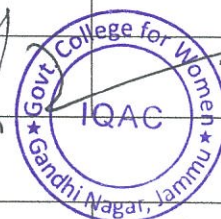


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GOVT. COLLEGE FOR WOMEN GANDHI NAGAR, JAMMU

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In charge
Criteria-7



Coordinator
IQAC



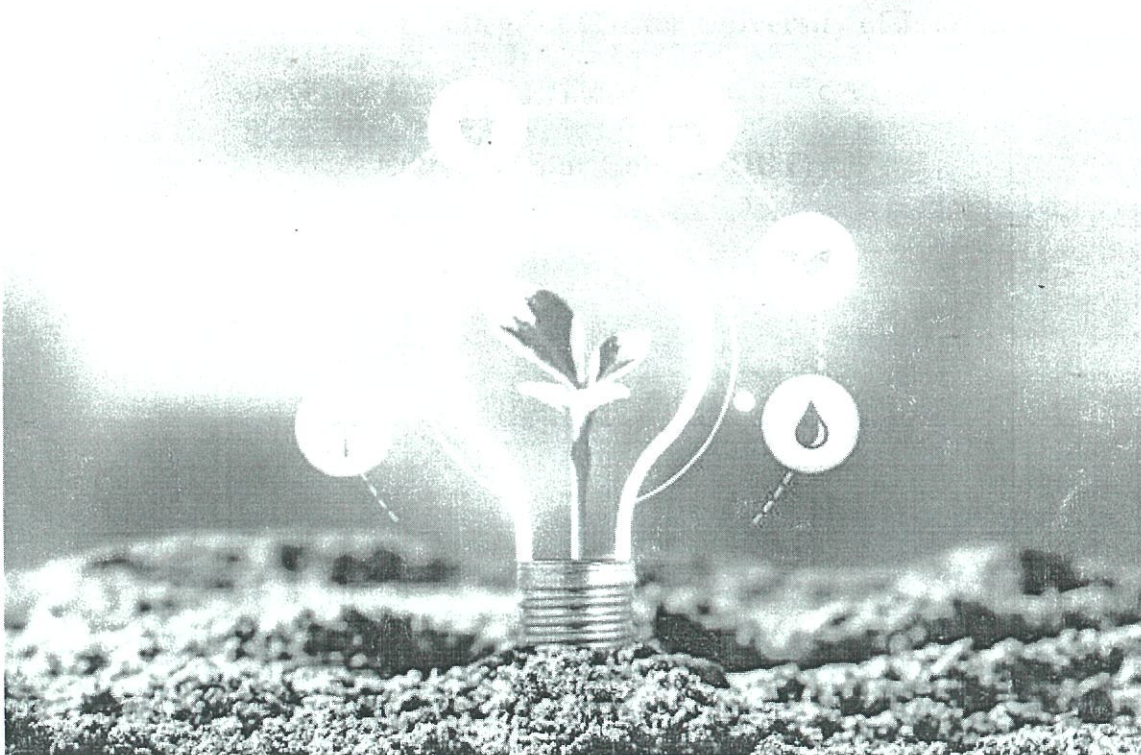
PADMA SHRI PADMA SACHDEV
GOVT. COLLEGE FOR WOMEN GANDHINAGAR JAMMU

(A Constituent College of Cluster University of Jammu)

NAAC ACCREDITED, GRADE-A (2nd CYCLE)

Erstwhile Star College (DBT)

POLICY
ON
ENERGY EFFICIENT PURCHASE



Energy Efficient Purchase Policy

Padma Shri Padma Sachdev Govt. College for women, Gandhinagar is committed to promote energy efficiency and sustainability in all aspects of its operations. The college development and purchase committee is bound to adhere to the guidelines of the policy to reduce energy consumption, minimize environmental impact, and achieve cost savings.

Objectives

- ✓ To prioritize the procurement of energy-efficient products and services in all purchasing activities.
- ✓ To raise awareness among stakeholders about the importance of energy efficiency and sustainable practices.
- ✓ To reduce energy consumption, greenhouse gas emissions, and environmental impact associated with the institution's operations.
- ✓ To optimize the total cost of ownership by considering energy efficiency in the life-cycle cost analysis of products and services.
- ✓ To comply with applicable energy efficiency regulations and standards.

Guidelines

Product Selection:

While purchasing products, consider energy efficiency as a key factor in the evaluation criteria during procurement processes. The products, that are ENERGY STAR certified or meet equivalent energy efficiency standards, shall be preferred.

Life-Cycle Cost Analysis:

Conduct life-cycle cost analysis for major purchases, considering not only the upfront cost but also the energy consumption, maintenance costs, and expected lifespan of the product.

Energy-Efficient Appliances and Equipment:

Prioritize the purchase of energy-efficient appliances, office equipment, lighting systems, heating, ventilation, and air conditioning (HVAC) systems.

Employee Awareness and Training:

Raise awareness among employees about the benefits of energy-efficient purchases and sustainable practices. Provide training and educational resources to promote energy conservation and efficient product usage.

Monitoring and Reporting:

Establish mechanisms to monitor and evaluate the institution's energy-efficient purchasing practices. Regularly assess the energy performance of purchased products and services to identify opportunities for improvement.

Regular reporting on energy savings, cost reductions, and environmental benefits resulting from energy-efficient purchasing efforts.

Compliance and Responsibility


All stakeholders are responsible for complying with this Energy Efficient Purchase Policy including monitoring compliance, providing guidance, and reporting on progress.

Non-compliance with this policy may result in disciplinary action, as outlined in the institution's policies and procedures.

Review and Revision

This Energy Efficient Purchase Policy will be reviewed periodically to ensure its effectiveness, relevance, and alignment with changing energy efficiency regulations and industry best practices.

By adopting this Energy Efficient Purchase Policy, Padma Shri Padma Sachdev Govt. College for Women, Gandhinagar demonstrates its commitment to environmental sustainability, energy efficiency, and responsible procurement practices. Through Collaborative and collective efforts, we can make a significant positive impact on energy conservation and reduce our carbon footprint.


Principal
P.S.P.S Govt. P.G. College
For Women Gandhi Nagar,
Jammu

No of Dnce/2022/12524 /HT 31/10/2022



OFFICE OF THE PRINCIPAL PADMA SHRI PADMA SACHDEV
GOVT. COLLEGE FOR WOMEN GANDHI NAGAR JAMMU

Policy Document of the detail of the Electrical Equipments

This policy document outlines the guidelines and regulations related to the use, maintenance, and safety of electrical equipment within the premises of the Padma Shri Padma Sachdev Govt. College for Women Gandhi Nagar, Jammu. The objective of this policy is to ensure the safe and efficient operation of all electrical equipments, minimize potential hazards, and promote a conducive learning and working environment for students, faculty, and staff.

Compliance and Safety:

- **Regulatory Compliance:**

All electrical equipment's in the college premises must adhere to the relevant national and regional electrical safety regulations and standards.

- **Routine Inspections:**

The College shall conduct regular inspections of electrical equipment's to ensure their proper functioning and compliance with safety standards. This includes checking for faulty wiring, damaged plugs, and loose connections.

- **Qualified Electricians:**

Only qualified and authorized electricians should be allowed to handle electrical repairs, installations, or modifications within the college.

- **Emergency Preparedness:**

The college shall maintain a contingency plan for handling electrical emergencies, such as power outages or electrical fires, and ensure that all staff members are aware of the procedures to follow in such situations.

- **Fire Safety Measures:**

Adequate fire safety measures, including fire extinguishers and fire blankets, must be available at strategic locations throughout the college premises.



Equipment Usage and Maintenance:

- **User Responsibility:**
All students, faculty, and staff using electrical equipment are responsible for its proper usage and handling. Misuse or unauthorized modification of electrical equipment is strictly prohibited.
- **Reporting Faults:**
Any malfunction or damage to electrical equipment must be reported promptly to the designated authority or maintenance team for immediate action.
- **Scheduled Maintenance:**
Periodic maintenance schedule should be established for all electrical equipment to ensure their optimal performance and longevity.
- **Electrical Load Management:**
The college shall maintain proper electrical load management to prevent overloading circuits and ensure a stable power supply.

Electrical Safety Awareness:

- **Training Programs:**

Regular electrical safety awareness and training programs should be conducted for all students, faculty, and staff to educate them about electrical hazards, safe usage, and emergency protocols.

- **Safety Signage:**

Clear and visible safety signage should be placed near electrical panels, high-voltage equipment, and hazardous areas to caution users about potential risks.

Procurement Guidelines:

- **Quality Standards:**
All electrical equipment purchased by the college should meet or exceed national quality standards to ensure safe and reliable operation.



- **Vendor Evaluation:**

Vendors providing electrical equipment should be evaluated based on their track record, reputation, and compliance with safety standards.

Disposal and Recycling:

- **Environmental Responsibility:**

The college should follow proper guidelines for the disposal and recycling of electrical equipment to minimize environmental impact and adhere to applicable waste management regulations.

Policy Review:

This policy document shall be reviewed and updated as necessary once a year, or when significant changes occur in electrical equipment usage or safety regulations.

Accessibility:

The policy should be made easily accessible to all stakeholders through college intranet, notice boards, or any other appropriate means.

This policy is designed to ensure the safe and effective use of electrical equipment within PSPS Govt. College for Women, Gandhi Nagar, Jammu. All students, faculty, and staff are expected to comply with the guidelines set forth herein to promote a secure learning and working environment.

No/WC/2022/11561

Dt/ 28/6/2022

Principal
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 Govt. P.G. C
 Gandhi Nagar
 Jammu



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PADMA SHRI PADMA SACHDEV

GOVT. COLLEGE FOR WOMEN GANDHINAGAR JAMMU

(A Constituent College of Cluster University of Jammu)

NAAC ACCREDITED, GRADE-A (2nd CYCLE)

Erstwhile Star College (DBT)

Policy Document on AC Maintainence

This policy document outlines the guidelines and procedures for the maintenance of air conditioning (AC) systems within the premises of the PSPS Government College for Women, Gandhi Nagar, Jammu. The objective of this policy is to ensure the efficient and reliable operation of AC systems, enhance their lifespan, and create a comfortable and conducive environment for students, faculty, and staff.

Responsibilities:

- **Maintenance Team:**

The college shall appoint a qualified and dedicated maintenance team responsible for overseeing the AC systems' upkeep and performance.

- **Monitoring Committee:**

A monitoring committee, comprising college staff and external experts, shall be established to review the maintenance activities periodically and recommend improvements.

Routine Maintenance:

- **Regular Inspections:**

The maintenance team shall conduct scheduled inspections of all AC units to identify any signs of wear and tear, malfunction, or refrigerant leaks.

- **Filter Cleaning:**

AC filters shall be cleaned or replaced at least once every three months to ensure optimal airflow and maintain indoor air quality.



- **Condenser and Evaporator Cleaning:**

The condenser and evaporator coils shall be cleaned annually to enhance the AC system's energy efficiency.

Repairs and Service:

- **Timely Repairs:**

Any AC malfunctions or breakdowns shall be reported promptly, and the maintenance team shall carry out the necessary repairs without delay.

- **Professional Service:**

Complex repairs and major servicing shall be performed by qualified HVAC technicians to ensure safety and compliance with industry standards.

Energy Efficiency:

- **Temperature Settings:**

The college shall maintain appropriate and energy-efficient temperature settings for AC systems, considering the comfort needs and energy conservation goals.

Preventive Maintenance

- **Scheduled Maintenance:**

The maintenance team shall develop a preventive maintenance schedule for routine inspections, cleaning, and servicing of AC systems.

- **Annual Maintenance Contracts (AMCs):**

The college shall opt for annual maintenance contracts with reputable HVAC service providers to ensure comprehensive and regular maintenance of AC systems.



Environmental Responsibility:

- **Refrigerant Management:**

The college shall adhere to environmental regulations for proper handling and disposal of refrigerants during maintenance and repair activities.

Training and Awareness:

- **Staff Training:**

The maintenance team and concerned staff shall receive appropriate training on AC system maintenance, energy efficiency practices, and environmental responsibility.

- **Awareness Programs:**

The college shall conduct awareness programs for students and staff to educate them about energy conservation and the importance of responsible AC usage.

Policy Review:

This AC Maintenance Policy document shall be reviewed and updated as necessary, once a year to maintain significant changes occur in the college's AC systems or maintenance practices.

Accessibility:

The policy should be made easily accessible to all stakeholders through college intranet, notice boards, or any other appropriate means.

By adhering to this AC Maintenance Policy, PSPS Govt. College for Women, Gandhi Nagar, aims to ensure the efficient, safe, and environmentally responsible operation of its AC systems. Regular maintenance, timely repairs, and energy efficiency measures will contribute to creating a comfortable and sustainable learning and working environment for all stakeholders.

No/WCE/11524

Date=16/6/2023

Principal
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 Govt. P.G. College for Women
 Gandhi Nagar, Jaipur



PADMA SHRI PADMA SACHDEV

GOVT. COLLEGE FOR WOMEN GANDHINAGAR JAMMU

(A Constituent College of Cluster University of Jammu)

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Erstwhile Star College (DBT)

LONG TERM ENERGY EFFICIENCY GOALS

Long-term energy goals are significant as they drive institutions towards sustainability and responsible energy practices. By prioritizing energy efficiency, renewable energy adoption, and carbon neutrality, setting clear objectives fosters innovation and research, encouraging the development of cutting-edge technologies and practices helps to achieve long-term energy goals. It also attracts environmentally conscious stakeholders, and contributes to a greener and more sustainable future for generations to come.

The long-term energy efficiency goal of Padma Shri Padma Sachdev Govt. College for Women, Gandhinagar depends on its size, sector, and mission. Some common long-term energy goals that the institution strive for includes:

➤ **Energy Efficiency:**

Improving energy efficiency is a primary goal of our institution. This involves reducing overall energy consumption while maintaining or improving performance. Energy-efficient buildings, equipment, and processes will lead to significant cost savings and environmental benefits.

➤ **Equipment Optimization:**

Implement energy-saving settings and power management features on computers, printers, and other office equipment. This includes setting computers to sleep mode after a period of inactivity and ensuring devices are turned off when not in use.

➤ **HVAC System Optimization:**

Optimize heating, ventilation, and air conditioning (HVAC) systems by scheduling regular maintenance, cleaning filters, and ensuring proper insulation.



➤ **Energy Awareness Campaigns:**

Conduct energy conservation awareness campaigns to educate students, faculty, and staff about the importance of energy efficiency and provide tips for reducing energy consumption. Promote Behavioral changes such as turning off lights when leaving a room, using natural lighting when possible, and unplugging unused electronics.

➤ **Energy Audits:**

Conduct energy audits to identify areas of inefficiency and prioritize energy-saving opportunities. The audit can provide insights into where energy is being wasted and recommend specific measures to address those inefficiencies.

➤ **Renewable Energy Procurement:**

Explore opportunities to procure renewable energy from off-site sources through power purchase agreements or community solar programs. This can help offset the institution's carbon footprint and support the development of renewable energy projects.

➤ **Monitoring and Reporting:**

Regularly report on energy performance and share updates with the campus community to encourage engagement and accountability.

➤ **Staff and Student Engagement:**

Engage staff, faculty, and students in energy-saving initiatives through competitions, rewards programs, or sustainability clubs. Encourage participation and recognize individuals or departments that demonstrate outstanding energy-saving practices

The short-term energy efficiency goals should be specific, measurable, attainable, relevant, and time-bound (SMART). By setting achievable short-term goals, the college can make significant strides toward their long-term energy efficiency objectives.

No/WCG/2022/11555
Date: 27/6/2022

NSH
Principal
Padma Shri Padma Sachdev
Govt. P.G. College for Women
Gandhi Nagar, Jammu



PADMA SHRI PADMA SACHDEV

GOVT. COLLEGE FOR WOMEN GANDHINAGAR JAMMU

(A Constituent College of Cluster University of Jammu)

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Erstwhile Star College (DBT)

SHORT TERM ENERGY EFFICIENCY GOALS

Energy efficiency goals are targets set by an institution to reduce energy consumption, optimize resource use, and promote sustainable practices. These goals aim to maximize energy efficiency through strategies such as equipment upgrades, behavior changes, and the adoption of energy-saving technologies.

The short-term energy efficiency goal of Padma Shri Padma Sachdev Govt. College for Women, Gandhinagar is to reduce electricity consumption by a certain percentage within a specific timeframe, typically one year. This goal can be achieved through various measures, including:

➤ **Lighting Upgrades:**

Replace traditional incandescent bulbs with energy-efficient LED lighting throughout the campus. LED lights consume significantly less energy and have a longer lifespan.

➤ **Equipment Optimization:**

Implement energy-saving settings and power management features on computers, printers, and other office equipment. This includes setting computers to sleep mode after a period of inactivity and ensuring devices are turned off when not in use.

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Principal
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Gandhi Nagar, Jammu



(14)



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

**OFFICE OF THE PRINCIPAL,
PADMA SHRI PADMA SACHDEV
GOVT. COLLEGE FOR WOMEN, GANDHI NAGAR, JAMMU
(A constituent College of Cluster University of Jammu)
(NAAC Accredited Grade "A")**

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Principal

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Waste Management Plan

1. Introduction:

The Waste Management Plan for Government College for Women in Gandhi Nagar, Jammu aims to establish an effective waste management system to ensure the proper handling, disposal, and recycling of waste generated within the college premises. This plan aims to promote sustainable practices, reduce environmental impact, and maintain a clean and healthy campus environment.

2. Waste Segregation:

- 2.1. Provide separate waste bins for different types of waste, including:
 - a. General waste (non-recyclable)
 - b. Paper waste
 - c. Plastic waste
 - d. Glass waste
 - e. Metal waste
 - f. Organic waste (food scraps, garden waste, etc.)
- 2.2. Educate staff, faculty, and students about the importance of waste segregation through awareness campaigns, posters, and workshops.
- 2.3. Clearly label the waste bins with appropriate signage to guide users on proper waste disposal.

3. Waste Collection and Storage:

- 3.1. Designate specific areas for waste collection on campus, ensuring easy accessibility and proper signage.
- 3.2. Establish a waste collection schedule to avoid accumulation of waste for extended periods.

- 3.3. Provide adequate and secure storage facilities for each type of waste, considering factors like odour control, pest prevention, and safety.
- 3.4. Regularly inspect and maintain the waste storage areas to ensure cleanliness and safety.

4. Waste Disposal:

4.1. General Waste:

- a) Contract with authorized waste management agencies for the collection and disposal of general waste.
- b) Ensure that waste disposal is compliant with local regulations and guidelines.

4.2. Recycling:

- a) Establish partnerships with recycling agencies to handle recyclable materials like paper, plastic, glass, and metal.
- b) Encourage staff, faculty, and students to participate actively in recycling programs.

4.3. Organic Waste:

- a. Implement composting facilities on campus to manage organic waste.
- b. Utilize the compost generated for landscaping or horticulture purposes within the college premises.

5. Reduce and Reuse:

- 5.1. Encourage the use of reusable items such as water bottles, coffee mugs, and food containers.
- 5.2. Promote double-sided printing and the use of electronic communication to reduce paper waste.
- 5.3. Implement initiatives to minimize food waste, such as proper meal planning, portion control, and food donation programs.

6. Monitoring and Evaluation:

- 6.1. Conduct regular waste audits to assess the effectiveness of the waste management system and identify areas for improvement.
- 6.2. Keep track of waste generation, disposal, and recycling data to monitor progress and set targets for waste reduction.

