



# Tolani College of Commerce

(Sponsored and Managed by Tolani Education Society, Mumbai - 400021)  
(Recognised Linguistic (Sindhi) Minority Institution, Affiliated to University of Mumbai)

Re-Accredited (3<sup>rd</sup> Cycle) by N.A.A.C. with 'A' Grade (CGPA 3.03)

Knowledge is Supreme

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## Policy document on Environment and Energy Usage

The College strongly believes in the adage that "*Energy Saved is Energy Produced*". In line with this, the College will initiate the following measures to monitor energy usage and conserve energy in the campus:

- 1) Conscious efforts will be made to bring about positive changes in 'Energy Consumption' and 'Use of Paper'.
- 2) Setting Kaizen Targets to manage energy consumption, given the rise in ambient temperature over the years
- 3) Installation of energy saving lighting in a phased manner.
- 4) Use of sun control window film to reduce heat and thereby reduce the need for the use of air conditioners.
- 5) Use of false ceiling glass wool as insulation for classrooms on the top floor.
- 6) Display of instructions for the students in all the classrooms to switch off fans and lights when not in use
- 7) Inspection of classrooms by the administrative staff at least twice a day to check that all air-conditioners, fans, lights etc are switched off when not in use and thereby ensure that electricity is not wasted.
- 8) Switching off all computer systems by users at the end of the day.
- 9) Annual maintenance contract for servicing of air conditioners and water purifiers to improve efficiency and longevity.
- 10) In most of the classrooms and in the reading hall attached to the library, large windows facilitate flow of natural light. The skylight and windows ensure adequate flow of natural light in the foyer and staircase also. Use of natural light in these facilities will be encouraged.
- 11) Minimum usage of stationery will be encouraged through effective and integrated use of appropriate software, e-mail and other online platforms. This will help in reducing the reliance on paper for teaching and administrative work.
- 12) Faculty members and administrative staff will be encouraged to take notes on the unused side of papers during meetings. This will help in reducing wastage of paper.
- 13) The College will also take efforts to minimise issue of cheques to reduce use of papers and will progressively move towards digital payments.
- 14) The theme of water conservation will be adopted and learners will be encouraged to organised activities such as skits in the campus and in the neighbourhood and public places to create awareness and spread the word.

*[Handwritten signature]*

