

ENVIRONMENTAL MANUAL

ISO 14001:2015

Environmental Management System

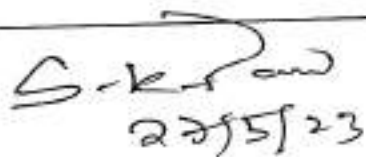
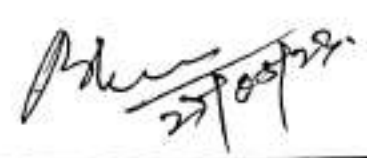
SARBATI DEVI WOMEN'S COLLEGE

RAJGANGPUR, SUNDARGARH, ODISHA, INDIA - 770017

E Mail : sdwcrqp@gmail.com Website : www.sdwcrqp.ac.in



Revision History		
Date	Rev Number	Description
27/05/2023	00	Initial Issue

 27/05/23	 27/05/23
Prepared by- Name: Sapan Kumar Panda Designation: IQAC Coordinator SARBATI DEVI WOMEN'S COLLEGE	Approved by- Name: Sri. Bipin Choudhury Designation: PRINCIPAL SARBATI DEVI WOMEN'S COLLEGE



CONTENTS

Preface.....	5
INSTITUTE profile	6
1. SCOPE.....	8
2. NORMATIVE REFERENCE	9
3. TERMS AND DEFINITIONS	10
4. Context of the Organization	11
4.1 Understanding the Organization and its Context	11
4.2 Understanding the Needs and Expectations of Interested Parties	11
4.3 Determining the Scope of the Environmental Management System	11
4.4 Environmental management system and its Processes	12
5. Leadership	13
5.1 Leadership and Commitment	13
5.2 Environmental Policy	13
5.3 Organizational Roles, Responsibilities, and Authorities.....	14
6. Planning	15
6.1 Actions to Address Risks and Opportunities.....	15
6.2 Environmental Objectives and Planning to Achieve Them	15
6.3 Planning of Changes.....	16
7. Support.....	17
7.1 Resources	17
7.2 Competence.....	17
7.3 Awareness	17
7.4 Communication	17
7.5 Documented Information	18
8. Operation	18
8.1 Operational Planning and Control.....	18
8.2 Emergency Preparedness and Response	18
9. Performance Evaluation	19
9.1 Monitoring, Measurement, Analysis and Evaluation.....	19
9.2 Internal Audit	19
9.3 Management Review.....	19
10. Improvement.....	20
10.1 General.....	20
10.2 Nonconformity and Corrective Action	20



10.3 Continual Improvement.....20



PREFACE

The Environmental Manual of Sarbati Devi Women's College, documents the structure and design of the College's Environmental Management System (EMS), the inter connectedness of the processes that constitute the system, and the operational arrangements which support the quality assurance activities and academic standards at the College.

This document articulates college's commitment to quality and continuous improvement. It gives an outline of the key processes with references to policies and procedures relevant to EMS, and provides a holistic and integrative view of the quality management of the university's activities. The activities and practices that are described apply to the entire university communities.



INSTITUTE PROFILE

SARBATI DEVI WOMEN'S COLLEGE was established in the year 1981 in this small but cosmopolitan town of RAJGANGPUR with the patronage of renowned philanthropist late Sri. Panalal Agrawal with a view to providing education to local girls in the name of his wife Sarbati Devi. But now the College has grown into an important centre of learning for women catering to the needs of all categories of students of Sundargarh District as well as other parts of the state.

The College was inaugurated by S.J. Gangadhar Mohapatra, the then Minister, Education and Youth services, Govt. of Odisha on 18.10.1981 with S.J. Kishore Chandra Patel, the then Minister of State, Industries as guest of honour. S.J. Harmohan Pattnaik, I.A.S., Collector and District Magistrate, Sundargarh was the first President and S.J. Nandkishore Agrawal, Industrialist, was the first General Secretary of the Managing Committee.

This was established in the year 1981 in a semi-urban industrial town of Rajgangpur located near to the Rajgangpur Railway station on the Howrah Bombay railway line and the intersecting cross road of NH-143 with Biju Express Highway, in the densely tribal populated district of Sundargarh in the state of Odisha. At its inception, the College had only strength of 34 students. But since then there has been a rapid but steady improvement with the opening of Degree Classes in 1984. The initial purpose was to provide opportunities for higher education for the poor and aspiring tribal girls with a vision to empower women in this underdeveloped region. The College is striving to fulfill its mission in the past 42 years. The College now offers undergraduate degree courses in both Arts (BA Hons) & Science Hons (B.Sc Hons). The College is affiliated to Sambalpur University which prescribes the curriculum and from the session 2016-17 it has implemented CBCS (Choice Based Credit System) as a part of the National Education Policy. The College offers Hons teaching in subjects like Economics, Education, Political Science, Odia, History, Home Science, Physics, Chemistry, Mathematics, Botany & Zoology. To Commensurate with this vertical academic growth the college has completed two cycles of Accreditation and accredited by NAAC with C Grade.

The present strength of the College has gone up to more than 2000. The College provides Hostel facilities for around 300 students in two big Hostels, one by TRW Dept., Govt. of India and the other by UGC during 11th Plan period. Being located in an area predominantly inhabited by tribal and backward classes, the College provides a unique opportunity to them for higher education.

In its long journey of 42 years the college has left indelible marks on the stand of time by producing brilliant luminaries in different fields like science, technology, sports, social service administration, politics



PDCA at SARBATI DEVI WOMEN'S COLLEGE (refer 4.4)

SARBATI DEVI WOMEN'S COLLEGE adopts a process approach in implementing and improving the effectiveness of a Environmental Management System to enhance customer satisfaction. Understanding and managing interrelated process as a system, contributes to the institution effectiveness and efficiency in achieving its intended results. This approach enables the institution to control the interrelationships and interdependencies among the processes of the system, so that the overall performance of the institution can be enhanced. Management of the processes and the system can be achieved using the PDCA cycle with an overall focus on risk-based thinking aimed at taking advantage of opportunities to prevent undesirable results.

The PDCA cycle denotes:

- Plan: establish the objectives of the system and its processes, and the resources needed to deliver results in accordance with customers 'requirements and the Institution's policies.
- Do: Implement what was planned.
- Check: Monitor and measure processes and the resulting products and services against policies, objectives and requirements and report the results.
- Act: Take actions to improve performance, as necessary.

Schematic representation of process and its interactions

The process flow chart given below is a representation of the process followed in the institution and the interaction of its elements and its controls. The various entities shown in the diagram include:

- Admission Process
- Teaching Learning Process
- Evaluation Process
- Student Support
- Placement & Progression
- Physical Facilities
- Extension activities and best practices
- Internal Quality Assurance Cell (IQAC)



1. SCOPE

We shall apply requirements of ISO 14001:2015 for demonstrating our ability to consistently provide service that meets Student and applicable statutory and regulatory requirements.

We aim to enhance Student satisfaction through the effective application of the system including processes for continual improvement of the system and assurance of conformity to Student and applicable statutory and regulatory requirements.

All requirements of international standard ISO 14001:2015 are applicable to our organization scope mentioned that is **"Providing Higher Education Services"**



2. NORMATIVE REFERENCE

Sarbati Devi Women's College aligns its EMS with ISO 14001:2015, an internationally recognized standard for environmental management systems.



3. TERMS AND DEFINITIONS

Terms and definitions are according to ISO 14001:2015 standard



4. CONTEXT OF THE ORGANIZATION

4.1 Understanding the Organization and its Context

SARBATI DEVI WOMEN'S COLLEGE has established, implemented, documented, and maintained an Environmental management system to ensure that the services provided by the institution conforms to customer requirements and to ensure that appropriate control is exercised on the activities having an impact on quality. Opportunities for continually improving the institutional performance in terms of the quality parameters as per the requirements of the ISO 14001:2015 international standards are also identified in the following external domains.

- Legal
- Technological
- Competitive Market
- Cultural
- Social
- Economic
- Environment

SARBATI DEVI WOMEN'S COLLEGE also emphasises on:

- Values
- Culture
- Knowledge
- Performance

External and Internal issues are listed in Annex-1. We monitor and reviews information about these external and internal issues.

4.2 Understanding the Needs and Expectations of Interested Parties

Key stakeholders include students, faculty, staff, regulatory authorities, local community, and other partners. We engage with these parties to understand their expectations and incorporate their feedback into our environmental management practices.

Needs and Expectation of interested parties are defined in Annex – 2.

4.3 Determining the Scope of the Environmental Management System

The EMS at Sarbati Devi Women's College encompasses all activities, facilities, and processes within the institute. This includes classroom operations, laboratories, maintenance, transportation, waste management, energy consumption, and water usage.

Scope of Registration:

The Scope associated with Sarbati Devi Women's College activities and registration is:

"Providing Educational Services leading to Under Graduate Students"



4.4 Environmental management system and its Processes

Institute has established, implemented, maintains, and continually improves an Environmental management system, including the processes needed and their interactions, in accordance with the requirements of this International Standard.

Detail of the courses is available in **Annex – 3**.



5. LEADERSHIP

5.1 Leadership and Commitment

The principal, exhibits leadership and commitment with respect to the Environmental management system by:

- a) IQAC and Team Green Audit taking accountability for the effectiveness of the Environmental management system;
- b) Ensuring that the quality policy and quality objectives established for the Environmental management system and are compatible with the context and strategic direction of Sarbati Devi Women's College;
- c) Ensuring the integration of the Environmental management system requirements into Sarbati Devi Women's College's educational process;
- d) Promoting the use of the process approach and risk-based thinking;
- e) Ensuring that the resources needed for the Environmental management system are available;
- f) Communicating the importance of effective quality management and of conforming to the Environmental management system requirements;
- g) Ensuring that the Environmental management system achieves its intended results;
- h) Engaging, directing and supporting persons to contribute to the effectiveness of the Environmental management system;
- i) Promoting improvement; and
- j) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

5.2 Environmental Policy

The environmental policy reflects our commitment to environmental protection, sustainability, and compliance with applicable laws and regulations. It is regularly reviewed and communicated to all stakeholders. SDWC always believes in maintaining its own standard in matter of environment and quality consciousness. It has taken number of initiatives to protect its own environment with a pollution free campus.

Being an environmental conscious college, the administration and the students of the college look after the environment carefully. Every year, during rainy season, tree plantation is carried out and carefully looked after it owns responsibility to preserve the work carried out on the campus related to the environment

Both the teaching and non-teaching staff of are committed for carrying out its activity forsustainable development. This we will achieve through the following: -

- To sensitize the students and staff regarding the use of water properly.
- To bring in use the 'Rain Water Harvesting' on the campus.
- To maximize the use of ICT and minimize the use of paper. It will help to go towards 'Paperless office'.
- To use the solid waste through vermin-compost on the campus and use it as a fertilizer.
- To reduce the sound pollution in the campus.
- To protect and nurture the Flora and Fauna on the campus
- To maintain green campus.



5.3 Organizational Roles, Responsibilities, and Authorities

Roles, responsibilities, and authorities for environmental management are clearly defined within the institute. All employees are responsible for following environmental procedures and contributing to the achievement of environmental objectives.

Organization structure is available in **Annex -4**.

Top management assigns the responsibility and authority for:

- Ensuring that the Environmental management system conforms to the requirements of this International Standard;
- Ensuring that the processes are delivering their intended outputs;
- Reporting on the performance of the Environmental management system and on opportunities for improvement, in particular to top management;
- Ensuring the promotion of student focus throughout the college; and
- Ensuring that the integrity of the Environmental management system is maintained when changes to the Environmental management system are planned and implemented.

Roles and Responsibilities are available in **Annex-5**



6. PLANNING

Purpose:

Establish, maintain, and implement procedure to adopt 'Risk Based thinking' to determine the risks and opportunities of the processes needed for the Environmental management system, their application throughout the organization and the appropriate actions to address them.

Scope:

The procedure is applicable for challenges and opportunities of the processes needed for the Environmental management system of the Institution.

Responsibility:

EMS Team.

6.1 Actions to Address Risks and Opportunities

When planning for the Environmental management system, Sarbati Devi Women's College considered the issues and determined the risks and opportunities that need to be addressed to:

- Give assurance that the Environmental management system can achieve its intended results;
- Enhance desirable effects;
- Prevent, or reduce, undesired effects; and
- Achieve improvement.

Sarbati Devi Women's College identifies and evaluates environmental aspects associated with its activities, products, and services. These aspects include energy consumption, waste generation, water usage, greenhouse gas emissions, and biodiversity impacts.

Refer SOP for Risk & Opportunities SDWC/SOP/RO/01

6.2 Environmental Objectives and Planning to Achieve Them

The institute maintains an up-to-date register of applicable environmental laws, regulations, permits, and other requirements. Compliance with these requirements is monitored and reviewed regularly.

Environmental objectives and targets are established to address significant aspects and align with the environmental policy. These objectives are SMART (Specific, Measurable, Achievable, Relevant, Time-bound) and are reviewed periodically. Programs are implemented to achieve these objectives and targets.

EMS team plan to achieve relevant quality objectives

- Action to be taken
- Resources requirement
- Responsibility to whom
- Time frame to achieve quality objective



- How to evaluate results of quality objectives?

Based on the same, objective and realization plan is available in **Annex-6**

6.3 Planning of Changes

When Sarbati Devi Women's College determines the need for changes to the Environmental management system, the changes are carried out in a planned manner

Sarbati Devi Women's College considers:

- The purpose of the changes and their potential consequences;
- The integrity of the Environmental management system;
- The availability of resources; and
- The allocation or reallocation of responsibilities and authorities.



7. SUPPORT

7.1 Resources

Institute determines and provides the resources needed for the establishment, implementation, maintenance and continual improvement of the Environmental management system.

7.2 Competence

As a govt. aided college, Sarbati Devi Women's College follows competence criteria of Govt to the extent necessary. All the staffs including teaching and non-teaching staffs. ensures that personnel have the necessary competence and training to perform their environmental responsibilities. Awareness programs are conducted to enhance understanding of environmental issues and foster a culture of sustainability.

7.3 Awareness

Institute ensures that persons doing work under the Sarbati Devi Women's College's control are aware of:

- The Environmental policy;
- Relevant Environmental objectives;
- Their contribution to the effectiveness of the Environmental management system, including the benefits of improved performance; and
- The implication of not conforming with the Environmental management system requirements.

College arranges regular awareness for the teaching and non-teaching staffs.

7.4 Communication

Effective communication channels are established to ensure the dissemination of environmental information to employees, students, suppliers, and the wider community. These channels include newsletters, notice boards, intranet portals, and stakeholder engagement activities.



7.5 Documented Information

Documented information related to the EMS, including policies, procedures, manuals, forms, and records, is maintained, controlled, and accessible to relevant personnel.

Procedures are in place to control the creation, review, approval, and distribution of documented information, ensuring that it remains current, accurate, and readily available.

8. OPERATION

8.1 Operational Planning and Control

The Institute establishes procedures to ensure that operational activities are carried out in accordance with the EMS requirements. These procedures cover aspects such as waste management, energy efficiency, water conservation, procurement of environmentally friendly products, and maintenance of equipment.

8.2 Emergency Preparedness and Response

The institute develops and maintains an emergency response plan to effectively handle environmental emergencies, including spills, leaks, natural disasters, and other incidents. The plan outlines roles, responsibilities, communication channels, and response procedures to mitigate the impact of emergencies on the environment.



9. PERFORMANCE EVALUATION

9.1 Monitoring, Measurement, Analysis and Evaluation

The Institute establishes a systematic process for monitoring and measuring key environmental performance indicators. Data is collected, analysed, and evaluated to assess the effectiveness of the EMS and identify opportunities for improvement.

Regular evaluations are conducted to ensure compliance with applicable environmental laws, regulations, and permits. Compliance audits are carried out, findings are documented, and necessary corrective actions are implemented.

9.2 Internal Audit

Sarbati Devi Women's College conducts internal audits once in a year through internal and external members as per NAAC guideline.

Internal audits are conducted to assess the conformity and effectiveness of the EMS. Trained auditors review procedures, records, and practices to identify areas for improvement and ensure compliance with ISO 14001:2015 requirements.

Internal Audits done as per the procedure

9.3 Management Review

Top management conducts periodic reviews of the EMS to ensure its continued suitability, adequacy, and effectiveness. These reviews assess the achievement of objectives, the implementation of programs, the results of audits, and the overall performance of the EMS. Decisions and actions are documented for continual improvement.



10.IMPROVEMENT

10.1 General

Sarbati Devi Women's College determines and selects opportunities for improvement and implements any necessary actions to meet customer requirements and enhance students' satisfaction.

These include:


- Improving services to meet requirements as well as to address future needs and expectations;
- Correcting, preventing, or reducing undesired effects; and
- Improving the performance and effectiveness of the Environmental management system.

10.2 Nonconformity and Corrective Action

The Institute establishes procedures to identify and address nonconformities and environmental incidents. When nonconformities are identified, corrective actions are initiated to prevent recurrence and minimize the environmental impact. Root cause analysis and preventive actions are also implemented to address potential issues.

10.3 Continual Improvement

The institute is committed to continual improvement in environmental performance. Opportunities for improvement are identified through monitoring, audits, management review, and feedback from stakeholders. These opportunities are documented, prioritized, and incorporated into the EMS to drive ongoing sustainability initiatives.

	Document Ref.: SDWC/SOP/COM/01	Issue Date: 27 th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR COMMUNICATION		

SARBATI DEVI WOMEN'S COLLEGE

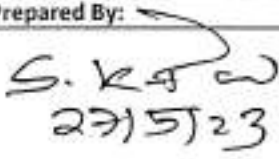
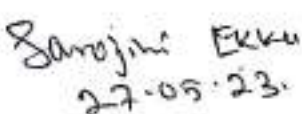

Standard Operating Procedure


For

Communication

Document Review Sheet

The signatures below certify that this Standard Operating Procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared By:	Reviewed By:	Approved By:
 27/5/23	 27.05.23	 27/05/23
Name: Sapan Kumar Panda Designation: IQAC Co Ordinator	Name: Sarojini Ekka Designation: Green Audit Team	Name: Sri Bipin Choudhury Designation: Principal

	Document Ref.: SDWC/SOP/COM/01	Issue Date: 27 th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR COMMUNICATION		

CONTENTS

COVER PAGE.....	1
DOCUMENT REVIEW SHEET.....	1
CONTENTS.....	2
1.0 AMMENDMENT RECORD.....	3
2.0 GENERAL.....	4
2.1 Purpose	
2.2 Scope	
2.3 Reference	
2.4 Responsibility	
3.0 PROCEDURE.....	5



Document Ref.:
SDWC/SOP/COM/01

Issue Date:
27th May, 2023

Issue No.:
00

Revision No.:
00


Document Title: STANDARD OPERATING PROCEDURE FOR COMMUNICATION

1.0 AMENDMENT RECORD

This Standard Operating Procedure is reviewed regularly to ensure relevance to the systems and process that it defines. A record of contextual additions or omissions is given below.

Amendment Record Sheet

Amendment Date	Issue No.	Revision No.	Page No.	Subject of Review / Modification	Revised By	Reviewed & Approved By

	Document Ref.: SDWC/SOP/COM/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR COMMUNICATION		

2.0 GENERAL

2.1 Purpose

The purpose of this procedure is to establish effective communication processes within Sarbati Devi Women's College to ensure the timely and accurate exchange of environmental information with internal and external stakeholders. This procedure aims to promote transparency, engagement, and awareness of environmental matters.

2.2 Scope


This procedure applies to all departments, employees, students, suppliers, contractors, and other relevant stakeholders of the Institute.

2.3 References

- (i) ISO 14001:2015 standard

2.4 Responsibility

Environmental Management Representative, Department Manager/ Supervisor

	Document Ref.: SDWC/SOP/COM/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR COMMUNICATION		

3.0 PROCEDURE

Detailed procedure described below:

Identification of Communication Needs:


Identify the key environmental information that needs to be communicated to various stakeholders within and outside the institute. Consider the following steps:

- Identify internal stakeholders, including employees, students, and management, and their information needs.
- Identify external stakeholders, such as regulatory agencies, community members, and suppliers, and their information needs.
- Determine the frequency, format, and channels of communication for each stakeholder group.

Internal Communication:

Establish processes to ensure effective internal communication of environmental information. Follow these steps:

- Conduct regular team meetings to share environmental updates, progress, and achievements.
- Utilize electronic communication channels, such as email or intranet, to disseminate relevant environmental information.
- Organize training sessions and workshops to enhance environmental awareness and engagement among employees and students.

	Document Ref.: SDWC/SOP/OPN/01	Issue Date: 27 th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR OPERATION CONTROL		

SARBATI DEVI WOMEN'S COLLEGE

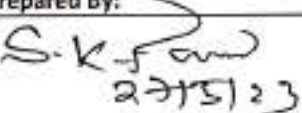
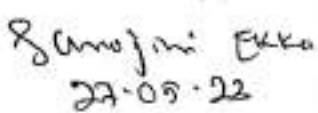
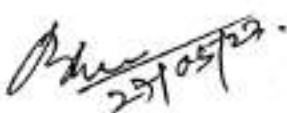
Standard Operating Procedure

For

Operation Control

Document Review Sheet

The signatures below certify that this Standard Operating Procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared By:	Reviewed By:	Approved By:
 27/5/23	 27-05-22	 27/05/22
Name: Sapan Kumar Panda Designation: IQAC Co Ordinator	Name: Sarojini Ekka Designation: Green Audit Team	Name: Sri Bipin Choudhury Designation: Principal



Document Ref.:
SDWC/SOP/OPN/01

Issue Date:
27th May, 2023


Issue No.:
00

Revision No.:
00

Document Title: **STANDARD OPERATING PROCEDURE FOR OPERATION CONTROL**

CONTENTS

COVER PAGE.....	1
DOCUMENT REVIEW SHEET.....	1
CONTENTS.....	2
1.0 AMMENDMENT RECORD.....	3
2.0 GENERAL.....	4
2.1 Purpose	
2.2 Scope	
2.3 Reference	
2.4 Responsibility	
3.0 PROCEDURE.....	5


	Document Ref.: SDWC/SOP/OPN/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR OPERATION CONTROL		

1.0 AMENDMENT RECORD

This Standard Operating Procedure is reviewed regularly to ensure relevance to the systems and process that it defines. A record of contextual additions or omissions is given below.

Amendment Record Sheet

Amendment Date	Issue No.	Revision No.	Page No.	Subject of Review / Modification	Revised By	Reviewed & Approved By

	Document Ref.: SDWC/SOP/OPN/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR OPERATION CONTROL		

2.0 GENERAL

2.1 Purpose

The purpose of this procedure is to establish controls and measures to mitigate the significant environmental aspects identified in the Aspect and Impact Register. By implementing operational controls, Sarbati Devi Women's college aims to minimize the negative environmental impacts associated with its activities, processes, and services.

2.2 Scope


This procedure applies to all departments and functions within [Your Institute's Name] that have identified significant environmental aspects.

2.3 References

- (i) ISO 14001:2015 standard

2.4 Responsibility

Environmental Management Representative, Department Manager/ Supervisor

	Document Ref.: SDWC/SOP/OPN/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR OPERATION CONTROL		

3.0 PROCEDURE

Detailed procedure described below:

Identification of Operational Controls:

Based on the identified significant environmental aspects, department managers/supervisors shall determine appropriate operational controls to mitigate or eliminate the associated impacts.

Consider the following steps:

- Review existing procedures, guidelines, and best practices related to the identified aspects and impacts.
- Research and identify industry-leading practices and technologies for managing similar aspects.
- Engage employees and relevant stakeholders to gather input and ideas for operational controls.

Implementation of Operational Controls:

Once the operational controls are identified, department managers/supervisors shall implement and document the necessary actions. Follow these steps:

- Develop specific procedures, work instructions, or guidelines to describe the operational controls in detail.
- Allocate resources, assign responsibilities, and establish timelines for the implementation of the controls.
- Provide training and awareness programs to ensure that employees understand and follow the established controls.


Monitoring and Measurement:

Regular monitoring and measurement activities shall be conducted to verify the effectiveness of the operational controls. Follow these steps:

- Define appropriate metrics and indicators to measure the performance of the controls.
- Establish monitoring schedules and procedures to collect data on energy consumption, waste generation, water usage, emissions, and other relevant parameters.
- Analyze the collected data and compare it against established targets to identify any deviations or areas for improvement.

Corrective and Preventive Actions:

If deviations or non-conformities are identified during monitoring, appropriate corrective and preventive actions shall be implemented. Follow these steps:

	Document Ref.: SDWC/SOP/OPN/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR OPERATION CONTROL		

- Investigate the root causes of deviations or non-conformities.
- Take immediate corrective actions to address the identified issues and prevent recurrence.
- Implement preventive measures to eliminate potential causes of deviations in the future.


Communication and Documentation:

Department managers/supervisors shall ensure that employees are aware of the established operational controls and their responsibilities in adhering to them. Follow these steps:

- Communicate the operational controls through training sessions, meetings, or other appropriate communication channels.
- Document the operational controls, including procedures, work instructions, guidelines, and any updates or revisions made.

Records

Records related to the operational controls, including documentation of procedures, work instructions, training records, monitoring results, and corrective actions, shall be maintained as part of the documented information within the environmental management system.

	Document Ref.: SDWC/SOP/M&M/01	Issue Date: 27 th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR MONITORING AND MEASUREMENT		

SARBATI DEVI WOMEN'S COLLEGE

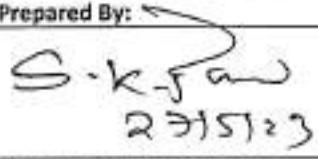
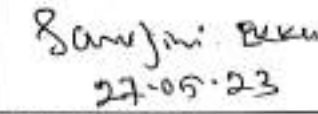
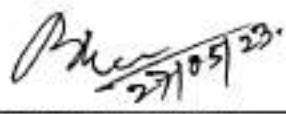
Standard Operating Procedure


For

Monitoring and Measurement

Document Review Sheet


The signatures below certify that this Standard Operating Procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared By:	Reviewed By:	Approved By:
 S.K.Panda 27/05/23	 Sarojini Ekka 27-05-23	 Sri Bipin Choudhury 27/05/23
Name: Sapan Kumar Panda Designation: IQAC Co Ordinator	Name: Sarojini Ekka Designation: Green Audit Team	Name: Sri Bipin Choudhury Designation: Principal

	Document Ref.: SDWC/SOP/M&M/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR MONITORING AND MEASUREMENT		

CONTENTS

COVER PAGE.....	1
DOCUMENT REVIEW SHEET.....	1
CONTENTS.....	2
1.0 AMMENDMENT RECORD.....	3
2.0 GENERAL.....	4
2.1 Purpose	
2.2 Scope	
2.3 Reference	
2.4 Responsibility	
3.0 PROCEDURE.....	5


	Document Ref.: SDWC/SOP/M&M/01	Issue Date: 27 th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR MONITORING AND MEASUREMENT		

1.0 AMENDMENT RECORD

This Standard Operating Procedure is reviewed regularly to ensure relevance to the systems and process that it defines. A record of contextual additions or omissions is given below.

Amendment Record Sheet

Amendment Date	Issue No.	Revision No.	Page No.	Subject of Review / Modification	Revised By	Reviewed & Approved By

	Document Ref.: SDWC/SOP/M&M/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR MONITORING AND MEASUREMENT		

2.0 GENERAL

2.1 Purpose

The purpose of this procedure is to establish a systematic approach for monitoring and measuring environmental performance indicators within [Your Institute's Name]. This process enables the institute to assess its environmental performance, track progress, and identify opportunities for improvement in line with ISO 14001:2015 requirements.

2.2 Scope


This procedure applies to all departments and functions within [Your Institute's Name] that have environmental impacts and objectives.

2.3 References

- (i) ISO 14001:2015 standard

2.4 Responsibility

Environmental Management Representative, Department Manager/ Supervisor

	Document Ref.: SDWC/SOP/M&M/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR MONITORING AND MEASUREMENT		

3.0 PROCEDURE

Detailed procedure described below:

Identification of Environmental Performance Indicators:

Based on the environmental objectives and targets established in the Environmental Management System, department representatives shall identify relevant environmental performance indicators for monitoring and measurement. Consider the following steps:

- a. Review the environmental objectives and targets to determine the key indicators that align with the institute's environmental goals.
- b. Select indicators that are measurable, meaningful, and provide insights into the environmental performance of the respective departments.

Monitoring and Measurement Plan:

Department representatives shall develop a monitoring and measurement plan to outline the activities, resources, and schedules for data collection and analysis. Follow these steps:

- Determine the frequency and duration of monitoring and measurement activities based on the identified indicators.
- Assign responsibilities for data collection and analysis within each department.
- Develop a schedule for regular monitoring, including specific dates and timeframes.

Data Collection:


Department representatives shall collect relevant data according to the monitoring and measurement plan. Follow these steps:

- Use appropriate measurement tools and instruments to collect accurate and reliable data.
- Ensure data is collected consistently using standardized methods and procedures.
- Record data in a designated format or system for easy retrieval and analysis.

Data Analysis:

After data collection, department representatives shall analyze the collected data to assess the environmental performance indicators. Follow these steps:

- Use appropriate statistical and analytical techniques to analyze the data.
- Compare the collected data against established targets, benchmarks, or regulatory requirements.
- Identify trends, patterns, and areas for improvement based on the analysis.

	Document Ref.: SDWC/SOP/M&M/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR MONITORING AND MEASUREMENT		

Evaluation and Reporting:

Department representatives shall evaluate the results of the data analysis and prepare reports on the environmental performance indicators. Follow these steps:

- Summarize the findings, including any significant trends, deviations, or improvements.
- Communicate the results to the Environmental Management Representative and relevant stakeholders.
- Report on the environmental performance indicators during management review meetings.


Corrective Actions and Continuous Improvement:

If deviations or non-conformities are identified during the monitoring and measurement process, appropriate corrective actions shall be implemented. Follow these steps:

- Investigate the root causes of deviations or non-conformities.
- Take corrective actions to address the identified issues and prevent recurrence.
- Document and track the implementation of corrective actions and evaluate their effectiveness.

Records:

Records related to monitoring and measurement activities, including data collection forms, analysis reports, and corrective action records, shall be maintained as part of the documented information within the environmental management system.

	Document Ref.: SDWC/CTA/COM/01	Issue Date: 27 th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR COMPETENCY, TRAINING, AWARENESS		

SARBATI DEVI WOMEN'S COLLEGE

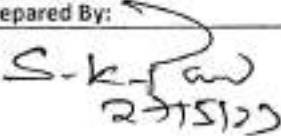
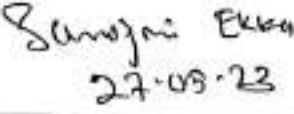

Standard Operating Procedure

For

Competency, Training, Awareness

Document Review Sheet

The signatures below certify that this Standard Operating Procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared By:	Reviewed By:	Approved By:
 S-k-panda 27/5/23	 Sarojini Ekka 27-05-23	 Sri Bipin Choudhury 27/05/23
Name: Sapan Kumar Panda Designation: IQAC Co Ordinator	Name: Sarojini Ekka Designation: Green Audit Team	Name: Sri Bipin Choudhury Designation: Principal



Document Ref.:
SDWC/CTA/COM/01

Issue Date:
27th May, 2023


Issue No.:
00

Revision No.:
00

Document Title: **STANDARD OPERATING PROCEDURE FOR COMPETENCY, TRAINING, AWARENESS**

CONTENTS

COVER PAGE.....	1
DOCUMENT REVIEW SHEET.....	1
CONTENTS.....	2
1.0 AMMENDMENT RECORD.....	3
2.0 GENERAL.....	4
2.1 Purpose	
2.2 Scope	
2.3 Reference	
2.4 Responsibility	
3.0 PROCEDURE.....	5


	Document Ref.: SDWC/CTA/COM/01	Issue Date: 27 th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR COMPETENCY, TRAINING, AWARENESS		

1.0 AMENDMENT RECORD

This Standard Operating Procedure is reviewed regularly to ensure relevance to the systems and process that it defines. A record of contextual additions or omissions is given below.

Amendment Record Sheet

Amendment Date	Issue No.	Revision No.	Page No.	Subject of Review / Modification	Revised By	Reviewed & Approved By

	Document Ref.: SDWC/CTA/COM/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR COMPETENCY, TRAINING, AWARENESS		

2.0 GENERAL

2.1 Purpose

The purpose of this procedure is to ensure that all personnel within Sarbati Devi Women's College are competent, appropriately trained, and aware of their environmental responsibilities. By establishing a systematic approach to competence development and awareness, Sarbati Devi Women's college aims to enhance environmental performance and promote a culture of environmental stewardship.

2.2 Scope


This procedure applies to all employees, contractors, and relevant stakeholders within the institute who have the potential to contribute to the institute's environmental performance.

2.3 References

- (i) ISO 14001:2015 standard

2.4 Responsibility

Environmental Management Representative, Department Manager/ Supervisor

	Document Ref.: SDWC/CTA/COM/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR COMPETENCY, TRAINING, AWARENESS		

3.0 PROCEDURE

Detailed procedure described below:

Competency Requirement:

Department managers/supervisors, in collaboration with the Human Resources Department, shall identify the competence requirements for each job position within their departments. Consider the following steps:

- Identify the knowledge, skills, and attributes necessary for employees to perform their environmental responsibilities effectively.
- Define the competence requirements for each job position, considering the relevant environmental aspects, legal requirements, and organizational needs.

Training Needs Assessment:


Department managers/supervisors, in collaboration with employees, shall conduct a training needs assessment to identify any gaps in competence. Follow these steps:

- Review job descriptions, performance evaluations, and employee feedback to identify areas where additional training or development is required.
- Identify specific training needs related to environmental management, such as understanding environmental policies, procedures, legal requirements, and best practices.
- Consider the results of internal audits, incident investigations, and management reviews to identify any common training needs across the institute.

Training and Development Programs:

Based on the identified competence requirements and training needs, department managers/supervisors shall develop and implement appropriate training and development programs. Follow these steps:

- Identify suitable training methods, such as workshops, e-learning modules, seminars, or on-the-job training, considering the needs and preferences of the employees.
- Develop a training plan that includes the training objectives, content, delivery methods, resources required, and timelines.
- Coordinate with internal trainers, external training providers, or subject matter experts to deliver the training programs effectively.
- Evaluate the effectiveness of the training programs through participant feedback, knowledge assessments, and application of learning outcomes.

	Document Ref.: SDWC/CTA/COM/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR COMPETENCY, TRAINING, AWARENESS		

Awareness Programs:

Environmental awareness programs shall be developed and implemented to ensure that all personnel have a clear understanding of their environmental responsibilities and the importance of environmental stewardship. Follow these steps:

- Develop awareness materials, such as posters, newsletters, intranet resources, and information sessions, to communicate environmental policies, objectives, and key environmental aspects.
- Incorporate environmental awareness into employee induction programs and regular communications to foster a culture of environmental responsibility.
- Conduct periodic awareness campaigns, events, or competitions to engage employees and reinforce environmentally friendly behaviours.

Records and Documentation:


Green Audit Team shall maintain records of training activities, certifications, qualifications, and competence assessments of employees. Follow these steps:

- Document the training plans, including training objectives, content, participants, and evaluation results.
- Maintain records of completed training sessions, including attendance sheets, training materials, and evaluation forms.
- Retain employee competence assessments and performance evaluations as evidence of competence development.

Review and Continuous Improvement:

The effectiveness of the competence, training, and awareness programs shall be periodically reviewed and improved. Follow these steps:

- Conduct regular assessments of employee competence and training effectiveness.
- Solicit feedback from employees, managers, and relevant stakeholders to identify areas for improvement.
- Update the competence requirements, training programs, and awareness initiatives based on changing organizational needs, environmental aspects, and emerging best practices.

	Document Ref.: SDWC/SOP/AI/01	Issue Date: 27 th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR ENVIRONMENTAL ASPECTS IMPACTS		

SARBATI DEVI WOMEN'S COLLEGE

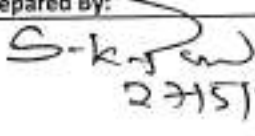
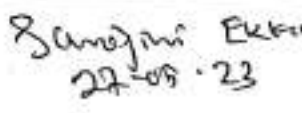

Standard Operating Procedure


For

Environmental Aspects Impacts

Document Review Sheet


The signatures below certify that this Standard Operating Procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared By:	Reviewed By:	Approved By:
 27/05/23	 27-05-23	 27/05/23
Name: Sapan Kumar Panda Designation: IQAC Co Ordinator	Name: Sarojini Ekka Designation: Green Audit Team	Name: Sri Bipin Choudhury Designation: Principal

	Document Ref.: SDWC/SOP/AI/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR ENVIRONMENTAL ASPECTS IMPACTS		

CONTENTS

COVER PAGE.....	1
DOCUMENT REVIEW SHEET.....	1
CONTENTS.....	2
1.0 AMMENDMENT RECORD.....	3
2.0 GENERAL.....	4
2.1 Purpose	
2.2 Scope	
2.3 Reference	
2.4 Responsibility	
3.0 PROCEDURE.....	5


	Document Ref.: SDWC/SOP/AI/01	Issue Date: 27 th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR ENVIRONMENTAL ASPECTS IMPACTS		

1.0 AMENDMENT RECORD

This Standard Operating Procedure is reviewed regularly to ensure relevance to the systems and process that it defines. A record of contextual additions or omissions is given below.

Amendment Record Sheet

Amendment Date	Issue No.	Revision No.	Page No.	Subject of Review / Modification	Revised By	Reviewed & Approved By

	Document Ref.: SDWC/SOP/AI/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR ENVIRONMENTAL ASPECTS IMPACTS		

2.0 GENERAL

2.1 Purpose

The purpose of this procedure is to establish a systematic approach for identifying and assessing environmental aspects and impacts associated with the operations and activities of Sarbati Devi Women's college. This process enables us to understand the potential environmental consequences of our actions and prioritize our efforts to minimize negative impacts.

2.2 Scope


This procedure applies to all departments and functions within the institute that have an environmental impact, including but not limited to classrooms, laboratories, administrative offices, maintenance areas, transportation, and waste management.

2.3 References

- (i) ISO 14001:2015 standard

2.4 Responsibility

Environmental Management Representative, Department Manager/ Supervisor

	Document Ref.: SDWC/SOP/AI/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR ENVIRONMENTAL ASPECTS IMPACTS		

3.0 PROCEDURE

Detailed procedure described below:

Identification of Environmental Aspects:

Each department representative shall conduct an assessment to identify the environmental aspects associated with their activities, products, and services. The following steps should be followed:

- Review relevant documents, such as process descriptions, work instructions, and operational procedures, to identify activities with potential environmental implications.
- Brainstorm and involve department members to identify potential environmental aspects, such as energy consumption, waste generation, water usage, emissions, and use of hazardous substances.
- Categorize the identified aspects into relevant groups, such as energy, water, waste, air emissions, and biodiversity.

Assessment of Environmental Impacts:

Once the environmental aspects are identified, the department representatives shall assess the significance of each aspect in terms of its potential environmental impact. The following steps should be followed:

- Evaluate the magnitude and duration of the impact, considering factors such as quantity, frequency, and intensity of the aspect.
- Assess the likelihood of the impact occurring, considering factors such as operational controls, preventive measures, and historical data.
- Determine the significance of the impact by combining the magnitude and likelihood assessments.

Documentation and Communication:

The department representatives shall document the identified environmental aspects and impacts in a central register or database. This information should be regularly communicated to the Environmental Management Representative for consolidation and review.

Review and Evaluation:

The Environmental Management Representative shall periodically review and evaluate the identified environmental aspects and impacts. This review may include discussions with department representatives, analysis of monitoring data, and consideration of any changes in operations or regulations.



Document Ref.:
SDWC/SOP/AI/01

Issue Date:
27th May, 2023

Issue No.:
00

Revision No.:
00

Document Title: **STANDARD OPERATING PROCEDURE FOR ENVIRONMENTAL ASPECTS IMPACTS**

Objectives and Targets:

Based on the identified aspects and impacts, the Environmental Management Representative, in collaboration with department representatives, shall establish environmental objectives and targets. These objectives and targets should address significant aspects and focus on minimizing negative impacts and improving environmental performance.

Records:

Records of the identified environmental aspects and impacts, as well as the corresponding objectives, targets, and monitoring results, shall be maintained as part of the documented information within the environmental management system.

to reflect any changes in processes, regulations, or environmental priorities.



SARBATI DEVI WOMEN'S COLLEGE

"NAAC Accredited-2nd Cycle"

RAJGANGPUR, SUNDARGARH - 770017

Ph. : 06624 - 220352(O), 222519 (R), 220352 (Fax)

E-mail : sdwcrpg@gmail.com, Website: www.sdwcrpg.ac.in

Ref. No.: 830/sdwc

ENVIRONMENTAL POLICY

Date: 19.05.23

Sarbati Devi Women's College is committed to environmental sustainability and recognizes the importance of protecting and preserving the environment for present and future generations. We strive to minimize our environmental impact and promote sustainable practices throughout our operations, education programs, and campus community.

Key Principles:

- 1. Compliance:** We are dedicated to complying with all applicable environmental laws, regulations, and permits, as well as other requirements to which we subscribe. We continuously monitor and assess our compliance status and take proactive measures to ensure adherence to environmental standards.
- 2. Pollution Prevention:** We aim to prevent pollution by reducing, reusing, and recycling materials wherever possible. We encourage responsible consumption and waste management practices, including the reduction of energy and water usage, proper waste segregation, and the promotion of sustainable procurement.
- 3. Resource Efficiency:** We are committed to conserving natural resources by promoting efficient resource use across our facilities. This includes implementing energy-efficient technologies, optimizing water consumption, and encouraging sustainable transportation options for our students, faculty, and staff.
- 4. Environmental Education:** We believe in the power of education to drive positive environmental change. We integrate environmental education and awareness initiatives into our curriculum, empowering our students to become environmentally responsible individuals and future environmental leaders.
- 5. Biodiversity and Ecosystem Protection:** We recognize the importance of biodiversity and the preservation of ecosystems. We strive to protect and restore natural habitats on our campus, promote sustainable landscaping practices, and raise awareness about the value of biodiversity among our students and the wider community.
- 6. Collaboration and Stakeholder Engagement:** We actively engage and collaborate with our stakeholders, including students, faculty, staff, local communities, regulatory authorities, and industry partners. By fostering open dialogue and partnerships, we aim to identify and implement innovative solutions that address environmental challenges collectively.
- 7. Continuous Improvement:** We are committed to continuously improving our environmental performance. We set measurable objectives and targets, regularly monitor our progress, and implement corrective actions when necessary. Through periodic management reviews, we assess the effectiveness of our environmental management system and strive for continual improvement.

This environmental policy is communicated to all students, faculty, staff, and stakeholders. It serves as a guiding framework for our environmental decision-making, planning, and actions. We are dedicated to promoting a culture of sustainability and environmental stewardship at Sarbati Devi Women's College.

.....
Principal
S.D. Women's College
Rajgangpur, Sundargarh