

# St. Teresa's Institute of Education

Santacruz West, Mumbai 400-054  
Re-accredited with 'A' Grade by NAAC



## ENERGY POLICY DOCUMENT

**The Origin:** This Energy Policy document stems from the **ECO (Environmental Compliance Obligations) Model** evolved by the Institution for the purpose of upholding the cause of Environmental Stewardship towards which the college is totally committed.

**Rationale:** As the global challenge of Energy Crisis gains momentum, ushering in many environmental issues such as global warming, climate change, increased carbon footprints, loss of bio-diversity and direct air pollution from machinery, vehicles and power stations, Energy Conservation appears to be the one-stop solution for a greener planet. There exist a myriad ways in which the crisis can be averted through the judicious and conscientious use of energy, by restricting the over-use of electrical appliances, minimising the wastage of non-renewable resources used to run vehicles, and reducing the amount of carbon-dioxide, nitrous oxide and other gases which would lead to increasing the carbon footprints. At the grass-root level there is an impending need to create awareness about the pressing need for conserving energy and more importantly to sensitise and empower citizens to be agents of change in ushering in a green revolution. The Sustainable Development Goals formulated by the United Nations Organisation further intensified this need. As emphasised by SDG 7-our current reliance on fossil fuels is unsustainable and harmful to the planet, which is why we have to change the way we produce and consume energy. Implementing these new energy solutions as fast as possible is essential to counter climate change, one of the biggest threats to our own survival and so this energy policy document came into existence to work towards this SDG at the institutional level wherein in each stakeholder would make a valuable contribution towards the worthy cause of sustainable development.

### Green Objectives:

1. To create an awareness and sensitise every stakeholder of the institution to their role and responsibility in the energy saving mission.
2. To explore different affordable means through which the institution can make a viable difference to the reduction of energy consumption.
3. To monitor the energy utilisation periodically and mitigate energy wastage if any.
4. To replace or phase out appliances and electrical gadgets/equipment which is conventional, not performing at an optimum level or non-functional.
5. To orient the stakeholders of the institution to different energy saving practices at regular intervals to keep them well informed about contemporary developments in the field.
6. To empower faculty and students to be agents of change in propagating awareness through diverse projects and activities to make the local community energy conscious.
7. To conduct inventories and audits to take stock of the effectiveness of the institution in achieving its goal of energy conservation.
8. To collaborate and network with environmental NGOs and organisations to conduct training workshops and sensitisation programmes for staff and students to step up Energy Performance standards.

### **Performance Benchmarks:**

1. To undergo an Annual Energy Audit by the Electricity Distribution Company to obtain a detailed report on the energy performance of the Institution.
2. To have on-going Annual Maintenance Contracts for all electrical appliances to check the optimal working and offset any energy wastage.
3. To have a Green Audit every 3 years to certify that the institution is energy efficient.

### **Scheme of Prioritisation (SOP):**

The Plan of Action has been outlined using the acronym **ECO** which indicates the **Environmental Compliance Obligations Model**.

#### **E–Explore, Empower and Enact:**

- ✓ To encourage student-teachers and faculty to be well informed about different energy crises around the world as well as to keep them updated about alternative, sustainable and more efficient energy resources.
- ✓ To provide a platform to inmates of the Institution to share their best practices and experiences in the judicious use of energy in their homes, residential societies etc.
- ✓ To engage student-teachers in the ripple effect wherein the knowledge gained in the Institution is shared with the students of their practice-teaching schools.
- ✓ To display energy conscientiousness by every member of the institution by switching off electrical appliances such as lights, fans, computers and air conditioners when not in use, by minimising the use of fans, lights and air conditioners by resorting to natural ventilation and lighting which the campus is endowed with, by resorting to car-pooling and using public means of transport to cut down the use of fuels, reduce carbon footprints and depletion of energy resources.

#### **C– Collaborate, Conceptualise and Conduct:**

- ✓ To Network with environmental NGOs working towards the cause of energy conservation to conduct workshops, activities and field trips for student teachers to educate them and provide them with first hand experiences of energy efficient models and practices.
- ✓ To conceptualise events and initiatives to coach teacher-trainees in hosting green endeavours through competitions, drives, activities ‘like Batti Bandh’ etc. to disseminate powerful messages about the increasing need for energy conservation.

#### **O–Orient, Optimise and Outperform:**

- ✓ To organise Green Assemblies to introduce student-teachers and faculty to the latest challenges and innovations in the field of Energy Conservation.
- ✓ To ensure the performance of all electrical appliances, gadgets and equipment is at its optimal level.
- ✓ To replace the existing and out-dated electrical appliances and practices with newer more sustainable versions which are affordable yet energy-saving.
- ✓ To improve upon previous performance by stepping up the quality benchmark in the area of energy optimisation.

## **Roles and Responsibilities of Stakeholders:**

### **Management:**

- ✓ Overseeing that all stakeholders are adhering to the norms and guidelines prescribed by the Energy Policy Document.
- ✓ Ensuring availability of funds for the proposed installation of energy-saving equipment/appliances and making provision to support any paucity of funds for the same.

### **Principal:**

- ✓ Co-ordinating between all the stakeholders for the successful implementation of the Institution's Energy Policy in the best interests of Energy conservation.
- ✓ Arranging inventories and audits to see that energy efficiency standards are being maintained by the institution.
- ✓ Holding regular meetings with the faculty and the governing body of the institution to review and validate proposals put forward to usher in the use of renewable energy resources and energy saving electrical appliances.

### **Teaching Faculty:**

- ✓ Orienting and guiding student teachers in their role as Green champions to conserve energy.
- ✓ Conceptualising and spearheading initiatives and activities for the student fraternity in a bid to disseminate information on the significance of energy conservation.
- ✓ Being instrumental in networking with NGOs working towards this environmental objective to organise workshops on this theme.
- ✓ Obtaining sponsorships from companies as a part of CSR to install energy saving equipment and appliances.

### **Non-teaching Faculty and Support Staff:**


- ✓ Participating wholeheartedly in the activities organised by the college for energy conservation.
- ✓ Supporting the inventories and audits by furnishing the required documents and information like bills, receipts, AMCs etc.


### **Student-teachers:**


- ✓ Being agents of change by conducting/organising/participating in various activities held by the college to propagate the message of Energy Conservation.
- ✓ Displaying a sense of responsibility by switching off lights, fans, air-conditioners, PCs and other electrical appliances when not in use, minimising their dependency on car travel to cut down fuel consumption and resorting to use of public transport and natural ventilation on campus.

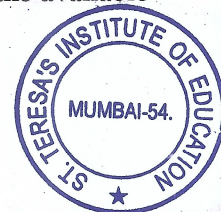
### **Policy Statement:**

The Institution and its stakeholders will adopt this Energy Policy Document and respectfully comply with the Objectives, Scheme of Priorities and Responsibilities prescribed herein for each stakeholder, in the best interests of the organisation, aimed at safeguarding the available energy resources directed towards the Institution's goal of Energy Conservation.

  
**Sr. Wilma Mendes**  
(Manager)

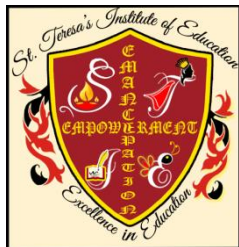
  
**Dr. Sr. Tanuja Waghmare**  
(Principal)

  
**Prof. Dr. Giselle D'souza**  
(Head of Department)



**Stamp and Seal**  
of the Institution





# St. Teresa's Institute of Education

Santacruz West, Mumbai 400-054  
Re-accredited with 'A' Grade by NAAC



## WASTE MANAGEMENT POLICY DOCUMENT

**The Origin:** This Waste Management Policy document stems from the **ECO (Environmental Compliance Obligations) Model** evolved by the Institution for the purpose of upholding the cause of Environmental Stewardship towards which the college is totally committed.

**Rationale:** The steadily growing volume and complexity of waste associated with the present day economy is presenting a serious threat to ecosystems and human health at large. Inefficient waste management - ranging from a lack of proper collection systems to ineffective disposal causes environmental hazards such as air pollution, water and soil contamination. Open and unsanitary landfills contribute to contamination of drinking water and can cause infection and transmit diseases. The primary solution is the minimisation of waste. Where waste cannot be avoided, retrieval of materials and energy from waste as well as remanufacturing and recycling waste into utility products should be the second option. It cannot be denied that our planet has provided us with an abundance of natural resources which we have not utilized responsibly. It is time we make a conscious decision to engage in sustainable production and consumption to reverse the harm we have inflicted on the planet. Sustainable Development Goal 12 formulated by the United Nations Organisation lays emphasis on ensuring sustainable consumption and production patterns, which is key to sustain the livelihoods of current and future generations. It stresses that Governments and all citizens should work in unison to improve resource efficiency, reduce waste, and shape a new circular economy. In the light of this objective, the Waste Management Policy Document came into existence to work towards SDG-12 at the institutional level wherein in each stakeholder would make a valuable contribution towards the worthy cause of sustainable development.

### Green Objectives:

1. To inform every member of the institution about their responsibility and role in the Waste Reduction Campaign.
2. To evolve practical and sustainable measures through which the institution can meaningfully reduce, reuse and recycle waste.
3. To carry out periodic checks to ensure that the implemented Waste Management practices are being adhered to and norms followed.
4. To revamp existing waste disposal procedures which are polluting, harmful/unsafe by resorting to more sustainable practices which cause less environmental hazards.
5. To orient members of the institution to different Waste Management models at regular intervals to keep them well informed about contemporary developments in the field.
6. To undertake waste recycling projects and activities so as to equip students and faculty with hands-on experiences of judiciously managing waste.
7. To conduct inventories and audits to take stock of the effectiveness of the institution in achieving its goal of Waste Management.
8. To collaborate and network with environmental NGOs and organisations to conduct training workshops and sensitisation programmes for staff and students to step up Waste Management practices.
9. To develop Social Awareness models for Waste Management to let the knowledge and expertise in the field be disseminated in society.



### **Performance Benchmarks:**

1. To undergo an Annual Waste Audit to ensure that Waste generated is being collected and disposed of responsibly.
2. To have on-going site visits by professionals in the field to ensure optimal working/functioning/utilisation of Waste Management equipment/composters and bins.
3. To have a Green Audit every 3 years to certify that the institution is adhering to Waste Management norms.

### **Scheme of Prioritisation (SOP):**

The Plan of Action has been outlined using the acronym **ECO** which indicates the **Environmental Compliance Obligations Model**.

#### **E – Explore, Empower and Enact:**

- ✓ To keep members of the institution informed about the global threat posed by irresponsible build up and disposal of waste.
- ✓ To encourage stakeholders of the Institution to share their contemporary practices and rewarding experiences in the judicious management of waste in their homes and residential societies such as Tetra Pak and plastic recycling, composting etc.
- ✓ To introduce student-teachers to the RIPPLE model of Social Awareness for Waste Management wherein the knowledge gained by them in the Institution is disseminated among the students of their internship schools and society at large.
- ✓ To practice judicious waste management by every student and faculty member by reducing/avoiding the use of one-time use plastics, recycling Tetra-Paks, adopting the 4 bin approach of waste segregation, switching to eco-friendly gifts for guests and visitors etc.

#### **C – Collaborate, Conceptualise and Conduct:**

- ✓ To enter into Memorandums of Understanding with environmental NGOs working towards the cause of Waste Management to orient and train student teachers in their role as Green Warriors through workshops and seminars.
- ✓ To conduct events and organise projects and campaigns to help teacher trainees apply their theoretical knowledge about Waste Management to the actual finding of environmental solutions, bridging the gap between theory and practice.
- ✓ To hold waste collection drives and charity drives to propagate the Reduce-reuse-recycle policy.

#### **O – Orient, Optimise and Outperform:**

- ✓ To organise Green Assemblies to educate student-teachers and faculty about the novel trends and practices in the field of Waste Management.
- ✓ To ensure the optimum performance of all Waste Management appliances, gadgets and equipment.
- ✓ To phase out conventional waste collection and disposal practices and adopt more sustainable and eco-friendly measures of waste disposal and recycling.
- ✓ To adopt sustainable practices which minimize waste generation such as paperless transactions.
- ✓ To set higher standards for Waste Management year on year showing a steady upward incremental improvement.



## **Roles and Responsibilities of Stakeholders:**

### **Management:**

- ✓ Overseeing that all stakeholders are adhering to the norms and guidelines prescribed by the Waste Management Policy Document.
- ✓ Ensuring availability of funds for the proposed installation of waste collection and disposal equipment/appliances and making provision to support paucity of funds if any for the same.

### **Principal:**

- ✓ Co-ordinating between all the stakeholders for the successful implementation of the Institution's Waste Management Policy in the best interests of Sustainable Development.
- ✓ Arranging inventories and audits to see that waste management standards are being maintained by the institution.
- ✓ Holding regular meetings with the faculty and the governing body of the institution to review and validate proposals put forward to usher in the use of contemporary waste disposal and recycling equipment and practices.

### **Teaching Faculty:**

- ✓ Orienting and guiding student teachers in their role as Green Goblins in the Waste Management Mission.
- ✓ Conceptualising and spearheading initiatives and activities for the student fraternity in a bid to disseminate information on the significance of judicious Waste Management.
- ✓ Being instrumental in networking with NGOs working towards this environmental objective to organise workshops on this theme.
- ✓ Obtaining sponsorships from companies as a part of CSR to install waste collection and recycling equipment and appliances.

### **Non-teaching Faculty and Support Staff:**

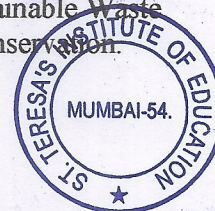
- ✓ Participating wholeheartedly in the activities organised by the college for Waste Management.
- ✓ Maintaining documentation of waste management procedures implemented and supporting the inventories and audits by furnishing the required documents and information like bills, receipts, AMCs, Green points earned etc.
- ✓ Arranging for waste pick-ups and monitoring the 4 bin approach of Dry Waste Management.
- ✓ Operating and maintaining the composting bins for recycling of organic waste.

### **Student-teachers:**

- ✓ Being agents of change by conducting/organising/participating in various activities held by the college to propagate the message of judicious Waste Management.
- ✓ Displaying a sense of responsibility by not littering the campus, reducing plastic waste by limiting single-use plastics, wholeheartedly participating in waste collection drives and adhering to the 4 bin approach of dry waste management.

### **Policy Statement:**

The Institution and its stakeholders will adopt this Waste Management Policy Document and respectfully comply with the Objectives, Scheme of Priorities and Responsibilities prescribed herein for each stakeholder, in the best interests of the organisation, aimed at sustainable Waste Management practices directed towards the Institution's goal of Environmental Conservation.



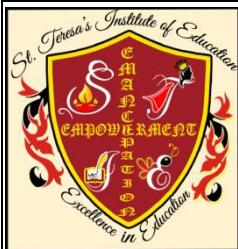
*Sr. Wilma*  
**Sr. Wilma Mendes**  
(Manager)

*Dr. Sr. Tanuja*  
**Dr. Sr. Tanuja Waghmare**  
(Principal)

*Prof. Dr. Giselle D'souza*  
**Prof. Dr. Giselle D'souza**  
(Head of Department)

**Stamp and Seal of the  
Institution**





# St. Teresa's Institute of Education

Santacruz West, Mumbai 400-054

Re-accredited with 'A' Grade by NAAC



## WATER POLICY DOCUMENT

**The Origin:** This Water Policy document stems from the **ECO (Environmental Compliance Obligations) Model** evolved by the Institution for the purpose of upholding the cause of Environmental Stewardship towards which the college is totally committed.

**Rationale:** Water Scarcity is one of the greatest environmental challenges facing humanity today. It encompasses water crisis, water shortage and water deficit. Water scarcity arises from a plethora of factors such as the overuse of water, pollution of water, river disputes and conflicts, distance and drought, global warming, illegal dumping, groundwater pollution, and natural disasters. The effects of water scarcity could be life-threatening if the problem is not dealt with at the grass-root level. To build resilience against climate change and to serve a growing population, an integrated and inclusive approach must be taken to managing this finite resource. This makes it imperative to usher in a green revolution wherein every individual is alerted to his/her role and responsibility in this mission to save water- 'The Elixir of Life.' The Sustainable Development Goals formulated by the United Nations Organisation propounded this need in SDG 6- the 'water goal' to ensure availability and sustainable management of water and sanitation for all. It stresses that access to safe water, sanitation and hygiene is the most basic human need for health and well-being. In the light of this objective, this Water Policy Document came into existence to work towards SDG-6 at the institutional level wherein in each stakeholder would make a valuable contribution towards the worthy cause of sustainable development.

### Green Objectives:

1. To alert every member of the institution to their accountability in the 'Save Water Mission'.
2. To explore sustainable and feasible options through which the institution can meaningfully contribute to reducing water wastage.
3. To carry out periodic maintenance checks on the working of taps, flushes, tanks and other water storage and dispensing systems so as to moderate and avert water wastage if any.
4. To restore/renovate/replace appliances, gadgets/equipment which are conventional, not performing at an optimum level, unsafe or non-functional.
5. To orient the stakeholders of the institution to different water conservation practices at regular intervals to keep them well informed about contemporary developments in the field.
6. To empower faculty and students to be Water Warriors through diverse projects and activities so as to make the local community mindful about water conservation.
7. To conduct inventories and audits to take stock of the effectiveness of the institution in achieving its goal of water conservation.
8. To collaborate and network with environmental NGOs and organisations to conduct training workshops and sensitisation programmes for staff and students to step up Water Efficiency standards.



### **Performance Benchmarks:**

1. To undergo an Annual Water Quality check to ensure that drinking water is in adherence with prescribed safety standards.
2. To have on-going Annual Maintenance Contract for all water storage and dispensing appliances to check the optimal working and prevent any water wastage/run-off.
3. To have a Green Audit every 3 years to certify that the institution is inclined towards Water Conservation and Safety.

### **Scheme of Prioritisation (SOP):**

The Plan of Action has been outlined using the acronym **ECO** which indicates the **Environmental Compliance Obligations Model**.

#### **E**–**Explore, Empower and Enact:**

- ✓ To keep the stakeholders of the institution updated about the global water crisis and the impending need to conserve water.
- ✓ To offer a forum to members of the Institution to share their best practices and experiences in the judicious use of water in their homes and residential societies such as rainwater harvesting, recycling of waste water etc.
- ✓ To induct student-teachers into the ripple effect wherein the knowledge gained in the Institution is disseminated among the students of their internship schools.
- ✓ To display water conscientiousness by every member of the institution by turning off taps when not in use, restricting the unnecessary wastage of water from trickling taps and flush tanks and resorting to the appropriate use of the installed dual flush tank system.

#### **C**–**Collaborate, Conceptualise and Conduct:**

- ✓ To liaise with environmental NGOs working towards the cause of water conservation to conduct workshops, activities and field trips for student teachers to educate them and provide them with tangible experiences of sustainable water management practices.
- ✓ To conduct events and initiatives to groom teacher-trainees in organising green endeavours through competitions, beach clean-up drives, and campaigns which disseminate powerful messages about the increasing need for water conservation.
- ✓ To celebrate days of significance such as World Water Day to sensitise stakeholders to their mission in the Water Conservation journey through participatory activities.

#### **O**–**Orient, Optimise and Outperform:**

- ✓ To organise Green Assemblies to introduce student-teachers and faculty to the contemporary challenges and innovations in the field of Water Conservation.
- ✓ To ensure the optimum performance of all water storage and dispensing appliances, gadgets and equipment.
- ✓ To switch over to more sustainable practices by replacing the existing and out-dated taps, flush tanks with newer versions which are affordable yet water-saving.
- ✓ To raise the benchmark of Water Conservation year on year by making a viable difference.



## **Roles and Responsibilities of Stakeholders:**

### **Management:**

- ✓ Overseeing that all stakeholders are adhering to the norms and guidelines prescribed by the Water Policy Document.
- ✓ Ensuring availability of funds for the proposed installation of water conservation equipment/appliances and making provision to support any paucity of funds for the same.

### **Principal:**

- ✓ Co-ordinating between all the stakeholders for the successful implementation of the Institution's Water Policy in the best interests of Water Conservation.
- ✓ Arranging inventories, audits and safety checks to see that water quality and efficiency in usage standards are being maintained by the institution.
- ✓ Holding regular meetings with the faculty and governing body of the institution to review and validate proposals put forward to usher in the use of water harvesting equipment, waste water recycling systems/equipment and water-saving appliances.

### **Teaching Faculty:**

- ✓ Orienting and guiding student teachers in their role as Water Warriors to conserve water.
- ✓ Conceptualising and spearheading initiatives and activities for the student fraternity in a bid to disseminate information on the significance of water conservation.
- ✓ Being instrumental in networking with NGOs working towards this environmental objective to organise workshops and enrol the student-teachers in Community projects on this theme.
- ✓ Obtaining sponsorships from companies as a part of CSR to install energy saving equipment and appliances.

### **Non-teaching Faculty and Support Staff:**

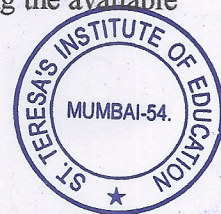
- ✓ Participating wholeheartedly in the activities organised by the college for water conservation.
- ✓ Filing documentary evidence and supporting the inventories and audits by furnishing the required documents and information like water bills, equipment receipts, AMCs, Lab reports etc.
- ✓ Arranging for maintenance checks of tanks, pumps, taps and flushes to prevent water run-off and to ensure cleanliness of water storage and dispensing devices.
- ✓ Using harvested rainwater for watering the plants on the campus.

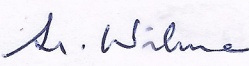
### **Student-teachers:**


- ✓ Being agents of change by conducting/organising/participating in various activities held by the college to propagate the message of Water Conservation.
- ✓ Displaying a sense of responsibility by turning off taps when not in use, using dual flush tank system appropriately and minimising unnecessary wastage of water.

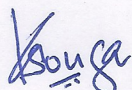
### **Policy Statement:**

The Institution and its stakeholders will adopt this Water Policy Document and respectfully comply with the Objectives, Scheme of Priorities and Responsibilities prescribed herein for each stakeholder, in the best interests of the organisation, aimed at safeguarding the available water resources directed towards the Institution's goal of Water Conservation.



  
**Sr. Wilma Mendes**  
(Manager)

  
**Dr. Sr. Tanuja Waghmare**  
(Principal)

  
**Prof. Dr. Giselle D'souza**  
(Head of Department)

**Stamp and Seal of the**  
Institution