



Ref: MAHE/REG/CIR-(T)

Date: October 31, 2022

CIRCULAR

Sub: RePen (an initiative to reduce plastic waste) – Policy on usage of refillable pens – Reg.

Eco Club of MCODES, Manipal has initiated a CSR Project (RePen) to create awareness about reducing plastic waste generation and thereby contributing to reduced carbon footprint. In this regard, MAHE has decided to support this initiative by implementing suitable measures.

The following steps should be taken at the Institute/Department/Centre level to implement this project:

1. Discontinue the purchase and use of single-use pens
2. Providing new pens at meetings and conferences may be avoided. If someone needs a pen, they can pick it up from a box of refilled pens, kept at a designated place. This can be practiced across the constituent units of MAHE
3. A **PEN BANK** can be maintained at the university and at the constituent units of MAHE
4. Used refills and damaged pens which cannot be reused to be collected, can be handed over to Eco Club, MCODES, Manipal which will be used as raw materials for other projects.

For more information regarding this project, you may contact eco.club@manipal.edu .

Dr. Narayana Sabhahit
Registrar

To:

↓ Heads of Constituent Units | Centres of Excellence | MAHE Teaching/Functional Departments | Hospitals of MAHE, Manipal, Mangaluru, Bengaluru and Jamshedpur campuses

Copy to:

- ✍ Pro Chancellor | Vice-Chancellor | Pro Vice Chancellors, MAHE, Manipal – *for information*
- ✍ Director(s) – Corporate Relations | Purchase, MAHE, Manipal – *for needful*