



KUMARAGURU
college of technology
character is life

www.kct.ac.in

[An Autonomous
Institution
Established in 1984
Affiliated to
Anna University Chennai
Approved by
AICTE, New Delhi
Accredited by NAAC]

Policy on Paper Usage

Administering Entity: Kumaraguru College of Technology

Date Approved: 11/04/2023

Last Amendment Date: 08/11/2019

Indicative Time for Review: Bi-Annual

Responsibility for Review: Principal, AO, General Manager - Sustainability, Representative from DTS

Scope

Policy applies to all Academic Departments of KCT / Centre's operating under Academic Support.

Purpose

Policy aims at conscious usage of paper by Academic Administration, Faculty Members and Students in activities related to Teaching-Learning, Assessment and Evaluation, Co/Extra-Curricular Activities. Thereby, Institute's commitment towards sustainable environment, is reinforced.

Project Report / Assignments: Project reports shall be submitted as **E - copy** to concerned guide (mid-term reports / final report). Departments shall maintain properly labelled e - copies at Department Libraries as well as in Cloud storage (One Drive). Abstract of Project Works may be received in the printed (paper) form.

Faculty shall encourage submission of **E - Assignments** (except those that require drawings and significant amount of written part). Assignments that need physical (paper) report shall not use plastic file and submitted in tied / pinned form.

Low GSM papers: Recommended for internal print-outs and purchase specifications shall be changed accordingly. Color printouts are to be avoided, strictly.

Print-out / Photocopy shall be taken only from the designated vendor, located inside the Campus. Glue / Tape shall be used to bind the papers and no spiral binding and use of plastic sheets is not allowed.

Laboratory Manuals: Manuals shall be printed on **double-side** with paper wrapper only. Selected Font size / Alignments should be used across the manual. Manual printing will be taken care centrally, and students are not permitted to print the Manuals on their own.

Draft Mode of printing shall be used for all the internal communications and printer cartridges issued to the Departments / Centre's shall strictly be monitored, centrally.

Date: 12/04/2023


Principal, KCT