

## ENERGY CONSERVATION

Our Institution recognizes importance of sustainable use of energy resources so as to develop a practice for Energy Conservation. These measures include Installation of Energy saving equipment's like LED lighting and Solar based energy lights. With Regards to this following rules are set for all stake holders

1. Use of Electric equipment should be optimal and When not in use they should be turned off
2. Floor Attendants should regularly check for devices turned on but not in use and turn them off.
3. Individuals should check Switches ,Lights, Computers , Air Conditioners and other electronic devices should be turned off before they leave.
4. Energy Consumption should be measured and monitored monthly and adequate action should be taken to resolve any discrepancy .
5. Activities encouraging Energy Conservation should be conducted periodically
6. Monthly no lift day should be followed.
7. Faulty Devices should be immediately replaced
8. Device purchase should be on the basis of Energy Conservation rating
9. E-Waste Generated should be Disposed off in manner as may deemed fit time to time.
10. All Other Details as mentioned in Institutional Operating Manual required to be followed.

## Maintenance of ICT Facilities

The Computer Centre headed by System Administrator and its support staff maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by computer center.