

# Smt. Jawala Devi College of Education

V PO SANGHOL, DISTT FATEHGARH SAHIB

Email: [jawaladevieducation@gmail.com](mailto:jawaladevieducation@gmail.com)

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## Paperless Initiative

In line with our commitment to sustainability and green practices, Smt. Jawala Devi College of Education is pleased to announce the launch of a Paperless Initiative across the campus. This initiative is part of our ongoing efforts to reduce environmental impact, streamline operations, and promote the efficient use of digital resources.

All teaching - non teaching staff and students must at least try to adapt the following measures:

- Staff and students are encouraged to use digital platforms for submitting assignments, reports, and other documents.
- The institution will gradually transition all academic and administrative records to a cloud-based digital storage system.
- Faculty and administrative meetings will use digital agendas, and minutes will be shared electronically.
- Use digital signatures for official documents and forms, ensuring that administrative tasks do not require printing.
- Replace all paper-based communication with digital platforms like email, instant messaging apps (e.g., WhatsApp, Microsoft Teams), and institutional portals.
- All notices, circulars, and announcements should be sent electronically via email or posted on the institution's intranet.

  
Principal  
Smt. Jawala Devi College of Education  
Sanghol, Fatehgarh Sahib