

## Section I

# GSP AUDIT: A STEP-BY-STEP GUIDE

As a Green Schools Programme network member, a school gets access to all GSP events and resources. This includes the online course for teachers, webinars, workshops, and access to Young Environmentalist, an online library of fun and engaging resources for children.

Member schools are also eligible to undertake the GSP Audit. It is an environmental audit specially designed for schools, which helps them understand and monitor their resource consumption across six verticals—air, energy, food, land, water and waste. **To cater to different age groups, two versions of the audit have been offered: one for primary and the other for secondary schools.** Each participating school gets a personalised dashboard which allows it to access its previous years’ data, certificates and feedback reports.

## HOW TO PARTICIPATE IN THE GSP AUDIT?

### Registration for the GSP network

- Any school can register for the GSP network by filling out a simple form on the GSP website ([www.greenschoolsprogramme.org](http://www.greenschoolsprogramme.org)).
- Network membership is free. The school does not have to pay anything to CSE to join the GSP network and conduct the audit.
- Network registration is a one-time process and should not be repeated as it may lead to duplicate entries.
- Before filling out the form, the school head must nominate one teacher to be the school’s GSP coordinator, who will be the GSP team’s point of contact.
- While filling out the form, the school must provide two email IDs: the school ID and the GSP coordinator’s ID.
- Once the registration is successful, the school will receive its login details on the registered email IDs. Subsequent details about GSP offerings such as online courses, webinars, GSP audit launch, deadline etc. will be shared on both IDs.

### Logging in to the Audit portal

- The school can log in to the GSP Audit portal using the username and password received on its registered email IDs at the time of registration. The portal will display the school details as entered in the registration form. If the school wishes to change any details, it can write to the GSP team at [support@greenschoolsprogramme.org](mailto:support@greenschoolsprogramme.org).
- The Audit portal can only be accessed after it is officially launched by the GSP team. Any login attempt before the audit launch will not be successful.

### Filling the Audit data

- Once it is logged in, the school can begin entering data for the audit.
- The audit is divided into six sections, and each section must be completed before moving on to the next. Each section has detailed descriptions and tooltips to help the audit team gather the required data.
- To help schools prepare, a PDF version of all the questions, organised section-wise, is available for download. This allows the school team to plan and collect the necessary information in advance.

- **Creating student audit teams:** Before beginning data collection, the GSP coordinator must create audit teams for the sections. Each team should have five to 10 students, a teacher in-charge, and representatives from the administrative staff. The coordinator can brief the teams on their assigned section and the specific data points they need to collect.
- For each team, students should lead the data collection process, with the teacher and administrative staff playing a supporting role.

### Submitting the Audit

- After filling in the data for each section, the school is required to upload all relevant pictures and documents. These support the data's credibility and help the GSP team validate the information. It is, therefore, highly recommended to upload pictures, including those showing the audit team conducting the survey. Please note the following important points:
  - Uploaded files must be in one of the following formats: PDF Document (.pdf), Word Document (.doc, .docx), Image File (jpg, jpeg).
  - File size per document should not exceed 100 kb.
- Once the school has uploaded all the pictures and documents, and entered the data for all sections, the progress bar at the top of the page will show 95 per cent completion. After the final submission, it will change to 100 per cent. At this stage, login to the audit portal will be locked. Any further changes in the data will not be possible after submission.

## A GREEN SCHOOL—DEFINITIONS AND PARAMETERS

Every year, only about 5–10 per cent of the total participating schools receive a green rating. Becoming a green school, therefore, is a proud achievement. However, contrary to popular perception, it is not just about having trees or gardens; it is about adopting responsible habits that protect natural resources, promote health and well-being, and reduce the school's environmental footprint. Although it is difficult to create a strict definition of a green school, all such schools have a few common practices:

1. **Well-ventilated school building:** A green school building should be designed in a way that allows natural light to enter the classroom; this adds to the building's energy efficiency. This can be done by ensuring that the Window-to-Floor Ratio (WFR) is more than five per cent, meaning that the total window area should be at least five per cent of the floor area.
2. **Sustainable transport choices:** A green school encourages its students and staff to use sustainable and/or non-polluting modes of transport. These include walking, cycling, public transport and carpooling. It also promotes the use of electric and other clean-energy vehicles.
3. **Efficient energy use:** A green school uses energy-efficient lighting such as LED bulbs wherever possible. It also tries to depend less on conventional electricity by exploring alternative sources of energy, such as solar power.

### **Data validation and analysis**

- Once the audit deadline is over, the data received by each school is carefully reviewed and scrutinised by the GSP team. The team may discuss its findings with the GSP coordinator or visit the school to validate the data. Based on the analysis, the school is assigned a sustainability rating.
- GSP uses an analytics platform to track the environmental performance of schools. The data-driven indicators help participating schools track the environmental value of their work and understand their own impact within and outside their school premises. If schools fall short of the standards, they are guided to improve their environmental footprints.

## **WHAT'S IN IT FOR THE SCHOOL?**

After audit submission and result declaration, each school gets a sustainability rating that reflects its resource consumption patterns. In addition, each school gets access to:

- A personalised dashboard that contains the school's year-on-year data. The dashboard reflects the school's progress over the years.
- A response report containing details of the section-wise data that the school has filled in during each audit cycle.
- A detailed performance report, which highlights the school's achievements and gives feedback on areas for improvement. Each report is tailored to the school's data and provides action points that can be implemented by the school to improve or retain its rating.
- Digital certificates for all participating teachers, students and administration staff members.

- 4. Green cover:** Green schools maintain a high green cover both inside the campus and in the surrounding areas. These green spaces should ideally include native plant species that are better adapted to the local climate and require less water and care.
- 5. Sustainable food habits:** Green schools promote healthy eating habits among students and staff. They encourage cooked meals instead of relying on packaged or junk foods.
- 6. Water conservation and reuse:** A green school actively works to harvest rainwater through proper rainwater harvesting (RWH) systems to collect and store rainwater for use in gardens or toilets, thus reducing the use of freshwater. It also focuses on the reuse of treated wastewater, especially for non-drinking purposes like cleaning and watering plants.
- 7. Waste management:** Waste management is a key part of being a green school. Schools must ensure proper segregation of waste at the source, which means separating dry waste, wet waste, and recyclables at the point of disposal. Any kind of waste must not be burnt in the open; sanitary waste can be incinerated using an incinerator that complies with existing standards.
- 8. Waste recycling:** It is important to recycle at least 90 per cent of the total waste generated in the school. Wet waste must be composted to create natural manure for gardens. Most importantly, waste should never be burned, as it causes serious air pollution and health problems.

## GSP AWARDS CEREMONY

After the data analysis exercise, each participating school is assigned a rating—Green (most sustainable), Yellow, Orange or Red (least sustainable). Green-rated schools are considered for the GSP Awards, which recognise exemplary sustainable practices. Schools rated *Green* for five or 10 consecutive years also receive special recognition.

The GSP team hosts an annual Awards ceremony to honour green schools across India that have demonstrated outstanding commitment to sustainability and responsible consumption. The event marks the culmination of the audit process, bringing together students, teachers, school leaders, and environmental educators to recognise and celebrate schools that are leading by example. The main award categories include:

- *Changemaker Award*—presented to a school that has earned a green rating after being rated yellow/orange in the previous audit
- *Sterling School* (rated green for five or 10 consecutive years)
- *Air Action Award*
- *Energy Manager Award*
- *Good Food Award*
- *Land Manager Award*
- *Water-Wise Award*
- *Waste Warrior Award*
- *Best Newcomer*
- *Best Green State*
- *Best Green District*

Winners are selected based on rigorous evaluation of their data submissions, innovative initiatives, and the overall impact of their environmental practices.

