Green Office, IIT Bombay

Policy on Sustainable Event Practices
Digital Invitations, Eco-friendly Felicitations & Responsible Printing.

Policy Number: SO-Event-2026-01 **March 2026**

1. Preamble

In alignment with the Institute's long-term sustainability vision and ongoing efforts under the Green Office, IIT Bombay reaffirms its commitment to responsible resource management and the reduction of its environmental footprint. This policy mandates eliminating unnecessary printing and promoting sustainable alternatives for all official events and communications. It supports IIT Bombay's broader sustainability roadmap and global reporting frameworks.

2. Scope

This policy applies to all Institute approved activities conducted by:

- All Academic Departments, Academic Centres, Schools, Academic Advisory, Research Centres, Externally Funded Centres and Labs, Academic Facility, Service Centres, Section 8 Companies, Society.
- Administrative Offices and Campus Units.
- Student Bodies, Cultural/Sports/Technical Teams, and Hostels.
- External agencies or partners organizing events on the IIT Bombay campus.

3. Policy Directives

3.1 Digital Communications & Invitations (Mandatory)

Printing of physical invitation cards for Institute events is discontinued with immediate effect.

- **Event Invitations:** All invitation cards shall be issued exclusively in digital format (Email, Official WhatsApp groups, the Institute website, or QR-based invites).
- **Professional Stationery:** To further reduce paper waste, the printing of physical visiting cards and official letterheads are strongly discouraged.
    - Faculty and staff members are encouraged to adopt digital alternatives (i.e vCards or QR-based profiles).
    - Official correspondence should prioritize digital letterhead templates for email and electronic distribution. Physical printing of letterheads should be restricted to essential legal or formal requirements only.
- **Recommended Formats:** PDF invitations, Calendar invites, Event registration links (e.g., Google Forms), official digital posters, digital letterheads, and Digital Business Card platforms.
- **Rationale:** Significant reduction in paper consumption, printing costs, storage waste, and carbon emissions from production and logistics.

3.2 Printing & Display Restrictions

- **Posters:** Printing posters shall be avoided.
- **Banners (Flex):** Printing banners on PVC-based Flex material shall be avoided.
- **Single-use Standees:** Non-recyclable plastic standees shall be avoided.
- **Water bottles:** Non-recyclable single use plastic water bottles shall be avoided.

Where display materials are essential, organizers must:

- Prioritize Digital Screens available at campus venues.
- Use Reusable Fabric Banners (Cotton/Cloth) or recyclable paper-based boards.
- Utilize shared, reusable standee frames.

3.3 Sustainable Felicitation Practices

The Institute discourages the offering of single-use gift items.

- **Prohibited:** Plastic-wrapped bouquets and non-recyclable/plastic-based mementos.
- **Recommended Alternatives:** Potted plants and other eco-friendly or useful options.
- Mementos or potted plants shall be avoided for Internal/Institute Functionaries.

4. Environmental Impact & Monitoring

This policy contributes directly to a reduction in scope 3 emissions by minimizing carbon footprint from material procurement. The Green Office shall periodically review compliance, come up with a refined policy, and (if needed) may request the departments/centres/schools to provide data on material usage and printing expenditures.

5. Institutional Commitment

IIT Bombay remains committed to becoming a future-ready, sustainable campus. All members of the community, including faculty members, staff members and students, are expected to actively support and comply with this policy to ensure a cleaner, greener environment for all.

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