives from faculty, students, administration, and external experts.
- Develop measurable indicators aligned with NIRF, NAAC and NBA parameters.
- Prepare annual SDG performance reports covering curriculum integration, research output, campus sustainability, outreach activities, and measurable impact.
- Review Environmental performance indicators such as energy usage, renewable share, water reuse, waste diversion, green cover, and air quality trends.
- Review is undertaken by IQAC, and final report is submitted to Academic Council.
- Publish highlights of SDG achievements on the institution website.

➢ Review and Continuous Improvement

- Review policy periodically to ensure relevance and effectiveness.
- Receive Feedback from stakeholders and audited outcomes should be used for corrective actions.
- Ensure compliance with statutory environmental and educational regulations.

Principal