

Key Points of the Energy Conservation Promotion Section of Shih Chien University

Revised and passed at the Executive Meeting on September 11, 2012

Revised and passed at the Executive Meeting on December 30, 2014

Revised and passed at the Executive Meeting on April 6, 2021

1. In order to actively promote energy conservation, strengthen the school's energy management, understand the current shortcomings of the school's energy use, and seek feasible improvement programs to implement, promote the rational and effective use of energy to reduce energy costs, improve competitiveness, and achieve the goal of energy conservation, Shih Chien University (hereinafter referred to as the school) hereby establishes the "Key Points for Setting up the Energy Conservation Promotion Section" (hereinafter referred to as the Key Points) in accordance with the "Energy Administration Act " and the "Comprehensive Energy Conservation and Carbon Reduction Measures for Governmental Institutions and Schools" issued by the Executive Yuan.
2. The term "energy" as used herein refers to electricity and fuel oil.
3. The tasks of this section are as follows:
 - (1) Developing an energy checking system
 - (2) Setting energy conservation goals and implementation plans
 - (3) Formulation of energy conservation measures
 - (4) Setting energy conservation standards (benchmarking)
 - (5) Developing energy conservation publicity materials
 - (6) Other energy conservation related matters
4. The composition of the section is as follows (detailed organization chart):
 - (1) Chairman: the president, and also serves as the convener of this section.
 - (2) Vice Chairman: served by the vice president, assisting the Chairman in executing and coordinating relevant matters.
 - (3) Ex-officio members: comprised of the campus director, academic affairs director, deputy academic affairs director, student affairs director, deputy student affairs director, general affairs director, deputy general affairs director, continuing education director, dean of each college, and finance director, to review and formulate relevant systems, goals, plans, management methods, and standards.
 - (4) Executive Secretary: served by the office of the general affairs director to promote the operation of this section.

- (5) Energy administrator: colleagues with relevant certificates or training certificates, selected and registered by the school in accordance with relevant laws and regulations, to carry out relevant declaration, consultation, analysis and other work.
 - (6) Administrative Group: Promote various related engineering, laws and regulations, and other administrative work; The members include the leaders of the maintenance and repair section and the environmental safety section. The leader of the first maintenance and repair team serves as the administrative team leader, overseeing the business of the team.
 - (7) Executive group: to promote energy conservation work; The members include the leader of the general affairs section, secondary supervisors, and venue administrators, and may hire several relevant experts and scholars as needed. The leader of the general affairs section will serve as the leader of the execution team, overseeing the business of the group.
 - (8) Education promotion group: to carry out education and promotion related to energy conservation, curriculum planning, and other related work; The members include the leader of the Student guidance group, the leader of the continuing education and planning section, and a representative of the committee on general studies. The leader of the student guidance group serves as the leader of the education promotion group, overseeing the business of the group.
5. Our section holds a meeting once every semester, and may hold temporary meetings if necessary. Relevant units or personnel may be invited to attend the meeting as needed.
 6. The key points shall be approved by the administrative meeting and submitted to the president for approval before being published and implemented, and the same shall apply when amended.

Organizational Structure Diagram of the Energy Conservation Promotion Section of
Shih Chien University

