



M.E.S. VASANT JOSHI COLLEGE OF ARTS AND COMMERCE ZUARINAGAR GOA

## E-Waste Management Policy

### Introduction

Any electronic and electrical product or electronic equipment which has been out of use due to its non-functioning or technical flaw or damage can be termed as e-waste in order to regulate proper management of e-waste which can cause serious health concerns if not handled properly. Metals used in an electronic or electrical product contain hazardous elements like mercury and lead. Therefore, it is mandatory to dispose e-waste to authorised recyclers or to a management company.

### Purpose

The purpose of e-waste management policy is to have a systematic disposal of e-waste material presently lying in the store room of the institution. To avoid threat to our environment and our health the policy framework is proposed for the following electronic equipments:

Sr. No	Details	Category
1	Computers	Servers/desktop computer (CPU, monitor, keyboard, mouse)
2	Printers and accessories	Printer, scanner, printer cartridge, toner etc.
3	Network equipments	Routers, modems, switches, converters, adapters etc.
4	IT accessories	Pen drives, floppy, CD, DVD, Laptop Batteries Etc.
5	Electrical Items	Data Cable, Power Cables, UPS etc



## Procedure

The procedure pertaining to e-waste management is as below:

- Register information about the end of life of any equipment at the time of purchases.
- Identify equipments which are not functioning and maintain a register for non-functional equipments.
- Get non-functional equipments certified as 'not reusable' by experts.
- Once non-functional equipments are certified, get approval from the principal to invite quotations for condemnation of e-waste.
- Further, a minimum of three quotations are required and depending upon the reasonability of the quote mentioned and approved by the Principal as well as the Superintendent, a decision shall be taken about condemnation of the e-waste.
- The records of condemnation will be kept by the office Superintendent for future use.
- In the process of condemnation, the funds generated shall be credited in the appropriate Department accounts of the college.



  
**Dr. Manasvi M. Kamat**  
(Principal)