

Energy and Water Conservation Policy

1. Policy Title - Energy and Water Conservation Policy

2. Policy Number - DU-AD-013 - V-2

3. Effective Date – January 2020

4. Next Review Due - June 2022

5. Purpose and Need

Energy and water conservation is need of the hour universally as both these natural resource have limited supply.

DU is mostly using conventional energy for meeting its energy requirements. Energy bill constitutes a substantial portion of its recurring costs. Consequently, energy conservation can result in substantial cost saving for the University.

DU also uses considerable amount of water and does not have its own source. Just like energy bill, water bill also constitutes a substantial portion of its recurring costs. Furthermore, any reduction in consumption of water also means reduction in energy bill as lot of energy is required to supply water to end users.

6. Scope of Application

The policy applies to all users of energy and water in the University, including users in Ladies Hostel, and also the administrative authorities responsible for their supply and conservation.

7. Policy Statement

Provide a framework for conservation of energy and water so as to reduce their consumption and gain control over their financial cost to the University.

8. Procedure

The overall responsibility of energy and water conservation shall be with the Department of Technical Affairs, Department of Administrative Affairs and Director of Hostel Services. However, it is also a moral responsibility of all the stakeholders using these resources.

8.1. Energy Conservation

8.1.1. On working days, the staff and workers responsible for switching on the lights, AC and other electrical equipment in common usage area of the University premises shall ensure that this is done not more than 15 minutes before their actual usage.

- 8.1.2. The above mentioned staff and workers shall also ensure that on working days, the lights, AC and other electrical equipment in common usage area of the University premises are shut down not more than 15 minutes after their usage is over.
- 8.1.3. On weekends and other holidays only minimum required lights shall be switched on. AC and other electrical equipment shall be switched on only if required.
- 8.1.4. All staff who are allotted personal room shall ensure that they switch off the lights and AC in their room before leaving.
They should also ensure that all electronic equipments are switched off and unplugged when not in use.
- 8.1.5. There shall be periodic maintenance of all electronic equipment especially ACs by the Technical Affairs Department, which will ensure that they do not consume more power.
- 8.1.6. While replacing old electronic equipment it shall be ensured that the new ones are energy efficient and consume less energy.

8.2. Water Conservation

- 8.2.1. Technical Affairs Department shall undertake regular inspection of all washrooms and other places where water is used and ensure that there is no wastage due to leakage.
- 8.2.2. The workers looking after above mentioned places as a daily routine shall inform the concerned authorities about leakage, if any, and get it repaired at the earliest.
In the meantime, these workers should close the valve for regulating the supply at such places to stop the wastage immediately.
- 8.2.3. While replacing old sanitary fittings, it shall be ensured that the new ones will result in water conservation.
- 8.2.4. The schedule for watering the plants and greenery in the campus shall be early in the morning or late in the evening so that only optimum water is used and there is minimal loss due to evaporation.

9. Guidelines

9.1. General Guidelines

- 9.1.1. Energy conservation and water conservation is a moral responsibility of all staff, students and workers at DU.
- 9.1.2. It requires involvement and support of all stakeholders.
- 9.1.3. It is not a one-time exercise but a continuous endeavour.

- 9.1.4. Remember that every drop of water and every unit of energy saved counts. It may look small but when aggregated it builds into a lot. Make sure you are doing your part to save energy and water.

9.2. Guidelines for Users

- 9.2.1. All staff, students and workers are expected to contribute towards conservation of energy and water.
- 9.2.2. All users should follow the instructions and guidelines issued by the Technical Affairs Department from time to time.
- 9.2.3. Any wastage of energy or water should be brought to the notice of concerned authorities immediately. Details of emergency contact person are posted at all prominent places in DU premises.
- 9.2.4. Wherever possible, priority should be given to the use of natural light.
- 8.1.7. ACs consume maximum energy. In view of this, all users are advised to set the temperature at optimum level as per their requirement.
- 9.2.5. As far as possible, use of lift for coming down should be avoided. Instead use the staircase, which will be a good physical exercise also.

9.3. Guidelines for Administrators

- 9.3.1. Technical Affairs Department should be proactive and ensure that periodic inspection and preventive maintenance is done.
- 9.3.2. Any wastage of energy or water brought to the notice of concerned authorities should be attended immediately.
- 9.3.3. Awareness programs about the importance of energy and water conservation should be conducted on a regular basis.
- 9.3.4. Director of Hostel Services, through the hostel supervisors, should ensure that the hostel students are aware of energy and water conservation and contribute towards that.
- 9.3.5. Technical Affairs Department shall explore the possibilities of using solar energy, wherever possible.

10. Custodian

Director of Technical Affairs Department

11. Responsibility for implementation

Technical Affairs Department

12. Contact Person for answering queries

Director of Technical Affairs Department

13. Key Stakeholders consulted

DVC, Deans, FP Director, QA Director, Director of Technical Affairs Department, Director of Hostel Services and Director of Department of Administrative affairs.

14. Approval details

14.1. Approval by University Council

UC Meeting number: 2019-2020/2

Meeting date: 18th November 2019

14.1. Approval by Board of Trustees (If required)

Not Required