



13.E-WASTE MANAGEMENT POLICY

The Institution provides Electrical, Electronics, and Information Technology products to all staff and students. Almost all Electronics and Information Technology items become obsolete after prolonged usage. E-Waste policy is defined to ensure proper re-use and recycle of Electronics and Information Technology items. As per the Gazette Notification from Ministry of Environment, Forest and Climate Change New Delhi, dated 2nd November 2022, The Institution takes all necessary steps in following the procedure in evacuating the e-waste.

Purpose:

The purpose of e-waste management is to properly dispose of electronic waste in an environmentally friendly manner, while also minimizing the negative impact that e-waste can have on human health and the environment.

E-waste management involves practices such as reducing, reusing, and recycling electronic devices to extend their life span and prevent them from ending up in landfills. Overall, the purpose of e-waste management is to minimize the negative impact of electronic waste on the environment and human health, while also promoting the sustainable use of electronic devices.

IT E-Waste Minimization Process

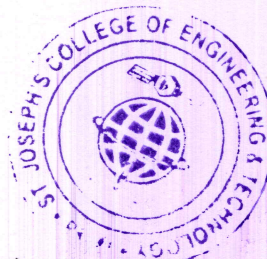
It shall be the endeavour of every user to maximize utilization of all IT assets to their full productive life.

Only such IT assets which are non-operational and cannot be reused for any other alternate purpose should be considered as IT E-waste for disposal. The Principal will certify this position following desired procedures in this regard

Prepared by:

Verified by:

Approved By:



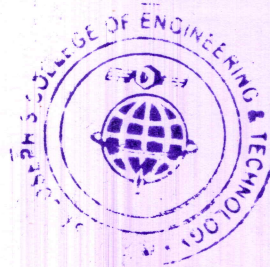


Procedure for Collection of e-waste from Departments

1. Each Department has to identify the electronic equipment which are not repairable or obsolete and prepare the list as e-waste.
2. Review the reparability of such items by the maintenance team and give the report to the Principal for write-off the listed Electronic Equipment / Machines from the Stock Register.
3. The list is finally verified by the Laboratory Manager and recommended to write-off.
4. Principal approve the given e-waste list and make an order to write-off the equipment from concerned Stock Register and consider this equipment as e-waste.
5. Collect the e-waste from each department and keep it in the e-waste repository center in the campus.

Procedure for E-waste Disposal

1. Categorize and make the list of the e-waste as parts and full equipment.
2. Invite quotations from Government approved e-waste collecting agencies.
3. Discuss the terms and conditions and finalize the Agency for e-waste collection and subsequent management.



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