



14. SCRAP DECLARATION AND DISPOSAL POLICY

Objective

Being a developing world-class, pace-setting Institute of Engineering and Technology with distinct identity and character, maintaining a conducive infrastructure and learning environment for world class education, SJCET needs periodic review and up-gradations to adopt the latest technology. The up-gradation and adoption of new technology renders the old infrastructure out of use which have served their life and purpose. Further the old and out of use materials and equipment's are required to be disposed-off so as to make way and space for new state of the art equipment's and technology as per the need of the time

The "Scrap Declaration and Disposal Policy" provides the framework for identification, and declaration of the scrap material and subsequent disposal as per laid down procedures. The criteria which form the basis of the identification and declaration as scrap are the following

1. Expiry of useful life.
2. Obsolete technology.
3. Defects beyond repairs
4. Uneconomical repair cost.
5. Unusable condition.

The objective of policy also contains disposal of the scrap in an efficient and timely manner. The procedure for disposal of scrap is framed so as to ensure realization of reasonable salvage value by inviting quotations. The mode to be adopted for disposal is framed keeping in view the nature of scrap, cost of disposing-off and salvage value of the scrap.

1. Introduction

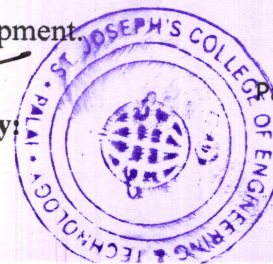
The movable assets and materials which require to be discarded may be broadly classified as under:

- i) Machinery and equipment's which are unserviceable or beyond economic repairs;
- ii) Machinery and equipment's which have become obsolete and whose retention has become uneconomical
- iii) Machinery and equipment's which have served their useful life and required to be replaced due to requirement of technologically advanced machinery and equipment.

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- iv) Scrap generated by continuous usage of students on machines and welding etc
- v) Scrap including Packing boxes, empty containers and discarded stationery and miscellaneous scrap items and unusable/out of date spares having meagre salvage value.
- vi) E waste.
- vii) it is essential to ensure no possibility of any alternate economic use for the items within.

2. Procedure

The indenting department will initiate for proposal for disposal of the proposed materials as scrap. The proposal shall indicate the following details of the material which are proposed to be declared scrap and disposed-off.

- (a) Material Description with invoice no and date with main stock register details and quantity
- (b) Reason for proposing the material for scrap declaration.

The reason for disposal of the scrap shall be categorised as below.

CATEGORY A: Machinery, equipment's and vehicles which are unserviceable or beyond economic repairs;

CATEGORY B: Machinery, equipment's and vehicles which have become obsolete and whose retention has become uneconomical

CATEGORY C: Machinery, equipment's and vehicles which have served their useful life and required to be replaced due to requirement of technologically advanced machinery and equipment. Metal chips from machines and metal waste generated by students during practice.

CATEGORY D: Scrap including E waste

CATEGORY E: Packing boxes, empty containers and discarded stationery and miscellaneous scrap items and unusable/out of date spares but having meagre salvage Value. Deteriorated wood, packing material and such other material having no worth /meagre salvage value and are recommended for disposal by using methods like destroying/disposing them as debris/garbage.

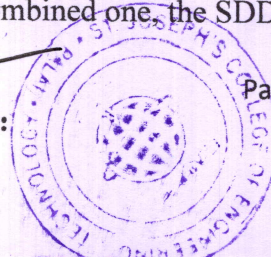
3. Scrap Declaration and Disposal (SDD) Committee

One committee of a minimum three members comprising of HOD and an expert from Indenting departments and Lab Manager shall be constituted by competent authority for scrutinizing the scrap declaration and disposal proposals. In case the proposal is a combined one, the SDD committee will

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be constituted from members of all relevant departments. If required, Competent Authority may include a member from any other department having domain knowledge.

4 . METHODS OF DISPOSAL

4.1 All materials approved for disposal should be done with the concurrence of finance at appropriate level, collecting offers from local scrap dealers, buy back, disposal as garbage etc. may be adopted.

4.2 Once the item(s) has/have been proposed for disposal and tenders for their disposal invited, these shall not be withdrawn from disposal list without prior approval of competent authority.

4.3 The scraps like newspapers / old magazines / broken furniture/Any other Miscellaneous items whose scrap value is less than Rs 5000/- to be regularly disposed off. This activity has to be done frequently so as to ensure neatness and cleanliness of the premises at all time.

4.4 The used lead acid batteries are to be disposed only through depositing with the dealer/ manufacturer/ importer/ assembler/ registered recycler/ re-conditioner of the lead acid batteries or at the designated collection centres of used batteries or buyback scheme.

4.5 Items identified with having heritage value is to be transferred to SJCET Heritage Museum.

5. De-capitalisation of Scrapped Item from the Asset Register

After successful process of Scrap disposal as elaborated in above paras, Finance department will de-capitalise the items from the Stock Register and do the proper accounting in. In case it is felt that there is substantial item in the lot(s) which were not identifiable in the Asset Register and because of which proper decapitalization figure cannot be ascertained against items which were in the asset register then lots shall be suitably made segregating all such items.

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Report of the Survey of Stores which have become unserviceable

Sl No	Description of articles	Value on the Books			Assessed value with reference to the condition of the articles and the existing market price	Date of receipt & Years Completed	Remarks by the subordinate in charge explaining the cause of the articles becoming unserviceable	Remarks or orders of the competent authority
		Rate	Number or Quantity	Amount				
1	2	3	4	5	6	7	8	
		Rs. P.		Rs. P.	Rs. P.			

Remarks / Recommendation:



Officer-in-charge :
Signature :
Designation :
Date :

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