



# MANIPAL

ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)

Ref: MAHE/REG/CIR-(T)

Date: October 18, 2021

## CIRCULAR

### **Sub: In-house packaged drinking water at FIVV, Manipal**

MAHE has been constantly adopting latest technology in campus operations with due consideration to the environmental impact. Single use plastic is an area of concern and MAHE has banned the use of single use plastic carry bags, paper cups, plates etc. in the campus. Going further, MAHE has reduced the use of conventional packaged drinking water in the meeting venues and substituted it with filtered water served in glass tumblers.

Now a state of the art, mini bottling plant has been established at Fortune Inn Valley View Hotel, which has the latest filtration and bottling technology. Henceforth, all facilities in MAHE shall avail the in-house packaged drinking water which will be supplied in reusable glass bottles and returned.

| # | Volume                          |
|---|---------------------------------|
| 1 | 200 ml                          |
| 2 | 500 ml (For FIVV use)           |
| 3 | 1000 ml (For FIVV use)          |
| 4 | 20 Liters (to commence shortly) |

Details on the mechanism of indenting is as below;

#### **Procedure**

1. Indent to be raised through HoD/ HoI 24 hours prior by filling in format as attached. Online indenting will be rolled out shortly.
2. Production and dispatch within 24 hours by FIVV
3. Designated institutional staff shall receive the same and keep in designated area like conference room, meeting hall etc.
4. Paper sealed bottles will have a weekly color code for easy identification; unused bottles post 7 days will be recycled.
5. Bottles shall be indented /returned crate basis, breakages if any shall be noted in FIVV
6. Three-wheeler EV load carrier at transport to be used for transit at fixed timings every day - 11:00 am to 1:00 pm or as required.
7. Bulk requirements shall be intimated at least 48 hours in advance to ensure timely production.

**REGISTRAR**

**To:**

- ✦ Heads of Constituent Units | Centres of Excellence | Teaching and Functional Departments under MAHE, Manipal campus

**Copy to:**

- ✦ Pro Chancellor | Vice Chancellor | Pro Vice Chancellor, MAHE, Manipal campus – for information
- ✦ Director – General Services, MAHE, Manipal
- ✦ General Manager, FIVV, Manipal

