



**Army Institute Of Technology (AIT), Dighi Camp, Pune - 15.**

Director : 7249250115, Joint Director : 7249250117, Principal : 7249250186

Exch : 7249250183, 7249250184, 7249250185

Website : [www.aitpune.com](http://www.aitpune.com) Email : [ait@aitpune.edu.in](mailto:ait@aitpune.edu.in)

Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

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Waste Segregation Chart for Residents : 2Bin1Bag Method (www.2bin1bag.in)

1. Organic Waste



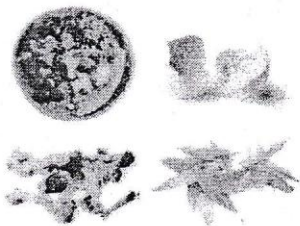
(Do NOT use a plastic liner. Use paper liner shown in above picture)

KITCHEN WASTE

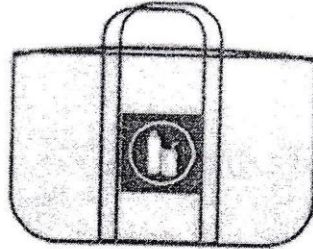
- Vegetable/Fruit Peels
- Rotten Vegetables/Fruits
- Cooked Food/Leftovers
- Egg shells/Chicken/Fish
- Tissue paper soiled with food
- Tea Bags/Coffee Grinds
- Leaf plates
- Swept dust

GARDEN WASTE

- Fallen Leaves
- Puja Flowers/Garlands
- Weeds



2. Recyclable Waste



(Use only reusable bags for disposal)

PLASTIC ( Must be Rinsed if Soiled)

- Boxes /Wraps/Covers
- Bottles/Cups/Straw/Toys
- Milk Packets
- Chips/Toffee Wrappers
- Any Other Plastic item

PAPER( Must be Rinsed if Soiled)

- Newspaper/Magazines/Books
- Cardboard Cartons/Pizza Boxes
- Paper Cups/Plates/Tetra Packs

METAL / GLASS / FABRIC

- Aluminum Foil
- Cans/Deodorant Metal Bottles/ Unbroken Bottles / Jars
- Cloths/Misc Textile/Dusters

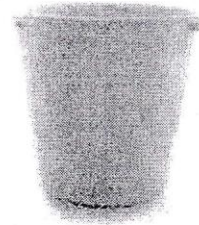
OTHER

- Bulbs/Tube lights /CFLs(hand over separately)
- Thermocol/Styrofoam Items
- Cosmetics/Coconut Shells
- Wooden waste
- Old Mop/ Dusters

E WASTE

- UPS/batteries/Wires/Tapes / Electronic Devices

3. Reject /Sanitary Waste



(Do NOT use a plastic liner)

SANITARY WASTE

- (Use Newspaper for Wrapping)
- Diapers / Sanitary Napkins
- Nails & Hair
- Medicines
- Used Tissues
- Condoms
- Bandages

SHARP

- (Wrap in newspaper and handover separately)
- Razors / blades
- Used Syringes / Injection Vail's
- Broken Glass

CONSTRUCTION DEBRIS/INERTS

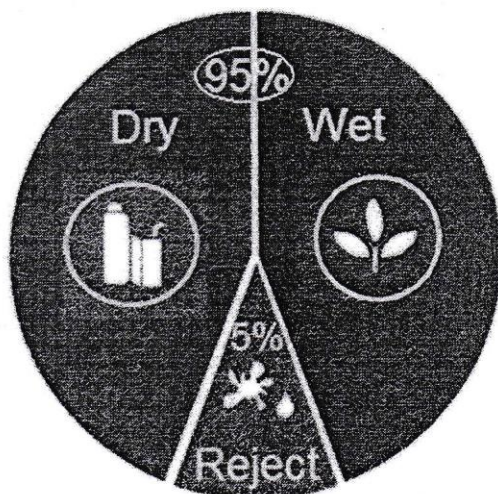
- (hand over separately)
- Rubble
- Paints
- Silt from drains
- Cement powder
- Bricks
- Flower pots



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**Did you know...?** Nearly 95% of the household waste can be kept out of landfills if we practice the 3 R's and segregate waste at source.



### **REDUCE**

Avoid buying single use disposables such as plastic/paper cups, gift wraps and packaged products. Many packages which are a combination of paper, foil and plastic are often difficult to recycle. Carry your own grocery bag every time you shop instead of accepting single use plastic carry bags. **Reducing the waste at source removes the need to manage it later!**

### **REUSE**

Re-use old glass jars and plastic covers. You can give second life to your old clothes, books and electronic items by repairing them.

### **RECYCLE**

Recycling is an energy intensive process. However, it is a better option than landfilling. Recycling helps salvage raw materials that would be lost forever if landfilled

**Our vision is to manage 95% of our waste responsibly and to send only 5% to landfills**

- PLS drop your Plastic & E-Waste in the central bins provided by the Institute.
- Only Reject Waste will be send to the Landfill.
- If you find someone violating waste management rules, please report to [jd@aitpune.edu.in](mailto:jd@aitpune.edu.in) with pictures.
- For any questions regarding segregation, contact Zero Waste Team at AIT, Pune , [skulkarni@aitpune.edu.in](mailto:skulkarni@aitpune.edu.in), [project@aitpune.edu.in](mailto:project@aitpune.edu.in)



*[Signature]*  
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DIRECTOR'S SECRETARIAT

NOTICE – 39/2021

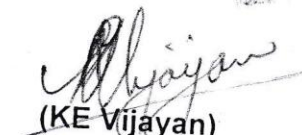
ELIMINATION OF SINGLE USE PLASTIC

1. Ref HQ AWES letter No B/45785/Misc/AWES dated 01 Apr 2021 on the subject.
2. We produce millions of tons of single use plastic every year, most of which cannot be recycled. Single use plastic includes plastic bags, polythene straws, plastic glass, soda and water bottles and food packaging items etc. These single use plastics are used only once and then thrown away.
3. **Single use plastic** is very harmful for human beings, animals and marine creatures. Animals consume plastic particles along with their food. Plastic cannot be digested and thus gets trapped in their intestine and results in serious health problems. We need to understand the problems being caused by the **single use plastic** and stop their use. We should stop using single use plastic to protect our planet, environment and human beings.
4. In view of the above it is our responsibility towards our nature, planet and all living creatures to stop using **single use plastic** to enable them to be happy, healthy and prosperous.
5. **NSS Club Staff I/C Only.** The club will initiate an awareness campaign against single use plastic among staff and students of AIT. Suitable slogans and boards for display will be designed by the club.

File No : AIT/0075/Notice/Adm

Army Institute of Technology  
Dighi Hills, Pune - 411015


Date: 19 Apr 2021

  
(KE Vijayan)  
Colonel  
Jt Director  
For Director

Distribution :-

Director }  
Principal } - For info please



  
Principal  
Army Institute of Technology  
Dighi Hills, Pune - 411015

HoD Mech

HoD E&TC 

HoD IT

HoD Comp

HoD ASGE

NSS Club Staff I/C   
AIT Website



DIRECTOR'S SECRETARIAT

NOTICE - 40/2021

ELIMINATION OF SINGLE USE PLASTIC


1. Henceforth, **single use plastic** will not be used in Messes, Open Air Cafeteria and Shopping Complex.
2. Bags, straws, cups, plates, small bottles, spoons etc made up of single use plastic will not be permitted in above places. Alternate arrangements like stainless steel will be used instead of plastic.
3. **NSS Club Staff I/C Only**. Request initiate campaign against single use plastic among service providers.

File No : AIT/0075/Notice/Adm

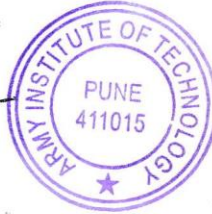
Army Institute of Technology  
Dighi Hills, Pune - 411015


Date: 16 Apr 2021

**Distribution :-**

 Director } - For info please  
Principal }

NSS Club Staff I/C  
Cherish Hospitality Services   
AP Hospitality Services  
Fruit Shop   
Open Air Cafeteria  
AIT Website



  
(KE Vijayan)  
Colonel  
Jt Director  
For Director

  
Principal  
Army Institute of Technology  
Dighi Hillis, Pune - 411015

Tele : 7249520184/2103

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Dighi Hills  
Pune – 411015

AIT/0810/LP/2020-21/Proj

19 Apr 2021

M/s Sun and San Enterprises  
291, Phulenagar Alandi Road  
Near New R.T.O Ground  
Pune – 411 006

Email : sunandsanent@gmail.com  
Mob : 9422516034

AIT GSTIN/UIN :27AAECA9497L1ZW

**SUPPLY ORDER : PROCUREMENT OF DUSTBINS HAVING 120 LTRS CAPACITY**

1. Refer your Quotation No Nil dt 26/03/2021.
2. Please supply the articles as mentioned below:-

Description	A/U	Quantity	Rate	Amount
Cello make dustbins Capacity – 120 ltr In 4 different colours set with wheels	Nos	40 (10x4 diff colours)	1700/-	68,000/-
			GST 18%	12,240/-
			<b>Net Total</b>	<b>80,240/-</b>

**3. TERMS AND CONDITIONS**

- (a) All items should have product codes delivered to this Institute in sealed packages at Dighi Hills, Pune-411015.
- (b) The stores should be insured where necessary with Director of Insurance (Govt of Maharashtra) Administrator Building, Opp Sachivalaya Madam Cama Road, Mumbai-400 032.
- (c) Bill should be sent in duplicate showing taxes if any.
- (d) The stamped pre-receipt for an amount of bill should be sent alongwith the bill.
- (e) The articles supplied will have to be of good quality and conforming to the specifications. If found inferior/deviating from the said specifications, the same will be returned at your cost.
- (f) The items should be supplied by 30 Apr 2021.
- (g) The receipt of this order may kindly be acknowledged immediately.



- (h) Items to be supplied in full.
- (j) All correspondence regarding this order and payment of bill for the supply of items may please be addressed to Director, AIT, Dighi Hills, Pune-15.
- (k) Payment will be made direct to the supplier by NEFT only after receipt of the item in good condition and on verification by a board of officers detailed by AIT.

  
(KE Vijayan)  
Col  
Joint Director  
For Director

**STANDARD OPERATING PROCEDURE (SOP) FOR  
WASTE MANAGEMENT OF AIT CAMPUS**

**INTRODUCTION**

1. This SOP has been formulated to lay down the procedure, responsibility and result of waste management and disposal of garbage at AIT Campus. A 'swachh campus' can create an ideal ecosystem by providing disease free environment to support in maintaining healthy and green campus. The intent of the SOP is adopt the best practices of Waste Management are 'Refuse, Reuse, Recycle, Recover and Regenerate (5Rs)' for managing the waste to convert it into 'wealth'.

**AIM**

2. The aim of this SOP is to lay down procedure for removal, segregation and disposal of garbage to ensure clean and green campus.

**RESPONSIBILITY**

3. Estate Supervisor is overall responsible for waste management of AIT Campus. He will be assisted by the following staff for waste management:-

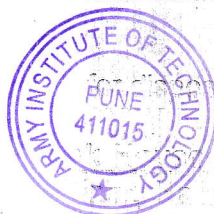
- (a) 01 x Supervisor (Conservancy and Housekeeping Staff).
- (b) 01 x e-rickshaw driver with e-rickshaw.
- (c) 01 x Housekeeping and/or Conservancy staff.

**PROCEDURE**

4. Following procedure will be followed for disposal of waste :-

(a) **Waste Generated from Cook Houses and Dining Halls.** Waste materials generated from Cook Houses and Dining Halls will be collected and disposed at the **PCMC Garbage Dump** located near **Magazine Chowk, Dighi**, on regular basis. Food waste material will also to be sent to piggery for animal consumption by the respective vendors.

(b) **Waste Generated from Academic Block, Hostels and Staff Quarters.** Adequate housekeeping staff with necessary cleaning materials are provided for regular maintenance of these areas. All the waste generated from these areas will be brought in e-rickshaw as door to door service to the '**Waste Management Area**' located behind the SN Bose Boys' Hostel for further disposal/ segregation in the different categories as below :-



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Principal  
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(i) **Plastic/ Metal Waste.** Waste materials of Plastic and Metallic in nature collected from Academic Block, Hostels and Staff Quarters to be segregated and dumped near the earmarked location '**SCRIP DUMP**'. The items will be sold as scrap material by a Board of Officer. The revenue generated from these to be deposited into College Account.

(ii) **Bio-degradable Waste.** Waste materials of bio-degradable nature (eg Paper and food waste, Abattoir waste, Dead animals/ plants etc) collected from Academic Block, Hostels and Staff Quarters will be dumped in the '**COMPOST PIT**'.

(iii) **E-Waste.** The segregated E-Waste product to be handed over to PCMC Garbage Dump located near Magazine Chowk, Dighi for **AUTHORISED RECYCLER** for disposal. e-waste materials to be kept in isolated area, after it becomes non-functional/ un-repairable so as to prevent its accidental breakage. Certain obsolete e-waste like running Computers/ Keyboards/ Mouse etc will be donated to school with poor infrastructure nitrated as **social service activity, under NSS Club.**

(iv) **Tree Branches/ Leaves.** Tree trunks/ branches of the dead and fallen trees will be kept separately behind the SN Bose Boys' Hostel near the 'Waste Management Area'. The leaves will dumped in the '**COMPOST PIT**' and small branches will be dumped in the '**COMPOST POST**'. The tree trunk of girth more than 3" will be disposed off by auction.

(v) **Grass Cutting Waste.** Waste materials generated out of Grass Cutting to be dumped in the '**COMPOST PIT**' on regular basis near SN Bose Boys' Hostel.

5. **Maintenance of Compost Pit.**

(a) Add water to the compost pile as needed to keep the materials damp but not saturated. During rainy seasons, apply water during dry periods, as rain adds moisture to the pile. Turn the pile more frequently or add more dry, brown materials if the pile becomes too wet. For expeditious the process of decomposition suitable medicines as available in local market can be used after consultation of experts as the Horticulture.

(b) Periodical cleaning/ recycling at regular interval to be done without emptying the pit completely to preserve the biological agents working for decomposition of vegetation.

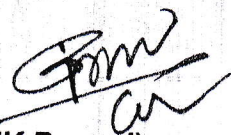
6. **Use of Manure.** Compost and pit humus can be beneficially used to improve the quality of soil. They add nutrients and organics and improve the soil's ability to store air and water. Especially vermin compost improves the soil structure because of the wholes that earthworms have dug. This is also going to help in growing organic vegetation without use of commercial fertilizer. It will help in reducing the diseases in human being.



**CONCLUSION**

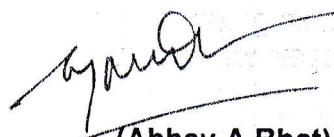
7. The above procedure will be strictly adhered for removal/ segregation and disposal of garbage to ensure clean and green campus and generate revenues by selling scrap and saving expenditure on purchases of fertilizers for vegetable gardens and other gardens maintained inside the Institute.

File No : AIT/0001/Gen Ruling/Adm  
Army Institute of Technology  
Alandi Road, Dighi Hills, Pune - 15

  
**(MK Prasad)**  
Col  
Jt Director

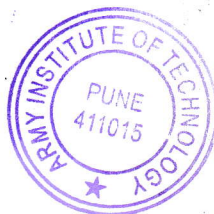
Date: 18 Aug 2021

**COUNTERSIGNED**

  
**(Abhay A Bhat)**  
Brig  
Director

**Distribution**

- |               |                      |
|---------------|----------------------|
| 1. Principal. | 7. Estate Supervisor |
| 2. HOD E&TC.  | 8. All Wardens.      |
| 3. HOD Mech.  | 9. All Messes        |
| 4. HOD Comp.  | 10. MI Room.         |
| 5. HOD IT.    | 11. NSS Club.        |
| 6. HOD ASGE.  | 12. Office Copy.     |



  
**Principal**  
Army Institute of Technology  
Dighi Hillis, Pune - 411015