

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
(REGISTRAR OFFICE)**

IKGPTU/REG/NF/65

Dated: 31 /03/2022

NOTIFICATION

Sub: E-Waste Policy for I.K. Gujral Punjab Technical University.

As approved by competent authority vide e-office file No. D-33/1111/2021-ITS (Computer No: 51802), the following is the policy for Electronic Waste Disposal Policy of the University and its Constituent campuses:

Preamble:

The I.K. Gujral Punjab Technical University was established by an Act of State Legislature on 16th January 1997, to promote Technical, Management and Pharmaceutical education in the state at degree level and above. Over the years, the University has grown substantially in terms of departments and academic programs as well as in infrastructure. In the journey of 13 years, University has established Main Campus at Kapurthala, and five constituent campuses located at Mohali, Amritsar, Hoshiarpur, Sultanpur Lodhi in the state of Punjab. Every stake holder of the University has requirements of resources to work smoothly.

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 form 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.

E-Waste Definition:

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

University E-Waste:

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

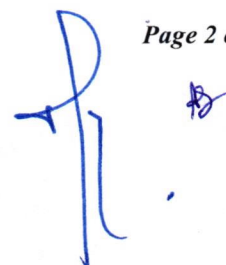


Life Span of Electronic/Electrical Items to be dispose-off:

Category	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, MFDs, 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/ Medium 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 Batteries, 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 University:

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


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|--|------------|
| (i) HOD(CSE) | - Chairman |
| (ii) HOD(ECE) | - Member |
| (iii) XEN | - Member |
| (iv) Assistant Registrar (Finance and Accounts) or above | - Member |
| (v) Assistant Registrar (General Administration) or above | - Member |
| (vi) Nominee of Vice-Chancellor | - Member |
| (vii) HOD/In-charge/nominee of concerned Department/Branch | - Member |
| (viii) Senior Assistant (IT Services) or above | - Member |
| (ix) Senior Assistant (General Administration) | - Convener |

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 General Branch of University 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 visit 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 visit. Inspection committee 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 HOD (GA) to be disposed of.
- e) After the approval of competent authority General Branch 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 General Administration 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.
 - j) General Branch will schedule the disposal of electronic waste from main campus as well as all constituent campuses of the University. Electronic waste disposal is performed by emplaned vendors of Punjab Pollution board. General Branch 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.

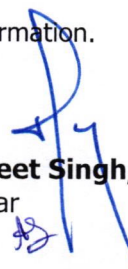

(Jaspreet Singh, IAS)
Registrar

Dated : 31.03.2022

Endst. No. IKGPTU/REG/NF/66-71

A copy of the above is forwarded to the following for information & necessary action please:

1. Secretary to Vice Chancellor: for kind information of Hon'ble Vice Chancellor
2. Dean (Academics): for information and necessary action.
3. Finance Officer, IKGPTU
4. Controller of Examination: for information.
5. Director, IKGPTU Mohali Campus-I
6. Chairpersons and Coordinators Board of Studies (2021-2023) for information.


(Jaspreet Singh, IAS)
Registrar

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 of Punjab Pollution board	Status (Working or Not working)	Signature of Concern employee

HOD/In-Charge (Concern Branch)

Verified by

ITS/ECE/EE Department

Remarks (if any)

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Dealing Hand/Senior Assistant

HOD/In-Charge

Handwritten mark

Annexure "B"

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.	Cosmos Recycling Grewal Nagar, Street No.2, VPO Hambran Jaarwan	Dismantler and refurbisher	Dismantling of E-waste.5 TPD Refurbishing of E- waste 1 TPD	Sh. Rohit Jindal, Proprietor	8528223333	admin@cosmo recycling.com	E-Waste/LDH/SEE/ZO-2/2021-26/F-1	30-06-26	-
2..	M/s KJ. Recycler, (Recycling facility) C-38, Sanjay Gandhi Nagar, Industrial Area,	Recycler	2 TPD	Sh. Pritpal Singh Chawla (Partner)	9814060756	info@kjrecycler s.com	Vide no. 25590-92 dated 24.11.2020	20.11.2021	
3.	Stellar Recycling LLP Village Lakhawal (H.B.No.150)	Dismantler and Recycler	12 TPD	Sh. Sameer Verma (Partner)	9999670037	sameer@stellar recycling.com	E-Waste Reg/LDH/2021-26/F-1	01.03.2026	
4.	Spreco Recycling, D-45,Industrial Area,Raikot,Ludhiana	Dismantler, Recycler & Re-furbisher	Dismantling & Recycling of E-waste @ 0.8 TPD Refurbishing of E-waste	Sh.Amanjot Singh,Managing Partner	8360433051	sprecorecycling @rediiemail.com	E-waste/LDH/SEE/ZO2/2019/F-1 dated 17.5.2019	30.06.2023	
5.	M/s Ramky Enviro Engineer Ltd., (Dismatling facility) Vill.Nimbuan, Tehsil Dera Bassi,	Dismantling	E-waste @ 1200 TPA	Sh. Sandeep Himalayan, Project Manager	9914260516	Sandeep.himalayan@ramky.com	E-waste/Dismantling Facility/SAS/2019-20/F-2 dated 23/05/2019	30.06.2021	Renewal application under process

40

6	M/s Black Diamond Cements Pvt. Ltd., Village Humayunpur Nariangarh Road, Tehsil Dera Bassi, District SAS Nagar.	Dismantling and Recycling facility	E-waste @ 8 TPD	Sh. Neeraj Bansal, Managing Director	9896340375	neerajbansal375@gmail.com	E-waste/Recycling Facility/SAS Nagar/2020/F-9 dated 18.03.2020	30.06.2020	The facility has already applied for authorization for collection dismantling & handling of E-waste @ 9000 NTA (~ 30 TPD cons ideration avg. no. of working day as 300/ Anum) & collection & refurbishing of E-waste
7.	N/s Kumar Enterprises, Malerkotla Road village dulladi, tehs nabha, Distt. Patiala	Dismantler	3.34 TPD	Sh. Deepak Kumar Prop.	9815545132 7009281206	NitisaoYal1015@yahoo.com	PTA/2021/F-1 Dated 10.05.2021	30.09.2021	Yet to commission

RD