

Govt. Degree College, Timarni

E-Waste Management Policy

Introduction

This Policy is drafted to minimize e-waste generation and safe disposal of e-wastes generated in the campus. It aims to periodical monitoring, implementing the disposal of e-waste and recycling if possible.

Objectives

- Minimizing e-waste generation in the campus.
- Ensuring safe handling and storage of electronic wastes in the campus.
- Formulating a committee under the computer Lab Admin to monitore-waste generation and its safe disposal.
- Sensitizing the stakeholders on careful usage of electronic items in thecampus and its safety disposal.
- Creating a clean environment both in the computer lab and in the campus.

Implementation:

- All surplus electronic devices, including computers and computer peripherals, must be sent to the Director, Computer Centre/E-waste Management team to determine if the surplus electronic device should be sold, or should be recycled.
- The administrator of Computer Centre, will be responsible for inventory control of surplus electronic devices and relaying asset numbers to the Central campus Supervisor to remove items from institute as per recommendation of advisory committee.
- E-waste Management team will pick up e-waste items from the Department based on recommendation of department HoD and his team. Items must be categorized for recycling purpose or donation purpose.
- The administrator of Computer Centre is responsible for record keeping and certification of disposal for all e-waste as per recommendation of advisory committee.

Responsibilities of the Committee

- Identifying the e-waste generated in the institution.
- Ensuring collection of e-waste and keep in an appropriate storage place in every semester.
- Informing both the Management and the Principal about generation of e-waste in the campus.
- The institution endeavors to ensure environmental conservation and protection from the polluting effects of e-waste.

Review Policy:

- The policy shall be reviewed after every five years or earlier, as need arises.