

## E-WASTE POLICY

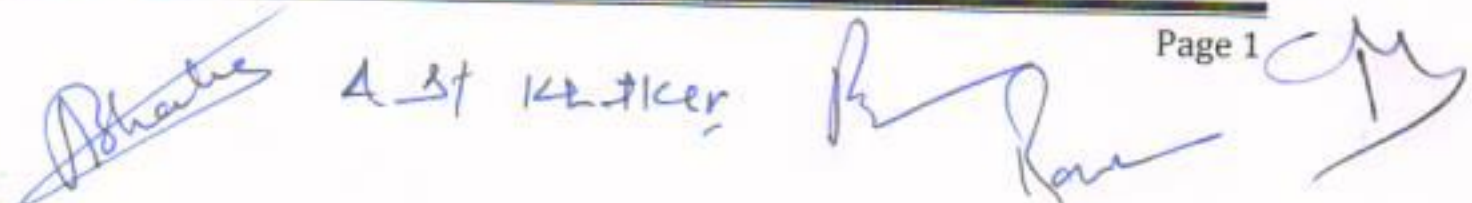
**Definition of E-Waste:** Electronic waste (e-waste) means waste electrical and electronic equipment whole or in-part or rejects from their manufacturing and repair process, which are intended to be discarded.

**Steps followed by the University to dispose-off E-Waste:**

- The University may be awarded the contract for Electrical/Electronic Goods Recycling to HARTRON.
- All University departments/branches will take consideration of the disposal/obsolete/condemnation policy of Secretariat for Information Technology vide letter no. 03/20/2000/3SIT/2242 dated 28-03-2011 ([http://hartron.org.in/images/pdf/NEW\\_Policy\\_for\\_Replacement-Disposal\\_of\\_IT\\_Products.pdf](http://hartron.org.in/images/pdf/NEW_Policy_for_Replacement-Disposal_of_IT_Products.pdf)).

Category	Nature	Items	Useful/Productive Life
I	Immediate obsolescence/use and throw products	Printing Consumables (Ink Toners), Floppies, CDs, DVDs, Digital Audio Tapes (DAT), Linear Tape Open (LTA), UPS Batteries	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	Two years
		Laptops, Pen Drive, External Hard Disk Drive (HDD) etc.	Three years in case of Laptops, Pen Drive, HDD etc. for replacement. Residual values determined separately.
III	Medium	Desktops, Printers,	Five years for

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	obsolescence/Medium life products	Multi-functional Devices (MFDs), Scanners, Multi-media Projectors, UPS System etc.	replacement.
IV	Slow obsolescence/long life products	Fax, EPBAX, Electronic items such as cameras, TVs, DVD Players, Public Address Systems, Electronic Calorie Meter, Electronic Thaw Unit, Sterilizers etc.	Seven years
V	Software	Software like MS office, Oracle, Ms-SQL, MS-Windows, Antivirus etc.	Please refer to the explanation given in para2 (v) in mentioned letter in Under Note.
<b>Note :</b>	The above mentioned items can be used beyond the mentioned/specified life till such time these items continue to serve the purpose.		
<b>Before obsoleting/disposal/condemnation equipment , All University departments/branches will take consideration of the disposal/obsolete policy of Secretariat for Information Technology vide letter no. 03/20/2000/3SIT/2242 dated 28-03-2011</b>			

- The following equipment will be considered for obsoleting/disposal/condemnation
  - The equipment will be covered under electronic e-waste equipment like TV, Air Conditioners and Information Technology/Telecommunication equipment like centralised data processor Mainframe, Servers, Minicomputer, Personal Computer (Central Processing Unit with input and output devices), Laptop Computer, Notebook Computer, Printer including Cartridge, Scanner, Multifunctional printer, Printer sharer, Copying Equipment, Electrical and Electronic Typewriter, User Terminal and System, Facsimile, Fax, EPABX,

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Telex, Telephone, Pay Telephone, Cordless Telephone, Cellular Telephone, Mobile Phone, Public address system, Electronic calorie metre, Electronic Thaw unit, Answering System, UPS Batteries, UPS, Stabilizers, 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, Bio-Metric Machines and other electronics cards like sound, graphics, pci cards.

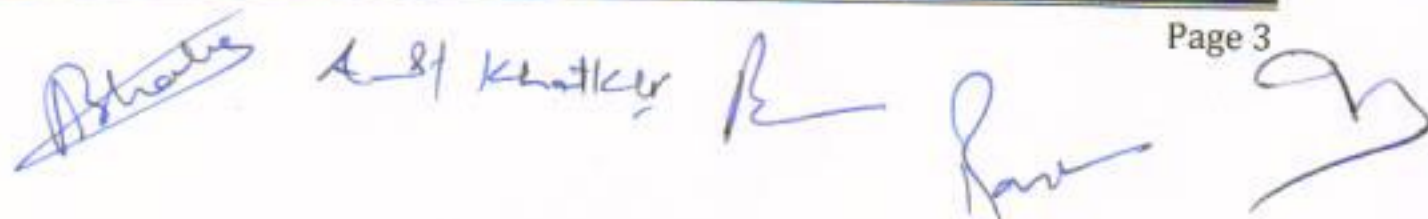
**University e-waste obsoleting/disposal/condemnation guidelines -**

1. University will send its details of all e-waste equipment through General Branch, CRSU Jind to HARTRON, Chandigarh and inform the same to HSPCB, Jind.
2. All obsoleted/condemned material will be verified/ inspected by the following inspection committee.
  - i. Dy. Registrar / Astd. Registrar (Gen. & Purchase Branch) Convener
  - ii. F.O./Assistant Registrar (Accounts Branch) Member
  - iii. Nominee of Vice-Chancellor Member
  - iv. Chairman/Head/Branch Officer/Nominee of Concerned Department/Branch Member
3. All departments will condemn/write-off their electronic/electrical items in following steps.
  - a. They will submit the details of items as shown below to the General Branch of CRSU Jind.

S#	Item Description	Date of Purchase or Year of Purchase	Stock Register Page No.	Qty.	Unit Price	Total Price	Purchase was Made directly or through HARTRON	Status (Working or Not working)

- b. The departments/branches will submit to the General Branch the lists prepared and duly signed within ten days from the date of letter issued by General Branch.
- c. Further, a letter will be issued by the General Branch with the date and time of visit of inspection committee to inspect/verify the equipment of all concerned

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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. The committee take decision whether to consider equipment for disposal/obsoleting/condemnation or not.
- f. After approval of competent authority, General Branch, CRSU Jind will send the university consolidated list of disposal/obsoleting /condemnation material to HARTRON, Chandigarh and inform the same to HSPCB, Jind.
- g. All departments/branches will retain this disposal/obsoleting /condemnation material at their site and it will be picked by the HARTRON/HARTRON empanelled/Haryana Govt. /Govt. of India empanelled e-waste vendor.
- h. General branch will be responsible to dispose of e-waste equipment of University time-to-time as per the policy notified above (letter no. 03/20/2000/3SIT/2242 dated 28-03-2011) or in the light of amendment in e-waste policy, if any in future.

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