



Sustainability Governance Charter

1. Purpose

The Institute of Business Management (IoBM) recognizes sustainability as a strategic institutional priority that supports the Institute's mission of excellence in education, research, community engagement, and responsible campus operations.

This Charter establishes the governance structure, responsibilities, authority, and operational framework for sustainability management at IoBM and provides a mechanism for coordinating sustainability initiatives across the Institute.

2. Objectives

The Sustainability Governance Framework shall:

- Provide strategic leadership on sustainability matters.
- Ensure implementation of the IoBM Sustainability Policy.
- Monitor progress toward sustainability goals and targets.
- Facilitate coordination among academic, administrative, and operational units.
- Promote sustainability awareness and engagement among stakeholders.
- Support sustainability reporting and international benchmarking initiatives.
- Align institutional activities with the United Nations Sustainable Development Goals (SDGs).

3. Sustainability Governance Structure

The governance structure shall consist of:

A. President

Provides executive sponsorship and leadership for sustainability initiatives.

B. Sustainability Council

Serves as the Institute's principal advisory and decision-making body on sustainability matters.

C. Sustainability Office

Serves as the operational unit responsible for coordinating and implementing sustainability initiatives.

D. Sustainability Working Groups

Task-specific groups established to support implementation in specialized areas.

4. Sustainability Council

4.1 Purpose

The Sustainability Council shall provide strategic oversight and coordination of sustainability initiatives across the Institute.

4.2 Responsibilities

The Sustainability Council shall:

- Develop sustainability priorities and objectives.
- Recommend sustainability policies and plans.
- Monitor implementation of sustainability initiatives.
- Review sustainability performance indicators.
- Oversee sustainability reporting.
- Support participation in sustainability rankings and assessments.
- Promote integration of sustainability into academic programs and research.
- Recommend annual sustainability targets.

4.3 Membership

The Sustainability Council shall be chaired by a senior Institute official appointed by the President.

Membership may include representatives from:

Academic Representation

- Dean, College of Business Management
- Dean, College of Economics and Social Development
- Dean, College of Computer Science and Information Systems

Administrative Representation

- HoD Maintenance
- HoD Human Resources
- HoD Finance

- HoD Student Affairs
- HoD Marketing and Communications
- HoD Information Technology
- Director Quality Enhancement Cell

Student Representation

- Two student representatives nominated annually.

Additional Members

The Council may invite external experts, alumni, industry representatives, or faculty members to serve as advisors.

4.4 Meetings

The Sustainability Council shall meet:

- At least once every quarter.
- Additionally, as required by the Chair.

Special meetings may be convened when necessary.

4.5 Quorum

A minimum of fifty percent of members shall constitute a quorum.

Decisions shall be made through consensus whenever possible.

Where voting is required, a simple majority shall apply.

5. Sustainability Office

5.1 Purpose

The Sustainability Office shall coordinate the implementation of sustainability initiatives and serve as the Institute's central sustainability coordination unit.

5.2 Functions

The Sustainability Office shall:

Strategic Planning

- Coordinate implementation of the Sustainability Strategic Plan.

- Develop annual sustainability action plans.

Data Collection and Reporting

- Maintain sustainability performance data.
- Prepare annual sustainability reports.
- Coordinate GreenMetric submissions.
- Monitor sustainability indicators.

Campus Operations

- Support implementation of energy, water, waste, transportation, and biodiversity initiatives.
- Coordinate sustainability projects across campus.

Education and Research

- Support sustainability-related academic initiatives.
- Facilitate sustainability research opportunities.

Community Engagement

- Promote sustainability awareness campaigns.
- Coordinate sustainability events and outreach programs.

5.3 Staffing

The Sustainability Office may initially consist of:

Sustainability Coordinator

Responsible for day-to-day operations.

Sustainability Data and Reporting Officer

Responsible for data collection, reporting, and rankings.

Student Sustainability Ambassadors

Selected annually to support sustainability initiatives.

As the Institute's sustainability portfolio grows, staffing levels may be expanded.

6. Sustainability Working Groups

The Sustainability Council may establish Working Groups in areas including:

Energy and Climate Action

- Renewable energy
- Energy efficiency
- Carbon management

Water Management

- Water conservation
- Water recycling
- Water quality

Waste and Circular Economy

- Recycling
- Composting
- Waste reduction

Biodiversity and Green Spaces

- Landscaping
- Tree planting
- Biodiversity conservation

Sustainable Transportation

- Pedestrian infrastructure
- Electric mobility
- Public transport initiatives

Education and Research

- Curriculum development
- Faculty engagement
- Research support

7. Sustainability Performance Framework

The Institute shall establish measurable Key Performance Indicators (KPIs) in the following areas:

Campus Operations

- Energy consumption
- Renewable energy generation
- Water consumption
- Waste generation
- Recycling rates

Climate Action

- Carbon emissions
- Carbon reduction performance

Education

- Sustainability-related courses
- Student participation

Research

- Sustainability publications
- Research funding

Community Engagement

- Sustainability outreach activities
- Community partnerships

8. Sustainability Reporting

The Sustainability Office shall prepare:

Annual Sustainability Report

Including:

- Progress toward strategic targets
- Sustainability performance indicators
- Major initiatives and achievements
- Future priorities

GreenMetric Submission Report

Prepared annually for international benchmarking purposes.

9. Accountability

All Institute units shall support implementation of sustainability initiatives and provide requested information for sustainability monitoring and reporting.

Department heads shall be responsible for facilitating sustainability initiatives within their respective units.

10. Review of Charter

This Charter shall be reviewed every three years by the Sustainability Council and approved by the President.

11. Effective Date

This Charter shall take effect upon approval by the President of the Institute of Business Management.

Approved By:  _____

President, Institute of Business Management

Date: December 1st, 2025

Version: 1.0