

Policy Number	ZUWP-01
Effective Date	01/01/2030
Approval Date	To be added
Revision Date	Not Available

Purpose of the Policy

- Reduce paper consumption across the University campus.
- Minimise paper waste.
- Reduce fuel consumption associated with paper manufacturing.
- Decrease the use of trees as raw materials in paper production.

Policy Scope and Framework

Target Group

- University faculty members.
- Administrative staff.
- Female students.

Authority Responsible for Policy Approval

The Council of Al-Zahraa University for Women or the authorised University President.

Authorities Responsible for Implementation

- Vice President of the University for Administrative and Financial Affairs.
- Vice President of the University for Scientific Affairs.
- Heads of Scientific Departments.
- All Faculty Members.
- Administrative organisational structures within the University Presidency and faculties.

Entities to be Notified After Policy Approval and Circulation

- Relevant Ministry Directorates.
- Karbala Governorate Endowment Office.
- Karbala Governorate Environment Directorate.

- University President.
- Vice President for Administrative and Financial Affairs.
- Vice President for Scientific Affairs.
- Deans and Assistant Deans of University faculties.
- University organisational structures; Centres and Departments.
- Department of Studies and Planning.
- Quality Assurance Department.
- Official Records Archive.

Policy Publication Channels

- General Policies and Administrative Procedures Guide at Al-Zahraa University for Women related to Sustainable Development objectives.
- Official Arabic websites of Al-Zahraa University for Women and its faculties.
- Official English websites of Al-Zahraa University for Women and its faculties.
- Official notices circulated to all University administrative organisational structures, faculties, and departments.

Definitions and Terminology

Reduction: Refers to preventing the occurrence or increase of something.

Paper Usage: Refers to the quantity of paper used in administrative organisational structures procedures within the University campus.

University Campus: An academic, social, and cultural institution encompassing all faculties' organisational structures of Al-Zahraa University for Women and its associated facilities, governed by the laws and regulations of the Iraqi Ministry of Higher Education and Scientific Research.

Policy Title: Policy on Reducing Paper Usage on Campus.

Policy Statement

This policy addresses the major impacts of excessive paper consumption, including the depletion of natural resources, the increase in carbon footprint, and the pressure placed on waste management systems. The policy provides for the following measures:

- Requiring individuals to reduce paper usage through the adoption of paper consumption rationalisation mechanisms.
- The University is committed to a gradual digital transformation leading to full digitalisation by reducing paper-based official transactions through the launch of electronic systems and digital platforms.
- Adoption of the Student Information System (SIS).
- Adoption of Human Resources Management (HR) systems.
- Adoption of educational systems and classroom management technologies.
- Digital communication and correspondence: all tasks, registrations, payments, and announcements shall be processed online through the available electronic platforms, significantly reducing paper consumption.
- In all University operations, Al-Zahraa University for Women adopts double-sided printing and the reuse of single-sided printed paper for the opposite side. In addition, all paper waste shall be collected for future reuse and recycling.

Administrative Procedures

- Continuing to emphasise to all University staff the necessity of rationalising paper usage except where necessary.
- Seeking to establish formal agreements with paper recycling and cardboard manufacturing factories.
- Adopting an electronic archiving system across all University departments.

[Electronic Archiving System Link](#)

Additional Notes

None.

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