POLICY & STANDARD OPERATING PROCEDURE FOR E WASTE POLICY

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Applicable to	:	All internal and external stakeholders of AMGOI
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Reviewed By	:	Dean, IQAC
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

The purpose of this Policy is to establish an institutional framework for the safe, systematic and environmentally responsible management of electrical and electronic waste (e-waste) generated at Ashokrao Mane Group of Institutions (AMGOI).

2. Objectives

1. Ensure proper identification, segregation, collection and disposal of e-waste.
2. Minimise e-waste through responsible use, repair and reuse of equipment.
3. Ensure safe handling, data security and authorised disposal of e-waste.
4. Define responsibilities and maintain proper e-waste records.
5. Promote awareness and participation in e-waste management.

3. Scope

This Policy applies to all academic and administrative departments, computer laboratories, offices, libraries, workshops, stores and other facilities of AMGOI.

It covers end-of-life or discarded electrical and electronic equipment and their components, parts and spares, such as:

- Computers and laptops, Monitors and printers, Scanners and projectors
- Servers and networking equipment
- UPS equipment
- Electronic laboratory equipment
- Other electronic devices used by the Institute, to the extent covered by applicable rules.

4. Definitions

1. E-Waste: Electrical and electronic equipment, whole or in part, discarded as waste by the user or holder, as covered under applicable rules.

2. Electrical and Electronic Equipment (EEE): Equipment dependent on electric current or electromagnetic fields to work, including categories covered under the E-Waste (Management) Rules, 2022.

3. E-Waste Generator / Holder: A department, laboratory, office or authorised person that generates or holds discarded electrical and electronic equipment at the Institute.

4. Refurbisher: An entity registered under applicable rules to repair or refurbish electrical and electronic equipment to extend its working life.

5. Recycler: An entity registered under applicable rules to undertake environmentally sound recycling of e-waste.

6. Designated E-Waste Coordinator: The officer/faculty member nominated by the Institute to coordinate e-waste collection, records, handover and reporting.

7. Data Sanitisation: Secure removal or destruction of institutional and personal information from electronic devices and storage media before reuse, transfer or disposal.

5. Policy Guidelines

5.1 Prevention and Minimisation

The Institute shall promote responsible procurement, regular maintenance, repair and reuse of electronic equipment to minimise e-waste.

5.2 Identification, Segregation and Storage

E-waste shall be identified, segregated and stored at designated secure collection points. It shall not be mixed with municipal waste, burnt, dumped or dismantled informally.

5.3 Reuse, Repair and Data Security

Reusable equipment shall be repaired, upgraded or redeployed wherever feasible. Data-bearing devices shall undergo authorised data backup and sanitisation before transfer or disposal.

5.4 Authorised Handover and Safe Handling

E-waste shall be handed over to registered producers, refurbishers or recyclers, as applicable under relevant rules. Batteries and other regulated waste shall be managed separately. Safe handling practices shall be followed.

5.5 Records, Awareness and Compliance

The Institute shall maintain e-waste inventory, approval and handover records. Periodic awareness programmes shall be conducted, and compliance with applicable regulations shall be monitored.

6. Roles and Responsibilities

A. Director / Campus Director

- Approve the Policy and provide institutional direction and resources.
- Designate the responsible E-Waste Coordinator.
- Review significant compliance issues and disposal proposals.
- Ensure implementation of environmentally responsible e-waste management practices.

B. Dean, IQAC

- Monitor implementation as part of institutional quality and environmental initiatives.
- Review e-waste management records and compliance reports.
- Facilitate periodic assessment and improvement.
- Ensure that relevant evidence is maintained for institutional audits and accreditation.

C. Designated E-Waste Coordinator

- Coordinate implementation of the Policy across all departments.
- Maintain the central e-waste register.
- Circulate e-waste collection schedules.
- Verify handover documentation and recipient details.
- Coordinate awareness activities.
- Submit periodic reports to IQAC and institutional management.

D. Heads of Departments (HoDs)

- Identify e-waste generated in their respective departments.
- Nominate a departmental contact person.
- Ensure segregation and timely handover of e-waste.
- Prevent unauthorised disposal or removal of electronic equipment.
- Submit department-wise e-waste details to the Designated E-Waste Coordinator.

E. IT Head / System Administrator

- Assess IT equipment for repair, reuse or retirement.
- Maintain asset and serial-number details.
- Ensure data backup and sanitisation before disposal or transfer.
- Provide technical recommendations for condemnation or disposal.
- Coordinate safe handover of IT-related e-waste.

F. Stores / Purchase / Administration

- Coordinate asset condemnation and write-off approvals.
- Maintain stock and disposal records.
- Arrange secure temporary storage.
- Ensure that e-waste handover is properly documented.

G. Faculty Members and Laboratory In-Charges

- Ensure e-waste in classrooms, laboratories and offices is segregated and reported.
- Guide students on safe e-waste management practices.
- Hand over discarded equipment through approved institutional channels.

H. Students and Employees

- Do not discard electronic equipment in ordinary waste bins.
- Do not dismantle or remove institutional electronic equipment without permission.
- Do not hand over institutional e-waste to informal scrap collectors.
- Report obsolete or damaged equipment to the concerned department or laboratory in-charge.

7. Review and Revision of Policy

The Policy shall be reviewed at least once every three years or earlier in response to amendments to environmental laws, directions issued by CPCB/MPCB or other competent authorities, audit findings, changes in institutional operations or identified safety and environmental risks.

The Designated E-Waste Coordinator shall coordinate the review with IQAC, IT, Stores and concerned departments.

Proposed amendments shall be documented and submitted to the Director/Campus Director or competent authority for approval.

IQAC shall maintain the approved version, revision history and controlled copies of the Policy.

8. Annexures/Supporting Documents

The following supporting documents shall be maintained for effective implementation of this Policy:

1. Annexure A: Department-wise E-Waste Identification and Inventory Register.
2. Annexure B: E-Waste Collection and Temporary Storage Register.
3. Annexure C: Equipment Technical Assessment / Repair / Reuse Recommendation Form.
4. Annexure D: Asset Condemnation and E-Waste Disposal Approval Form.
5. Annexure E: Data Backup and Sanitisation / Media Destruction Certificate.
6. Annexure F: Registered Recipient / Recycler Verification Checklist.
7. Annexure G: E-Waste Handover Receipt / Acknowledgement Register.
8. Annexure H: E-Waste Awareness and Training Attendance Record.
9. Annexure I: Annual E-Waste Management and Compliance Report.

The annexures shall be maintained as controlled formats by the Designated E-Waste Coordinator in coordination with IQAC, IT and Stores.

The Institute shall verify current registration status and applicable legal requirements before each disposal or handover activity.

9. Standard Operating Procedure (SOP)

1. **Identification:** Identify obsolete, damaged or non-functional electronic equipment and report it to the concerned department or coordinator.
2. **Assessment and Approval:** Conduct technical assessment and obtain approval for repair, reuse or disposal.
3. **Segregation and Storage:** Segregate e-waste, sanitise data-bearing devices and transfer items to the designated storage area.
4. **Authorised Disposal:** Hand over e-waste to registered producers, refurbishers or recyclers, as applicable, and obtain acknowledgement.
5. **Record Keeping and Monitoring:** Update inventory and disposal records, conduct awareness programmes and monitor compliance.

10. Monitoring, Reporting and Non Compliance

- Monitor compliance through departmental inventories, inspections, disposal records and handover receipts.
- Departments shall submit e-waste details to the Designated Coordinator within the specified timeline.
- The Coordinator shall submit periodic reports to IQAC and the competent authority.
- Any unauthorised disposal or handling of e-waste shall be reported and corrective action shall be taken.
- Non-compliance shall be addressed as per institutional rules and applicable environmental regulations.

11. Implementation Checklist

- Nominate the Designated E-Waste Coordinator and departmental representatives.
- Prepare departmental e-waste inventories and identify secure collection/storage areas.
- Establish procedures for technical assessment, data sanitisation, repair and reuse.
- Ensure authorised e-waste disposal and maintain handover records.
- Conduct awareness programmes, periodic inspections and submit compliance reports to IQAC.

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