



ENERGY MANAGEMENT SYSTEM MANUAL

SARBATI DEVI WOMEN'S COLLEGE
ISO 50001:2018
Energy Management System

S.K. Singh
27-5-23
IA AC-Coordination.

Rashmita Mallik
27/05/2023


Principal 27/05/23
S. D. Women's College
Rajgangpur



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1 Purpose

This document sets out the system to manage energy at the Sarbati Devi Women's College in line with the International Standard for Energy Management Systems ISO 50001:2018.

This document is applicable to employees, students, visitors and contractors at the College's Sarbati Devi Women's College

2 Common Acronyms

ACRONYM	MEANING
E&E / EET	Energy & Environment Team
EMS	Environmental Management System
EnB	Energy Baseline
EnMS	Energy Management System
EnPI	Energy Performance Indicator
EPC	Energy Performance Certificate
SWEE	School of Water, Energy and Environment



3 Common Terms and their Definitions

TERM	DEFINITION
AMR – Automatic Meter Reporting	Automatic Half Hourly, or Daily, collection of meter data.
Boundaries	Physical or site limits and/or organizational limits as defined by Sarbati Devi Women's College
Continual Improvement	A recurring process which results in the enhancement of energy performance and the Energy Management System
Correction	An action to eliminate a detected non-conformity
Corrective Action	An action to eliminate the <i>cause</i> of a detected non-conformity
Energy	Electricity, Fuels, Steam, Heat, Compressed Air and other similar media
Energy Baseline	Quantitative references providing a basis for the comparison of Energy Performance
Energy Consumption	Quantity of energy applied
Energy Efficiency	Ratio or other quantitative relationship between an <i>output</i> of performance, service, goods or energy and an <i>input</i> of energy
Energy Management System EnMS	Set of interrelated or interacting elements to establish an Energy Policy and Energy Objectives , and processes and procedures to achieve those objectives
Energy Management Team	Person(s) responsible for the effective implementation of the Energy Management System activities and for delivering energy performance improvements
Energy Objective	A specified outcome or achievement set to meet University's Energy Policy related to improved Energy Performance
Energy Performance	Measurable results related to Energy Efficiency, Energy Use and Energy Consumption
Energy Performance Indicator EnPI	A quantitative value or measure of Energy Performance , as defined by university
Energy Policy	A statement by the University of its overall intentions and direction of the University related to its Energy Performance , as formally expressed by Top Management
Energy Review	A determination of University's Energy Performance based on data and other information, leading to identification of opportunities for improvement



TERM	DEFINITION
Energy Services	Activities and their results related to the provision and/or use of energy
Energy Target	A detailed and quantifiable energy performance requirement, applicable to Cranfield University, that arises from the Energy Objective and that needs to be set and met to achieve this objective
Energy Use	Manner or kind of application of energy
Interested Party	A person or group concerned with, or affected by, the Energy Performance of Cranfield University
Internal Audit	A systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which requirements are fulfilled
Non-conformity	Non-fulfilment of a requirement
Preventive Action	Action to eliminate the <i>cause</i> of a potential Non-conformity
Procedure	A specified way to carry out an activity or a process
Record	A document stating results achieved or providing evidence of activities performed
Scope	The extent of activities, facilities and decisions that the university addresses through its EnMS , which can include several Boundaries
Significant Energy Use	Energy use accounting for substantial energy consumption and/or offering considerable potential for energy performance improvement
Top Management	The person or group of people who direct and control the university at the highest level

ISO 50001 Energy Management System Requirements

4 Context of the Organization

4.1 Understanding the Organization and its Context

College's 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

College has determined external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its EnMS and improve its energy performance.

Identified Internal and External Issue available in **Annexure-1**.

4.2 Understanding the Needs and Expectations of Interested Parties

The College has determined

- a) the interested parties that are relevant to energy performance and the EnMS;
- b) the relevant requirements of these interested parties;

Interested parties and their expectations are available in **Annexure-2**

4.2.1 Identification of Relevant Legislation

New legislation pertinent to the College will be ascertained by the college from different sources like internet, published news etc.

The Compliance Obligations Register includes all Energy Legislation and other requirements applicable to the college. It is maintained and updated as required, and at least annually, by the College.

4.2.2 Responsibilities

The Energy Team will amend as necessary any relevant College documentation and provide information regarding changes to energy regulations and other requirements to the relevant people.

It is the responsibility of various departments to ensure that the requirements of relevant legislation and other requirements are implemented by appropriate staff.

Progress of implementation of new or revised legislation will be included in Management Reviews of the EnMS.

4.2.3 Ensuring Compliance

Compliance with legislation and other requirements is ensured via several processes operating across the University as well as via a formal review. These include:

- An annual review of compliance against all applicable legislation and other requirements included within the Compliance Obligations Register Database.
- Internal auditors taking account of applicable legislation and other requirements when undertaking internal audits.
- Planned preventive maintenance of equipment to ensure continued normal operation.
- Training of employees to ensure work is undertaken in line with appropriate procedures and codes of practice.

It is the responsibility of all staff and students to notify the Energy Team of any energy waste through the appropriate reporting mechanisms.

It is the responsibility of the Energy Team to bring to the attention of relevant staff (as appropriate) any instances of legislation being breached and vice versa.

4.3 Determining the Scope of the Energy Management System

The scope of the EnMS includes all the activities, operations and services associated with employees, students and visitors at the College campus.

The college has approximately 2100 students and 71 staff.

4.4 Energy Management System

This manual describes College's EnMS.

5 Leadership

5.1 Leadership and Commitment

The Energy committee of the College reports to the Executive on energy issues, including:

Top management has demonstrated leadership and commitment with respect to continual improvement of its energy performance and the effectiveness of the EnMS, by:

- a) ensuring that the EnMS scope and boundaries are established;
- b) ensuring that the energy policy, objectives and energy targets are established and are compatible with the strategic direction of the college;
- c) ensuring the integration of the EnMS requirements into the organization's business processes;
- d) ensuring that action plans are approved and implemented;
- e) ensuring that the resources needed for the EnMS are available;
- f) communicating the importance of effective energy management and of conforming to the EnMS requirements;
- g) ensuring that the EnMS achieves its intended outcome(s);
- h) promoting continual improvement of energy performance and the EnMS;
- i) ensuring the formation of an energy management team;
- j) directing and supporting persons to contribute to the effectiveness of the EnMS and to energy performance improvement;
- k) supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility;
- l) ensuring that the EnPI(s) appropriately represent(s) energy performance;
- m) ensuring that processes are established and implemented to identify and address changes affecting the EnMS and energy performance within the scope and boundary of the EnMS.

5.2 Energy Policy

The Energy Policy is reviewed and updated annually at Governing Body meetings, where it is signed off by the Chair of GB. The Energy Policy is a written statement of the approach of the College regarding the management of energy and its compliance with the requirements of ISO 50001. The College's Energy Policy Statement is made available to all members of staff and students. It may be viewed on college notice boards and college website

The Energy Policy Statement documents the College's commitment to continual improvement in energy performance.

5.3 Organizational Roles, Responsibilities and Authorities

Top management has ensured that the responsibilities and authorities for relevant roles are assigned and communicated within the organization.

Top management has assigned the responsibility and authority to the energy management team for:

- a) ensuring that the EnMS is established, implemented, maintained and continually improved;
- b) ensuring that the EnMS conforms to the requirements of this document;

-
- c) implementing action plans to continually improve energy performance;
 - d) reporting on the performance of the EnMS and improvement of energy performance to top management at determined intervals;
 - e) establishing criteria and methods needed to ensure that the operation and control of the EnMS are effective.:

Roles and Responsibility available in Annexure - 3

6 Energy Planning

6.1 Actions to Address Risks and Opportunities

This EnMS Manual defines the energy planning process which is designed to lead to continually improved energy performance, taking account of the external and internal issues detailed in Section 4.1, and the expectations of interested parties detailed in Section 4.2.

The organization has identified the risk and managed the risk as per the risk management procedure.

6.2 Objectives, Energy Targets and Planning to Achieve Them

The College has established objectives at relevant functions and levels.

The objectives and energy targets are:

- a) be consistent with the energy policy;
- b) be measurable (if practicable);
- c) take into account applicable requirements.
- d) consider SEUs
- e) take into account opportunities to improve energy performance;
- f) be monitored;
- g) be communicated;
- h) be updated as appropriate.

Objectives and plans are available in Annexure-4

6.3 Energy Review

The organization has developed and conduct energy review to

a) analyze energy use and consumption based on measurement and other data, i.e.:

1) identify current types of energy

2) evaluate past and current energy use(s) and consumption;

b) based on the analysis, identify SEUs;

c) for each SEU:

1) determine relevant variables;

2) determine current energy performance;

3) identify the person(s) doing work under its control that influence or affect the SEUs;

d) determine and prioritize opportunities for improving energy performance;

e) estimate future energy use(s) and energy consumption.

The energy review is updated at defined intervals, as well as in response to major changes in facilities, equipment, systems or energy-using processes.

The College maintain documented information the methods and criteria used to develop the energy review as per Annexure – 5.

6.4 Energy Performance Indicators

The College has determined EnPIs that:

a) are appropriate for measuring and monitoring its energy performance;

b) enable the organization to demonstrate energy performance improvement.

The method for determining and updating the EnPI(s) is available in Annexure-6

6.5 Energy Baseline

The college has established EnB using the information from the energy review(s) taking into account a suitable period of time.

Where the college has data indicating that relevant variables significantly affect energy performance, the college carry out normalization of the EnPI value(s) and corresponding EnB(s).

6.6 Planning for Collection of Energy Data

The college has ensured that key characteristics of its operations affecting energy performance are identified, measured, monitored, and analyzed at planned intervals. The college define and implement an energy data collection plan appropriate to its size, its complexity, its resources and its measurement and monitoring equipment. The plan specifies the data necessary to monitor the key characteristics and state how and at what frequency the data shall be collected and retained.

Data to be collected (or acquired by measurement as applicable) and retained documented information (See 7.5) shall include:

- a) the relevant variables for SEUs;
- b) energy consumption related to SEUs and to the organization;
- c) operational criteria related to SEUs;
- d) data specified in action plans.

The energy data collection plan shall be reviewed at defined intervals and updated as appropriate. The organization shall ensure that the equipment used for measurement of key characteristics provides data which are accurate and repeatable. The organization shall retain documented information (see 7.5) on measurement, monitoring and other means of establishing accuracy and repeatability.

7 Support.

7 Support

7.1 Resources

The college has determined and provided the resources needed for the establishment, implementation, maintenance, and continual improvement of energy performance and the EnMS.

7.2 Competence

The college has:

- a) determined the necessary competence of person(s) doing work under its control that affects its energy performance and EnMS;
- b) ensured that these persons are competent on the basis of appropriate education, training, skills or experience;
- c) where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken;
- d) retained appropriate documented information as evidence of competence.

7.3 Awareness

Persons doing work under the college's control are aware of:

- a) the energy policy
- b) their contribution to the effectiveness of the EnMS, including achievement of objectives and energy targets, and the benefits of improved energy performance
- c) the impact of their activities or behaviors with respect to energy performance

7.4 Communication

The college has determined the internal and external communications relevant to the EnMS, including:

- a) on what it will communicate;
- b) when to communicate;
- c) with whom to communicate;
- d) how to communicate;
- e) who communicates.

When establishing its communication process(es), the college ensure that information communicated is consistent with information generated within the EnMS and is dependable.

Communication process is established

7.5 Documented Information

The college has established documented information process in QMS. Same is followed for ISO 50001 also.

8. Operation

8.1 Operational Planning and Control

The college has planned, implemented, and control the processes, related to its SEUs, needed to meet requirements and to implement the actions determined in 6.2, by:

- a) establishing criteria for the processes, including the effective operation and maintenance of facilities, equipment, systems and energy-using processes, where their absence can lead to a significant deviation from intended energy performance;
- b) communicating the criteria to relevant person(s) doing work under the control of the organization;
- c) implementing control of the processes in accordance with the criteria, including operating and maintaining facilities, equipment, systems and energy-using processes in accordance with established criteria;
- d) keeping documented information to the extent necessary to have confidence that the processes have been carried out as planned.

The college shall control planned changes and review the consequences of unintended changes, taking actions to mitigate any adverse effects, as necessary.

The college shall ensure that outsourced SEUs or processes related to its SEUs are controlled.

8.2 Design

The college has considered energy performance improvement opportunities and operational control in the design of new, modified, and renovated facilities, equipment, systems and energy-using processes that can have a significant impact on its energy performance over the planned or expected operating lifetime.

Where applicable, the results of the energy performance consideration has been incorporated into specification, design and procurement activities.

8.3 Procurement

The college has established and implemented criteria for evaluating energy performance over the planned or expected operating lifetime, when procuring energy using products, equipment and services which are expected to have a significant impact on the college's energy performance. When procuring energy using products, equipment and services that have, or can have, an impact on SEUs, the organization shall inform suppliers that energy performance is one of the evaluation criteria for procurement. Where applicable, the college has defined and communicated specifications for:

- a) ensuring the energy performance of procured equipment and services;
- b) the purchase of energy.

9. Performance Evaluation

9.1 Monitoring, Measurement, Analysis and Evaluation of Energy Performance and the EnMS

9.1.1 General

The organization has determined for energy performance and the EnMS:

a) what needs to be monitored and measured, including at a minimum the following key characteristics:

- 1) the effectiveness of the action plans in achieving objectives and energy targets;
- 2) EnPI(s);
- 3) operation of SEUs
- 4) actual versus expected energy consumption;

b) the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;

c) when the monitoring and measurement shall be performed;

d) when the results from monitoring and measurement shall be analyzed and evaluated.

The organization shall evaluate its energy performance and the effectiveness of the EnMS Improvement in energy performance shall be evaluated by comparing EnPI value(s) against the corresponding EnB(s)

The college investigate and respond to significant deviations in energy performance. The organization shall retain documented information on the results of the investigation and response.

9.1.2 Evaluation of Compliance with Legal Requirements and Other Requirements

At planned intervals, the college evaluate compliance with legal and other requirements related to its energy efficiency, energy use, energy consumption and the EnMS.

9.2 Internal Audit

The college conducts Internal Audit as per IA procedure.

9.3 Management Review

The college conduct MRM at regular interval considering the agendas of ISO 50001 requirement.


10. Improvement

10.1 Nonconformity and Corrective Action

The College follows ISO 9001 process for NC Management

10.2 Nonconformity and Corrective Action

The College follows ISO 9001 process for continual improvement

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Document Title: STANDARD OPERATING PROCEDURE FOR RISK MANGEMENT		

SARBATI DEVI WOMEN'S COLLEGE

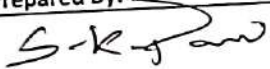
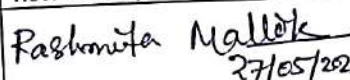
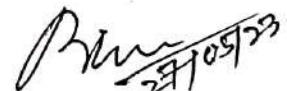
Standard Operating Procedure


For

Planning to address Risk Management

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	 27/05/2023	 27/05/23
Name: Sapan Kumar Panda Designation: IQAC Co ordinator	Name: Mrs. Rashmita Mallick Designation: Lecturer HSc	Name: Sri Bipin Choudhury Designation: Principal

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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/EnMS/SOP/R&O/01	Issue Date: 27th May, 2023
	Issue No.: 00	Revision No.: 00
Document Title: STANDARD OPERATING PROCEDURE FOR RISK MANGEMENT		

2.0 GENERAL

2.1 Purpose

The purpose of this procedure is to establish a systematic approach to identify, assess, and manage risks related to energy management within [Your Educational Institution's Name]. This process helps in identifying potential risks and taking appropriate measures to mitigate or eliminate them, ensuring the effectiveness of the Energy Management System (EnMS) in accordance with ISO 50001:2018 requirements.

2.2 Scope


This procedure applies to all departments and functions within the SDWC that have energy-related activities and objectives.

2.3 References

- (i) ISO 50001:2018 standard

2.4 Responsibility

IQAC, Academic in Charge, HODs, Green audit team

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3.0 PROCEDURE

Detailed procedure described below:

Risk Identification:

Department managers shall identify potential risks within their departments related to energy management. Follow these steps:

- a. Review energy-related processes, activities, and systems.
- b. Identify potential hazards, vulnerabilities, and events that may impact energy performance.
- c. Consider past incidents, near misses, and lessons learned.

Risk Analysis:

Department managers shall analyze identified risks to assess their potential impact and likelihood.

Follow these steps:

- a. Evaluate the severity of the consequences if a risk event occurs.
- b. Assess the likelihood of the risk event happening.
- c. Determine the level of risk based on the combination of severity and likelihood.

Risk Evaluation:

Department managers shall evaluate the identified risks to prioritize them for further action.

Follow these steps:

- a. Compare the assessed risks against predefined risk criteria.
- b. Prioritize risks based on their potential impact and significance.
- c. Determine which risks require immediate attention and mitigation.

Risk Mitigation:

Department managers shall develop and implement risk mitigation measures to reduce or eliminate identified risks. Follow these steps:

- a. Identify appropriate control measures to prevent or minimize the occurrence of risks.
- b. Implement control measures and monitor their effectiveness.
- c. Assign responsibilities for the implementation and maintenance of control measures.
- d. Review and update control measures periodically to ensure their continued effectiveness.

Documentation and Communication:


All risk management activities, including risk identification, analysis, evaluation, and mitigation, shall be documented. Follow these steps:

- a. Maintain records of identified risks, risk assessments, and mitigation measures.
- b. Communicate the identified risks and mitigation measures to relevant personnel.
- c. Ensure that employees are aware of their roles and responsibilities in managing risks.

Monitoring and Review:

The Energy Manager shall regularly monitor and review the effectiveness of risk management activities. Follow these steps:

- a. Conduct periodic reviews of the implemented risk mitigation measures.

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- b. Collect data and analyze trends related to identified risks.
- c. Evaluate the effectiveness of risk management in achieving energy objectives.
- d. Initiate corrective actions if necessary to address gaps or emerging risks.

Continuous Improvement:

The risk management process shall be subject to continual improvement to enhance its effectiveness. Lessons learned from incidents, near misses, and other sources of information shall be considered for updating the risk management procedure and related practices.



SARBATI DEVI WOMEN'S COLLEGE

"NAAC Accredited-2nd Cycle"

RAJGANGPUR, SUNDARGARH - 770017

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

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

Ref. No.: 834/SOWC

Date 20.05.23



SARBATI DEVI WOMEN'S COLLEGE

RAJGANGPUR

SUNDARGARH, ODISHA, INDIA - 770017

E Mail : sdwcrqp@gmail.com

Website : www.sdwcrqp.ac.in

ENERGY MANAGEMENT POLICY

Energy derived from fossil fuels is an important and finite resource. The use of energy has economic, environmental, and ethical dimensions.

This organization is committed to be responsible use of energy in order to:

- Minimize energy use and costs.
- Contribute positively to the national targets for greenhouse gas emissions.
- Educate its staff on energy usage.
- Contribute to a more sustainable society.

Key points to consider in relation to this policy:

- Each member of the organization has a role to play in conserving energy.
- Energy conservation will result in the reduction in waste, will have significant environmental benefits and allow financial resources to be invested in other important areas.

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