

	HITEC-Institute of Medical Sciences		
	SYSTEM PROCEDURE FOR ELECTRICAL CONSERVATION		
	DOCUMENT #: HITEC-IMS-SP-10	ISSUE # 01	ISSUE DATE: 24 Feb 2026

**Standard Operating Procedure for
(ELECTRICAL CONSERVATION)**

Clause # 8.5.1 of ISO 9001:2015

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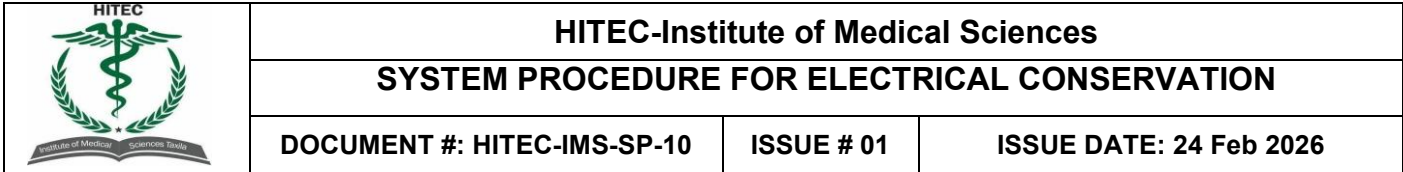
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Drafted By: _____ **Aug 2026**
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Approved By: _____ **Aug 2026**
Principal



Amendments Sheet

[illegible]

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1. **Purpose.** The purpose of this SOP is to establish a systematic procedure for the efficient utilization and conservation of electrical energy at the institute while reducing unnecessary electricity consumption, minimizing operational costs, enhancing equipment life and promoting an energy-conscious culture.

2. **Scope.** This SOP applies to all departments, offices, laboratories, classrooms, hostels, hospital areas and other facilities of the institute. It is mandatory for all employees including faculty members, staff & students to implement the policy in true letter & spirit.

3. **Objectives**

- 3.1 Preserve the consumption of electricity.
- 3.2 Promote responsible use of electrical appliances.
- 3.3 Reduce electricity expenditure.
- 3.4 Ensure efficient operation of electrical equipment.

4. **Responsibilities**

4.1 **Adm & Ops Branch**

- 4.1.1 Ensure implementation of this SOP.
- 4.1.2 Conduct periodic inspections and energy audits.
- 4.1.3 Maintain electrical installations in safe and efficient condition.
- 4.1.4 Replace inefficient equipment with energy-efficient alternatives whenever feasible.

4.2 **Heads of Departments (HoDs)**

- 4.2.1 Ensure compliance with this SOP within their respective departments.
- 4.2.2 Nominate a departmental focal person for monitoring electricity conservation.
- 4.2.3 Educate staff regarding energy-saving practices.

4.3 **Faculty and Staff**

- 4.3.1 Switch off lights, fans, air conditioners, computers, printers, projectors and other electrical appliances when not in use.
- 4.3.2 Ensure office equipment is shut down before leaving the workplace.
- 4.3.3 Report faulty electrical equipment immediately.

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4.4 **Students**

- 4.4.1 Use electricity responsibly in classrooms, laboratories, libraries, hostels and common rooms etc.
- 4.4.2 Switch off lights and fans after use.

5 **General Guidelines**

5.1 **Lighting**

- 5.1.1 Utilize natural daylight wherever possible.
- 5.1.2 Turn off lights in unoccupied rooms, offices, lecture halls, washrooms, store and corridors.
- 5.1.3 Use LED lighting for all new installations and replacements.
- 5.1.4 Avoid unnecessary decorative lighting during normal working hours.

5.2 **Air Conditioners**

- 5.2.1 Operate air conditioners only when required.
- 5.2.2 Maintain thermostat settings between **24°C and 26°C**.
- 5.2.3 Keep doors and windows closed while ACs are operating.
- 5.2.4 Switch off ACs of Lecture Halls, Tutorial Rooms & offices when not in use or occupied. Ensure that all ACs are switched off after office hours.
- 5.2.5 Clean AC filters regularly to improve efficiency.

5.3 **Fans**

- 5.3.1 Operate fans only in occupied areas.
- 5.3.2 Switch off fans when not required or when rooms are not in use / occupied.

5.4 **Computers & Office Equipment**

- 5.4.1 Enable power-saving mode on computers.
- 5.4.2 Shut down computers, monitors, printers, photocopiers and scanners after office hours.
- 5.4.3 Disconnect chargers when not in use.

5.5 **Laboratory Equipment**

- 5.5.1 Operate laboratory equipment only when required for practical or research activities.

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5.5.2 Switch off instruments immediately after completion of work.

6 **Working Hours**

- 6.1 At the close of each working day, every dept must ensure that all electrical appliances are switched off.
- 6.2 Respective HoDs should nominate individuals / staff to ensure that all electrical appliances are switched off after the working hours.
- 6.3 The last person leaving an office shall verify that lights, fans, ACs, computers and other equipment have been turned off.

7 **Maintenance**

- 7.1 Electrical systems shall be inspected periodically.
- 7.2 Defective switches, wiring, fittings and leaking air-conditioning systems shall be repaired promptly.
- 7.3 Preventive maintenance shall be carried out according to the approved maintenance schedule.

8 **Monitoring and Inspection**

- 8.1 Routine inspections shall be conducted by the Maintenance Department.
- 8.2 HoDs shall periodically monitor compliance within their departments.
- 8.3 Instances of unnecessary electricity consumption shall be reported to the Director Administration for corrective action.

9 **Awareness**

- 9.1 Energy conservation awareness shall be promoted through notices, posters, emails and departmental meetings.
- 9.2 Staff and students shall be encouraged to adopt energy-efficient practices in their daily activities.

10 **Compliance.** All departments and individuals shall strictly comply with this SOP. Non-compliance may result in administrative action in accordance with institutional rules and regulations.