Carbon Management Policy

1. DOCUMENT METADATA

Title	Carbon Management Policy	Document ID	SRMAP-SDG-2024-PLCY-005
Hierarchy Level	L4 – University Policy	Status	Approved
Policy Owner	CLM Office	Effective Date	07-06-2024
Version	1.0	Next Review Date	07-06-2026

2. POLICY FRAMEWORK

2.1. Purpose & Objective

SRM University-AP commits to systematically measuring, managing, reducing and transparently reporting greenhouse-gas (GHG) emissions associated with activities under its operational or institutional influence. This Policy sets out the University's process for carbon management and for reducing carbon dioxide (CO_2) and other greenhouse-gas emissions. It supports SDG 7 (Affordable and Clean Energy) and SDG 13 (Climate Action) and is operated through an annual cycle of GHG inventory, target review, action delivery, energy and environment audit, public reporting and management review, as described below.

This Policy is an institution-wide framework that is in force from its Effective Date. It sets out the systems and practices the University operates for carbon management. The status of each element (inventory, baseline, targets, energy and environment audit, renewable capacity and public disclosure) is recorded, with dates and evidence.

The objectives of this Policy are to:

- Establish a consistent, transparent and repeatable institutional GHG inventory.
- Identify significant emission sources and improve the completeness and quality of emissions data over time.
- Set and periodically review evidence-based carbon-reduction targets and implement a documented Carbon Reduction Action Plan.
- Integrate climate considerations into energy, buildings, transport, procurement, waste, water and infrastructure decisions.
- Assign responsibilities for data collection, calculation, verification, action delivery and public reporting.
- Track progress against a documented baseline using measurable indicators and explain material changes in emissions.
- Provide suitable public access to the approved policy, action plan and non-confidential performance information.

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- Conduct an annual energy and environment audit to identify where energy wastage and emissions are highest and increase the share of energy drawn from low-carbon sources.

2.2. Scope of Application

This Policy applies to university-controlled buildings, laboratories, classrooms, offices, libraries, hostels, residences, kitchens, data and IT facilities, transport and fleet activities, construction and renovation projects, purchased energy, fuel use, refrigerants, waste and other material sources associated with university operations. It covers activities under the University's operational control and, where relevant and data permit, material value-chain emissions.

The inventory shall distinguish direct emissions, indirect emissions from purchased energy and other indirect/value-chain emissions. Boundaries, exclusions and estimation methods shall be documented so that reported totals are interpretable and comparable.

2.3. Definitions & Glossary

- Greenhouse gas (GHG): a gas contributing to the greenhouse effect and included in the applicable inventory standard, such as carbon dioxide, methane and nitrous oxide, as relevant.
- Carbon footprint: the total GHG emissions attributed to a defined organisation, activity or reporting boundary, expressed as carbon dioxide equivalent (CO_2e).
- Scope 1: direct GHG emissions from sources owned or controlled by the University, such as fuel combustion in generators or vehicles and fugitive refrigerant releases, where applicable.
- Scope 2: indirect GHG emissions associated with the generation of purchased or acquired electricity, steam, heating or cooling, where applicable.
- Scope 3: other indirect emissions occurring in the University's value chain, such as relevant commuting, business travel, purchased goods and services, construction, waste and other categories selected as material.
- Baseline year: a documented year or period against which subsequent emissions and reductions are assessed.
- Carbon Reduction Action Plan: the time-bound operational plan specifying emissions-reduction measures, targets, owners, resources, milestones and monitoring arrangements.

2.4. Policy Statements

1. Governance and accountability

- The CLM Office is the policy owner and coordinating office for carbon management. The University shall maintain a Data Owner Register naming, by designation, the owner of each major emissions source (electricity, fuel and DG sets, fleet, refrigerants, waste and selected Scope 3 categories).

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- The policy owner shall maintain the inventory methodology, data request schedule, emissions-source register, action register and annual reporting record.
- Relevant offices—including Facilities/Engineering, Finance, Procurement, Transport, Human Resources, hostels, laboratories, IT, waste-management teams and project offices—shall provide source data within agreed timelines.
- Senior management shall review the inventory, target proposals, action-plan progress and material data limitations at least annually.

2. GHG inventory and accounting method

- The University shall prepare an institutional GHG inventory at least annually, using a recognised accounting framework such as the GHG Protocol Corporate Standard or an equivalent applicable standard.
- The inventory shall document organisational and operational boundaries, reporting period, included gases, emission scopes, source categories, calculation methods, emission factors, global-warming-potential basis, data sources and material exclusions.
- The initial inventory should prioritise reliable data for electricity and other purchased energy, stationary fuel combustion (including diesel generator sets where used), University-owned or controlled vehicles, refrigerant leakage where records are available, and other material sources.
- The University shall progressively assess relevant Scope 3 categories, including business travel, employee and student commuting, purchased goods and services, construction, waste and other material categories. Categories excluded from a reporting year shall be listed with a reason and, where practical, a plan for improved coverage.
- Electricity-related emissions shall be calculated using a disclosed and appropriate grid emission factor and method. On-site renewable generation purchased renewable electricity, and any contractual instruments shall be separately documented and accounted for according to the chosen standard.
- Emissions shall be expressed in tonnes of carbon dioxide equivalent (tCO_2e). Calculations shall use consistent units and documented conversion factors and shall avoid double counting between categories.
- Where primary data are unavailable, estimates may be used only with documented assumptions, source, method and uncertainty/limitation. Estimated data shall be clearly distinguished from measured or supplier-reported data.
- Changes to methodology, boundaries, emission factors or material source data shall be recorded. The University shall determine whether baseline recalculation is required to preserve meaningful comparisons.



3. Baseline and normalisation

- The University shall establish and approve a baseline year or period after assessing data availability, completeness and representativeness.
- Absolute emissions shall be reported alongside relevant normalised indicators where appropriate, such as tCO_2e per square metre of verified gross internal floor area, per full-time-equivalent student or another clearly defined activity measure.
- Floor area and other denominator data shall be sourced from validated institutional records; the definition, measurement basis and reporting boundary shall remain consistent across years or be reconciled transparently.
- Changes in campus area, enrolment, occupancy, research activity, operating hours or other material drivers shall be noted when interpreting trends.

4. Carbon reduction targets

- Following the baseline inventory, the University shall set time-bound and measurable emissions-reduction targets for approval by the competent authority.
- Targets shall identify the baseline year, target year, emissions scopes and sources covered, target metric, calculation method and any material assumptions.
- Targets should prioritise feasible direct reductions through energy efficiency, electrification where appropriate, renewable energy, low-carbon mobility, refrigerant management, waste prevention and procurement improvements.
- Any net-zero, carbon-neutrality or offset claim shall be made only under an approved, clearly defined framework that distinguishes gross emissions reductions from removals, credits or offsets.
- Targets shall be reviewed at least every three years, or sooner where material changes in data, operations, technology or institutional priorities warrant revision. Changes shall be documented and approved.
- Institutional target: reduce gross Scope 1 and Scope 2 emissions by 30% below the baseline by 2028-29; carbon-neutrality / net-zero target year: 2040.
- Low-carbon energy: the University shall record on-site renewable capacity (kWp/MW) and the annual share of energy used from low-carbon sources (solar PV and other renewables) and shall set a target to increase that share.

5. Integration with other university systems

Carbon management shall be integrated, as relevant, with the Energy Efficiency Policy, Carbon Reduction Action Plan, building design and renovation requirements, procurement, transport planning, waste management, water management, research infrastructure and emergency/continuity planning. This Policy does not replace applicable environmental, occupational safety, building, energy or statutory obligations.

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6. Data quality, verification and records

- Each major data stream shall have a designated custodian, collection frequency, source record and checking procedure.
- The policy owner shall perform documented completeness and plausibility checks, investigate significant year-on-year changes and retain supporting calculations.
- Where practicable, the inventory shall receive periodic independent or internal technical review. The review scope, findings and corrective actions shall be recorded.
- Inventory files, emission factors, invoices, meter data, fuel records, refrigerant service records, travel data, calculation workbooks and approvals shall be retained for at least five years, or longer if required by law or University rules.
- Energy and environment audit: the University shall conduct an energy and environment audit at least once a year (by an internal team or an external auditor) to identify areas where energy wastage and emissions are highest. Findings and corrective actions are recorded, tracked to closure and reported to senior management.

7. Reporting and public disclosure

   The University publishes the approved Policy and the Carbon Reduction Action Plan, together with a public summary of its carbon inventory, baseline, targets, reduction actions and annual progress, on the official University website.

8. Communication and capacity building

   The University shall promote awareness of carbon management among students, faculty, researchers, staff and relevant contractors. Training or guidance shall be provided to data owners and staff responsible for inventory preparation, emissions calculations and action-plan implementation.

9. Carbon Reduction Action Plan

   A separate Carbon Reduction Action Plan shall operationalise this Policy. It shall be based on the approved inventory and include: (i) baseline and target years; (ii) significant emission sources; (iii) quantified or otherwise measurable actions; (iv) responsible offices; (v) milestones and timelines; (vi) resource or investment requirements; (vii) expected outcomes and calculation methods; (viii) monitoring frequency; and (ix) risks, dependencies and corrective actions. The Plan shall be reviewed at least annually.

2.5. Nodal Department and Responsibility

- Board of Governors / competent authority: approve the Policy, material revisions and institutional targets as required.



- Designated policy owner: coordinate inventory preparation, consolidate data, maintain methods and records, track KPIs, coordinate the Action Plan and prepare annual summaries.
- Facilities / Engineering: provide electricity, fuel, building, equipment, refrigerant and energy-project data within its remit.
- Finance and Procurement: provide relevant energy bills, fuel purchases, procurement and supplier data, and support lifecycle/carbon criteria where adopted.
- Transport / fleet managers: provide fuel, mileage, fleet and travel-related records within their control.
- Human Resources and relevant administrative offices: support defined commuting, staff and activity data collection in a privacy-conscious manner.
- Laboratories, hostels, IT, waste and other units: provide source-specific data and implement assigned reduction measures.
- Project and construction teams: provide project energy, material and construction data where included in the inventory.
- All departments and campus users: cooperate with data requests and support approved carbon-reduction measures.

3. COMPLIANCE AND EXCEPTIONS

- Incidents and Corrective Action: Any material data gap, suspected double counting, calculation error or unsupported public claim shall be reported to the policy owner and corrected through a documented process.
- Exceptions: Exceptions to policy requirements must be justified in writing, time-bound where appropriate, approved by the designated authority and accompanied by mitigation or an improvement plan.

4. ROLES & RESPONSIBILITIES (RACI MATRIX)

Task / Activity	Policy Owner	Facilities / Engineering	Finance / Procurement	Departments / Units
Inventory methodology and preparation	A	C	C	I
Source data provision	A	R	R	R
Baseline and normalisation	A	C	C	C
Reduction targets and approval submission	A	C	C	I



Carbon Reduction Action Plan delivery	A	R	R	R
Data quality, verification and records	A	C	C	C
Public reporting and disclosure	A	C	C	I
Awareness and training	A	C	I	R
Annual and periodic review	A	C	C	C

(R = Responsible, A = Accountable, C = Consulted, I = Informed)

5. DATA COLLECTION & MONITORING

Monitoring Indicators (KPIs):

- Annual gross GHG emissions (tCO_2e), by scope and major source category.
- Inventory coverage: proportion of identified material sources with measured, supplier-reported or documented estimated data.
- Emissions intensity using a clearly defined and consistently measured denominator, where appropriate.
- Progress against approved absolute and/or intensity-based reduction targets.
- Number and proportion of planned reduction actions completed on schedule.
- Estimated or verified emissions reductions attributable to implemented actions, with calculation methods disclosed.
- Scope 3 category coverage and improvement in primary-data availability.
- Completion of annual inventory review, management review and public reporting.
- Share of energy used from low-carbon sources (%) and installed on-site renewable capacity (kWp/MW).
- Completion of the annual energy and environment audit and the proportion of audit actions closed on schedule.
- Review and Continuous Improvement: This Policy shall be reviewed at least every three years and earlier where required by changes in lasw, recognised accounting standards, institutional boundaries, material emissions sources or strategic climate commitments. The inventory and Carbon Reduction Action Plan shall be reviewed at least annually.

6. VERSION HISTORY

Version	Date	Author/Editor	Summary of Changes
1.0	07-06-2024	CLM Office	Initial release.

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