



DAV INSTITUTE OF ENGINEERING & TECHNOLOGY

Kabir Nagar, Jalandhar, Punjab - 144 008

Accredited by NAAC with "A" Grade & Recognized by UGC under Section 2(f)

Approved by AICTE; Affiliated to IKG-PTU, Jalandhar | Managed by DAV College Managing Committee, New Delhi

Ref. No. : DAVIET/2022-23/520

Dated : 8/6/2022

DAV Institute of Engineering & Technology, Jalandhar

E-Waste Policy

As approved by competent authority, the following is the policy for Electronic Waste Disposal of our Institute:

Definition of E-Waste:

E-Waste means electrical and electronic equipment, whole or in part discarded as waste by the consumer or bulk consumer as well as rejects from manufacturing, refurbishment and repair processes.

E-Waste Management Rules, 2016 have been notified vide notification No. G.S.R. 338 (E) dated 23.03.2016 and are come into force w.e.f. 1st October 2016 and amended vide notification No. G.S.R. 261 (E) dated 22.3.2018.

Salient features of E-Waste Management Rules, 2016:

These rules are applicable to every manufacturer, producer, consumer, bulk consumer, collection centres, dealers, e-retailer, refurbishes, dismantler and recycler involved in manufacture, sale, transfer, purchase, collection, storage and processing of e-waste or electrical and electronic equipment listed in Schedule I, including their components, consumables, parts and spares which make the product operational.

BULK CONSUMER means bulk users of electrical and electronic equipment such as Central Government or State Government Departments, public sector undertakings, banks, educational institutions, multinational organisations, international agencies, partnership and public or private companies that are registered under the Factories Act, 1948 (63 of 1948) and the Companies Act, 2013 (18 of 2013) and health care facilities which have turnover of more than one crore or have more than twenty employees. **CONSUMER** means any person using electrical and electronic equipment excluding the bulk consumers.

DEALER means any individual or firm that buys or receives electrical and electronic equipment's their components or consumables or parts or spares from producers for sale.

Principal
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Institute E-Waste:

The Institute awards the contract for Electrical/Electronic goods Recycling to the emplaned vendors of Punjab Pollution board mentioned at their website i.e. <https://ppcb.punjab.gov.in/>.

- All institute departments/branches will take consideration of the disposal/obsolete /condemnation E-Waste policy of the university.

Life Span of Electronic/Electrical Items to be dispose-off:

Cat.	Nature	Items	Useful/Productive Life
1	Immediate obsolescence/ use and throw products	Printing Consumables (Ink Toners), Floppies, CDs, DVDs, Digital Audio Tapes (DAT), Linear Taps 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.
2	Low life/Fast obsolescence products	Mobile Phones	Two years
		Laptops, pen drives, external hard disk Drive (HDD), SSD etc.	Three years in case of Laptops, HDD, SSD etc. for replacement. One years in case of Pen Drive. Residual values determined separately.
3	Medium obsolescence/ Medium Life products	Desktops, All-in-ones, Printers, HIFDs, Scanners, Multimedia Projectors, Online UPS System etc.	Eight years in case of Desktops/All-in-ones. Five years in case of, Printers, MFDs, Scanners, Multimedia Projectors, Online UPS System etc.
4	Slow obsolescence/ Pledium Life products	Fax, EPBAX, Electronics Items such as Bio Metric Machines, Cameras, TVs, DVD Players, Public Address Systems, Electronics Calorie Meter, Electronic Thaw Unit, Sterilizers etc.	Seven years
5	Software	Software Like MS Office, Oracle, MS-SQL, MS Windows, Antivirus, etc.	As per license the purchased.
6	Others	Any other Electronics/ Electrical Items	As per the license purchased/ life span claimed by the concerned manufacturer/ supplier.
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 obsolescing/disposal/ condemnation:

The equipment will Be Covered Under electronic E-Waste equipment's like TV, Air Conditioners, and Information Technology/Telecommunication Equipment like

Centralized Data Processor Mainframe, Server, Minicomputer, Personal Computer (Central Processing Unit with Input and Output Devices), Laptop, Computer, Notebook, Printer including Cartridge, Scanner, Multifunctional Printer, Printer Sharer, Copying Equipment, Electrical and Electronic Type Writer, User Terminal and System, Facsimile, Fax, EPABX, Telex, Telephone, Pay Telephone, Codeless Telephone, Cellular Telephone, Public Address System, Electronic Calorie System, Electronic Thaw Unit, Answering System, UPS Bakeries, Online UPS, UPS, Stabilizers, DVD Players, CVTs, DVD, CD, Floppies, Pen-Drive, Internal & External HDD/SSD, DAT Tape, RAM, LCD & DLP Projector, Head Phones, Computer Speakers, Computer MIC, VGA Cable, HDMI Cable, C-Type Cable, Networking items like Switch, HUB, Router, Modem, LAN Card, WIFI Access Point and Other Electronics Card Like Sound, Graphics, PCI Cards etc.

Centralized E-Waste Inspection Committee of the Institute:

All obsolete/condemned material will be verified/ Inspected by the following inspection committee:

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|---|------------|
| (i) Principal | - Chairman |
| (ii) HOD(CSE) | - Member |
| (iii) HOD(ECE) | - Member |
| (iv) Assistant Professors (ECE/CSE) | - Member |
| (v) Assistant Professors (EE/CE) | - Member |
| (vi) EO | - Member |
| (vii) Sr. Assistant (General Administration) | - Member |
| (viii) Senior Assistant (IT/CSE Services/Department) or above | - Member |
| (ix) Incharge Store | - Member |

Aforesaid Inspection committee will work to inspection of equipment under consideration of obsolete/disposal/condemnation.

E-Waste Process and Important points

All departments will condemn/write-off their electronic/electrical items in following steps

- a) Each department/branch will submit the details of items as per **Annex "A"** to the IT Services Branch/department of Institute in half-yearly i.e., 31st July and 31st Dec. of every year.
- b) The General branch will compile all such requests and submit a detailed report to the E-Waste Inspection Committee within 10 working days.
- c) The Inspection committee will collect the request from the department/branches. 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 inspection. Senior Assistant (IT/CSE Services/department) will verify the working condition of all the equipment as submitted by the department/branch on the site.
- d) The committee will submit their final report on the consolidated list of disposal/obsolete/condemnation equipment to be disposed of to worthy Principal.
- e) After the approval of competent authority Senior Assistant (IT/CSE Services/Department) and Incharge Store will perform the dispose-off process directly with the emplaned vendors of the Punjab Pollution board for the consolidated list of obsoleting/disposal/condemnation material mentioned on their website i.e. <https://ppcb.punjab.gov.in/>.
- f) All department/branches will retain this obsoleting/disposal/condemnation material at their site and will be picked by sanctioned emplaned E-waste vendor under the

supervision of Senior Assistant (IT/CSE Services/Department) as **Annex "B"**

- g) All CPU hard drive/other storage device must be cleaned by the concern employee. He/She will be solely responsible for the backup of their data before obsoleting/disposal/condemnation of the material.
- h) The concerned department will be responsible for prevents damage to obsoleting/disposal/condemnation material while awaiting disposal.
 - 1. Monitors/Screens/LED/LCD etc. should be stored in an upright position. These should be stored in a manner that prevents breakage of the screen. Computer monitor power cables should be wrapped up or properly secured before offering it for recycling.
 - 2. Toner cartridges and paper in printers should be removed from printers prior to disposal.
- i) Department must ensure that leased equipment is returned to the leasing vendor only as mentioned in the "Annex "B".
- j) Inspection committee will schedule the disposal of electronic waste from the Institute. Electronic waste disposal is performed by emplaned vendors of Punjab Pollution board. Incharge Store will maintain all records of disposal, including shipping papers and certificates of recycling where applicable.
- k) E-waste policy is derived from Punjab Pollution Board E-Waste Rules.
- l) The policy will be reviewed after 2 years, as the need.


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E - Waste Policy

Annexure "A"

S. No.	Item Description	Date of Purchase or year of Purchase	Stock Register Page No.	Qty	Unit Price	Total Price	Purchase was Made directly or Through the emplaned vendors	Status (Working or Not working)	Signature of Concern employee

HOD/In-Charge (Concern Branch)

Verified by

CSE/IT/ECE/EE Department

Remarks (if any)

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Dealing Hand/Senior Assistant (IT services)/ Incharge Store

HOD/In-Charge

Annexure "J"

Sr. No	Name & Address of the facility	Type of Facility	Capacity	Contact Person With	Mobile No	E-mail ID	E Waste authorization	Valid up To	Remarks if any
1	Ms KJ. Recycler, (Recycling facility) C-38, Sanjay Gandhi Nagar, Industrial Area, Jalandhar City, Punjab	Recycler	2 TPD	Sh. Pritpal Singh Chawla (Partner)	9814060756	arvinder@kjrecyclers.com	Vide no. 25590-92 dated 24.11.2020	20.11.2026	


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