



MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

Dabwali Road, Bathinda (Pb.) - 151001

(Estd. by Govt. of Punjab Vide Punjab Act No. 5 of 2015) ONLY TECHNICAL UNIVERSITY OF PUNJAB HAVING UGC APPROVAL UNDER 2(f) AND 12 B OF UGC ACT, MEMBER AIU.

Think Excellence, Live Excellence



e-Waste Management Policy



Prepared by:

INTERNAL QUALITY ASSURANCE CELL

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

(DABWALI ROAD, BATHINDA (PB.)- 151001)

e -WASTE MANAGEMENT POLICY



2021

INTERNAL QUALITY ASSURANCE CELL

**MAHARAJA RANJIT SINGH PUNJAB TECHNICAL
UNIVERSITY
BATHINDA 151001**

e –WASTE MANAGEMENT POLICY

Prepared by

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e –Waste Management Policy

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E-Waste Policy of Maharaja Ranjit Singh Punjab Technical University, Bathinda

Technological advancement and increased usage of Telecom, IT, Electronic digital equipments etc. have created an alarming situation of increased stream of electronic waste (e-waste) globally known as Waste Electrical and Electronic Equipment (WEEE). This policy provides the guidelines to dispose off e-waste properly at MRSPTU, Bathinda.

Definition of E-Waste: Electronic waste (e-waste) means waste electronic equipment whole or in-part or rejects from their manufacturing and repair process, which are intended to be discarded.

Process to be followed by the MRSPTU to dispose-off E-Waste:

- All University departments/ branches will take consideration of the disposal/ obsolete/ condemnation policy of MRSPTU as given below.

Category	Nature	Items	Useful/Productive Life
I	Immediate obsolescence/ use and throw products	Printing Consumables (Ink Toners), Floppies, CDs, DVDs, Digital Audio Tapers (DAT), Liner Tape Open (LTA)	As per usage. No. Residual value Determined. However, proper Inventories of purchase, issue and final use/disposal etc. would be maintained in order to keep an accounting system.
II	Low life / Fast obsolescence products	Mobile Phones, Pen Drive, External Hard Disk Drive(HDD)etc.	Two years

		Laptops	Three years. Residual values determined Separately.
III	Medium obsolescence /Medium life products	Desktops, Printers, Multi-functional, Devices(MFDs), Scanners, Multi-Media Projectors,	Five years. Residual values determined Separately.
IV	Slow obsolescence/ long life products	Fax, EPBAX, Electronic items such as cameras, TVs, DVD Players, Public Address Systems,	Seven years
		Electronic Calorie Meter, Electronic Thaw Unit, Sterilizers etc.	
V	Software	Software like MS-office, Oracle, MS-SQL, MS-Windows, Antivirus etc.	Each indenting department/section shall recommend the reason thereof.
Note:	The above mentioned items can be used beyond the mentioned/ specified life till such time these items continue to serve the purpose.		

- The following equipment will be considered for obsolete /disposal/ condemnation

The equipment will be covered under electronic e-waste equipment like TV, and Information Technology / Telecommunication equipment like centralized data process or Mainframe, Servers, Minicomputer, Personal Computer (Central Processing Unit with input and output devices), Laptop Computer, Notebook Computer, Printer including Cartridge, Scanner, Multi-functional printer, Printer sharer, Copying Equipment, Electrical and Electronic Typewriter, User Terminal and System, Facsimile, Fax, EPABX,

Telex, Telephone, Pay Telephone, Cordless Telephone, Cellular Telephone, Public address system, Electronic calorie metre, Electronic Thaw unit, Answering System, DVD player, CVTs, DVD,CD, Floppies, Pen-Drive, Internal & External HDD, DAT tape, RAM, LCD & DLP projector, Head Phones, Computer Speakers, Computer MIC, VGA Cable, Data Cable, Networking items like Switch, HUB, Router, Modems, LAN Card and other electronics cards like sound, graphics, pci cards.

In First Phase

1. University departments will send its details of all e-waste equipment through Store & Purchase Branch, MRSPTU Bathinda.
2. All obsolete / condemned material will be verified / inspected by the following inspection committee.
 - i. Estate Incharge / XEN estate department.
 - ii. Head ECE
 - iii. Head CSE
 - iv. Director ITES
 - v. Professor Incharge (Store & Purchase)
 - vi. Assistant Registrar (Accounts)
 - vii. Store Keeper
 - viii. Nominee of Vice-Chancellor
 - ix. Head of concerned department/branch officer Aforesaid inspection committee will work upto the completion of first phase inspection of equipment under consideration of obsoleting /disposal / condemnation.
3. In initial stage, all departments will condemns / write-off their electronic/items in following steps.
 - a. They will submit the details of items as shown below to the Store & Purchase, MRSPTU, Bathinda.

S N	Item Description	Date of Purchase	Stock Register Page No.	Qty	Unit Price	Total Price	Status (Working or not working)	Remarks, if any

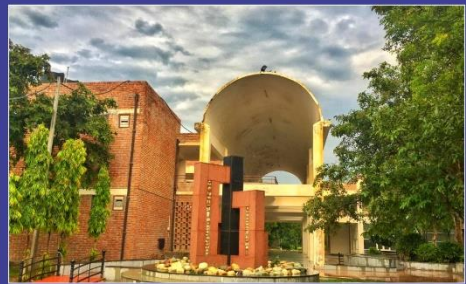
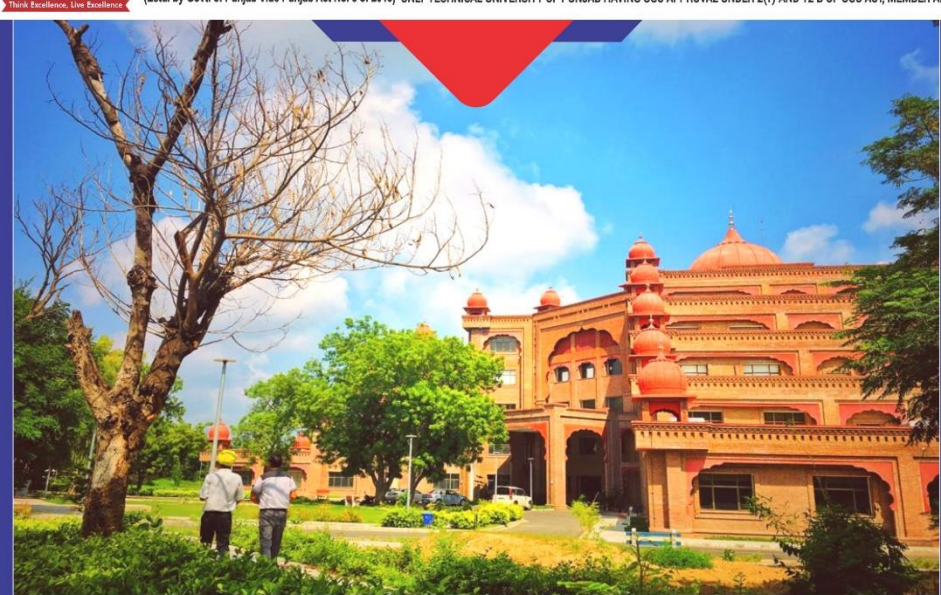
- b. The departments / branches will submit to the Store & Purchase, MRSPTU, Bathinda the lists prepared and duly signed by the Head of concerned department / branch officer.
- c. Further, a letter will be issued by the Store & Purchase, MRSPTU, Bathinda with the date and time of visit of inspection committee to inspect / verify the equipment of all concerned departments/ branches as submitted in their disposal/ obsoleting / condemnation equipment list.
- d. All disposal / obsoleting / condemnation equipment and stock register will be presented and shown by all departments / branches to the inspection committee at the time of visit.
- e. Inspection committee will verify the working condition of all equipment as submitted by the department / branch on the site.
- f. After approval of competent authority, Store & Purchase, MRSPTU, Bathinda will tie up with companies collecting e-waste as per established procedure of MRSPTU and complete the disposal process.
- g. All departments/ branches will retain this disposal/ obsoleting /condemnation material at the site designated by Store & Purchase, MRSPTU, Bathinda, and it will be picked by e-waste vendor from there.



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