

## **3. STATIONERY STANDARD OPERATING PROCEDURES**

### **1. INTRODUCTION**

The SOPs are developed for the stationery involved in the KG Reddy Engineering College. The SOPs benefitted from comments and suggestions offered by Students, Faculty and Staff of KGR CET.

### **2. PURPOSE**

The aim of the procedure is to give all Students, Faculty & Staff of KGR CET a definitive guidance on the use of college stationery.

### **3. PROCEDURE**

Stationery is an essential part of college's professional branding and image. It's important to control the use of your stationery, not only to keep costs in check and demonstrate environmental responsibility but also to reduce the risk of possible misunderstandings that could arise, because of unauthorized use of your college's name and logo.

Because so much business is now done online, physical, paper stationery is not used as often as it once had been. Still, a lot of business transactions are still handled using printed documents, so having a supply of stationery readily available remains important.

Here are the various components of a typical stationery "wardrobe":

- ❖ **Letterhead:** Letterhead is business stationery with your college name and logo printed on the top. In some cases, you may want your college management, principal & board of directors to have personalized stationery that also contains their names and titles. Letterhead is used for most formal business communications, as well as for agreements and even contracts.
- ❖ **Memo pads:** Since many people now take notes on their computers or tablets, memo pads with the college logo are not used as often as they once had been. Still, some offices like to keep them around for internal and informal use by staff.
- ❖ **Sticky notes:** Sticky notes have an abundance of uses in the workplace, including communications between staff, and for providing additional greetings and information in mailed correspondence.
- ❖ **Envelopes:** Your stationery should include envelopes in different sizes, all printed with your college name, address and logo.

- ❖ **Labels:** Larger mailing labels with your college name and logo can be affixed to larger boxes and envelopes.

## **EDUCATE YOUR EMPLOYEES**

**APPOINT A GATEKEEPER Reinforce thrift and sustainability:** Stationery not only costs your business money, but it is printed on paper. Unnecessary use wastes money and is environmentally irresponsible.

**Discourage personal use:** Staff & faculty should not be using business stationery, including memo pads, business cards and envelopes, for personal communications. Not only is this technically a theft of college resources, but it could also result in confusion if the employee uses the stationary in the context of a side business or affiliation with another organization.

**Encourage electronic communication:** Encourage electronic communication: Provide each employee with a graphic file of your company logo as well as a Word document template that they can use to generate professional-looking electronic correspondence.

Being proactive and encouraging responsible use of letterhead and other supplies will keep the use of these items in check. However, if records show that staff & faculty are possibly overusing these items, college needs to appoint a gatekeeper to manage their distribution and use. The admin of the office may be the best choice to maintain your supplies. If you don't have an office admin consider asking a senior administrative assistant to take on this role.

## **PURCHASE ALTERNATIVE SUPPLIES**

To reduce expenses, staff & faculty will be provided with alternatives to customized stationery:

**Plain stationery:** Provide plain envelopes, notepads, and sticky notes for in-office use.

**Indian Postal Service and delivery service packaging:** The Indian Postal Service, as well as commercial delivery companies, such as FedEx or DHL, provides free packaging materials for some classes of delivery. Use these free materials instead of custom boxes and large envelopes, using labels printed with your logo for identification and branding purposes.

**Inter-college communication envelopes:** When you need to circulate paper documents through your college, use an inter-college or interdepartmental envelope. These envelopes are made from sturdy materials and have blanks where one can put the name of the person who needs to review the documents. They are a thrifty and private way of handling documents in the workplace.