



Sustainability Reporting Framework

1. Purpose

The Institute of Business Management (IoBM) is committed to transparency, accountability, and continuous improvement in sustainability performance.

This Sustainability Reporting Framework establishes a standardized approach for collecting, monitoring, evaluating, and reporting sustainability-related information across the University. The Framework ensures that sustainability performance is measured consistently and communicated effectively to stakeholders.

2. Objectives

The Sustainability Reporting Framework aims to:

- Monitor progress against sustainability goals and targets.
- Support evidence-based decision-making.
- Improve institutional accountability.
- Demonstrate commitment to environmental and social responsibility.
- Facilitate participation in sustainability rankings and benchmarking systems.
- Support accreditation and quality assurance processes.
- Communicate sustainability performance to internal and external stakeholders.

3. Scope

This Framework applies to all academic, administrative, operational, and support units of the University.

Reporting shall cover:

- Campus operations
- Energy and climate action
- Water management
- Waste management
- Transportation
- Biodiversity and green spaces
- Education and research
- Community engagement
- Governance and sustainability management

4. Reporting Principles

All sustainability reporting activities shall be guided by the following principles:

Transparency

Information shall be accurate, complete, and publicly accessible where appropriate.

Accountability

University departments shall be responsible for providing accurate and timely data.

Consistency

Data shall be collected using standardized methodologies.

Continuous Improvement

Reporting shall identify opportunities for future improvement.

Stakeholder Engagement

Reports shall reflect sustainability issues relevant to students, faculty, staff, alumni, industry partners, and the wider community.

5. Sustainability Reporting Structure

IoBM shall publish the following reports:

A. Annual Sustainability Report

Prepared annually and published on the University's sustainability website.

The report shall include:

- Sustainability achievements
- Progress against strategic targets
- Sustainability performance indicators
- Major projects and initiatives
- Research and educational activities
- Community engagement activities
- Future priorities

B. Sustainability Performance Dashboard

A continuously updated internal monitoring tool containing key sustainability indicators.

C. External Benchmarking Reports

Reports prepared for:

- UI GreenMetric
- QS Sustainability Rankings
- Times Higher Education Impact Rankings
- AACSB Reporting Requirements
- HEC Sustainability Initiatives
- Other relevant benchmarking systems

6. Sustainability Indicators

The University shall maintain sustainability indicators across the following categories.

6.1 Energy and Climate

Indicators may include:

- Total electricity consumption
- Electricity consumption per capita
- Renewable energy generation
- Renewable energy percentage
- Fuel consumption
- Carbon emissions
- Carbon emissions per capita
- Energy efficiency improvements

Responsible Unit:

Maintenance Department

Reporting Frequency:

Quarterly

6.2 Water

Indicators may include:

- Total water consumption
- Water consumption per capita
- Water recycled and reused

- Water conservation projects
- Water-efficient fixture coverage

Responsible Unit:
Maintenance Department

Reporting Frequency:
Quarterly

6.3 Waste

Indicators may include:

- Total waste generated
- Organic waste generated
- Recyclable waste generated
- Waste diverted from landfill
- Composting volume
- Recycling rate

Responsible Unit:
Maintenance Department

Reporting Frequency:
Quarterly

6.4 Transportation

Indicators may include:

- Number of vehicles entering campus
- Number of motorcycles entering campus
- Parking area
- Shuttle ridership
- Electric vehicle usage
- Bicycle usage
- Pedestrian infrastructure development

Responsible Unit:
Security Department

Reporting Frequency:
Semi-Annual

6.5 Biodiversity and Green Spaces

Indicators may include:

- Green area coverage
- Number of trees planted
- Native species preservation initiatives
- Biodiversity conservation projects

Responsible Unit:

Maintenance Department

Reporting Frequency:

Annual

6.6 Education

Indicators may include:

- Sustainability-related courses
- Sustainability learning outcomes
- Student participation in sustainability projects
- Sustainability-focused academic programs

Responsible Unit:

Academics Department

Reporting Frequency:

Annual

6.7 Research

Indicators may include:

- Sustainability-related publications
- Research grants
- Research funding
- Faculty participation
- Student research projects

Responsible Unit:

Office of Research, Innovation and Commercialization

Reporting Frequency:

Annual

6.8 Community Engagement

Indicators may include:

- Sustainability events
- Awareness campaigns
- Community service initiatives
- Partnerships related to sustainability

Responsible Unit:

Student Affairs and Marketing & Communications

Reporting Frequency:

Annual

6.9 Governance

Indicators may include:

- Sustainability budget allocation
- Sustainability projects completed
- Sustainability training activities
- Policy implementation progress

Responsible Unit:

Sustainability Office

Reporting Frequency:

Annual

7. Departmental Reporting Responsibilities

Each department shall nominate a Sustainability Reporting Focal Person responsible for:

- Collecting sustainability-related data.
- Verifying data accuracy.
- Submitting information according to reporting timelines.
- Supporting audits and verification exercises.

The Sustainability Office shall coordinate all reporting activities.

8. Data Collection and Verification

All reported data shall:

- Be supported by verifiable evidence.
- Be retained for a minimum of five years.
- Be available for internal review and external audits.

Acceptable evidence may include:

- Utility bills
- Procurement records
- Project reports
- Attendance records
- Research databases
- Financial records
- Surveys and assessments

9. Sustainability Website

The University shall maintain a Sustainability Website containing:

- Sustainability Policy
- Sustainability Strategic Plan
- Annual Sustainability Reports
- Sustainability news and achievements
- Sustainability performance indicators
- GreenMetric participation information

10. Annual Reporting Cycle

January to March

Data collection from all departments.

April

Verification and review.

May

Preparation of Sustainability Report.

June

Approval and publication.

July – September

Benchmarking submissions and performance analysis.

October – December

Planning and target setting for the following year.

11. Continuous Improvement

The Sustainability Office shall annually review:

- Reporting processes.
- Data quality.
- Sustainability indicators.
- Stakeholder feedback.

Recommendations for improvement shall be submitted to the Sustainability Council.

12. Review of Framework

This Framework shall be reviewed every three years or earlier if required by changes in institutional priorities, reporting standards, or sustainability frameworks.

13. Effective Date

This Framework shall become effective 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