

E-WASTE POLICY

OF

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

General: The Guru Jambheshwar University, Hisar, was established on October 20, 1995 by an Act of the Legislature of the State of Haryana. It was formally inaugurated on November 1, 1995. It is named after Guru Jambheshwar Ji Maharaj, a saint environmentalist of 15th century. Keeping in view the nature of courses offered at the University and the mandate for which it had been established the name of the University has been changed as Guru Jambheshwar University of Science & Technology. The University is situated at Hisar, a rapidly growing town situated at about 170 Km. from Delhi on Delhi-Rohtak- Hisar- Sirsa-Fazilka National Highway (NH-10) and at a distance of about 230 Km. from Chandigarh on NH-65. The University is situated over a sprawling area of about 372 acres. The campus is laid out with picturesque landscape, numerous buildings of various designs and wide road network. It presents a spectacle of harmony in architecture and natural beauty. Approximately, 225 acres of land have been developed providing with all modern facilities such as road networks, water supply, street lighting, electricity supply and parks/ lawns. The University has a cafeteria with the facility of a big dining hall, kitchen, store and office on the ground floor. One big hall is also on the first floor. The cafeteria provides refreshment breakfast and lunch facilities. Facilities for special program like tea party etc. are also available here. Besides, there is a Shopping Centre which offers several facilities to the residents, such as saloon, laundry, post office, bookshop, bank with ATM facility, grocery shop, sweets shop, computer and photocopying facilities, etc. The University is recognized by the University Grants Commission under Section 2(f) for recognition of degrees on 11.1.1996 and under section 12(B) of the UGC Act to be eligible for central assistance on 7.2.1997. The University has been accredited by National Assessment and Accreditation Council (NAAC), in 2002 as grade 'A' and has been re-accredited as grade 'A' with (CGPA 3.26), in 2009. The jurisdiction of the University extends to the courses being run in the areas of science, technology, engineering, pharmacy, physiotherapy and management on the University Campus and all Technical Institutions

(except B.Pharmacy institutions) in the districts Fatehabad, Hisar and Sirsa with effect from the academic session 2011-12.

Definition of E-Waste: Electronic waste (e-waste) means waste electrical and electronic equipment whole or in-part or rejects from their manufacturing and repair process, which are intended to be discarded.

Steps followed by the University to dispose-off E-Waste:

- The University awards the contract for Electrical/Electronic Goods Recycling to HARTRON.
- All University departments/branches will take consideration of the disposal/obsolete/condemnation policy of Secretariat for Information Technology vide letter no. 03/20/2000/3SIT/2242 dated 28-03-2011 (Copy Enclosed).

Category	Nature	Items	Useful/Productive Life
I	Immediate obsolescence/use and throw products	Printing Consumables (Ink Toners), Floppies, CDs, DVDs, Digital Audio Tapes (DAT), Linear Tape 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.
II	Low life/Fast obsolescence products	Mobile Phones	Two years
		Laptops, Pen Drive, External Hard Disk Drive (HDD) etc.	Three years in case of Laptops, Pen Drive, HDD etc. for replacement. Residual values determined separately.
III	Medium obsolescence/Medium life products	Desktops, Printers, Multi-functional Devices (MFDs), Scanners, Multi-media Projectors, UPS System etc.	Five years for replacement.
IV	Slow obsolescence/long life products	Fax, EPBAX, Electronic items such as cameras, TVs, DVD Players, Public Address Systems,	Seven years

		Electronic Calorie Meter, Electronic Thaw Unit, Sterilizers etc.	
V	Software	Software like MS office, Oracle, Ms-SQL, MS-Windows, Antivirus etc.	Please refer to the explanation given in para2(v) in mentioned letter in Under Note.
Note :	The above mentioned items can be used beyond the mentioned/specified life till such time these items continue to serve the purpose.		
	Before obsoleting/disposal/condemnation equipment , All University departments/branches will take consideration of the disposal/obsolete policy of Secretariat for Information Technology vide letter no. 03/20/2000/3SIT/2242 dated 28-03-2011		

- The following equipment will be considered for obsoleting/disposal/condemnation
 - The equipment will be covered under electronic e-waste equipment like TV, Air Conditioners and Information Technology/Telecommunication equipment like centralised data processor Mainframe, Servers, Minicomputer, Personal Computer (Central Processing Unit with input and output devices), Laptop Computer, Notebook Computer, Printer including Cartridge, Scanner, Multifunctional printer, Printer sharer, Copying Equipment, Electrical and Electronic Typewriter, User Terminal and System, Facsimile, Fax, EPABX, Telex, Telephone, Pay Telephone, Cordless Telephone, Cellular Telephone, Public address system, Electronic calorie metre, Electronic Thaw unit, Answering System, UPS Batteries, UPS, Stabilizers, DVD player, CVTs, DVD, CD, Floppies, Pen-Drive, Internal & External HDD, DAT tape, RAM, LCD & DLP projector, Head Phones, Computer Speakers, Computer MIC, VGA Cable, Data Cable, Networking items like Switch, HUB, Router, Modems, LAN Card and other electronics cards like sound, graphics, pci cards.

In First Phase -

1. University will send its details of all e-waste equipment through General Branch, GJUS&T to HARTRON, Chandigarh and inform the same to HSPCB, Hisar.
2. All obsoleted/condemned material will be verified/ inspected by the following inspection committee.

- i. Sh. Mukesh Kumar Head, UCIC Convener
- ii. Sh. Vipin Makkar System Manager & Incharge, CWN Cell
- iii. Sh. Jitender Singh XEN, Work Department
- iv. Sh. Khazana Ram Assistant Registrar (Accounts Branch)
- v. Sh. Surender Singh Assistant Registrar (Gen. & Pur. Branch)
- vi. Nominee of Vice-Chancellor
- vii. Chairman/Head/Branch Officer/Nominee of Concerned Department/Branch

Aforesaid inspection committee will work upto the completion of first phase inspection of equipment under consideration of obsoleting/disposal/condemnation.

3. In initial stage, all departments will condemn/write-off their electronic/electrical items in following steps.

- a. They will submit the details of items as shown below to the General Branch of GJUS&T Hisar.

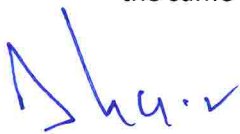
S#	Item Description	Date of Purchase or Year of Purchase	Stock Register Page No.	Qty	Unit Price	Total Price	Purchase was Made directly or through HARTRON	Status (Working or Not working)

- b. The departments/branches will submit to the General Branch the lists prepared and duly signed within ten days from the date of letter issued by UCIC.
- c. Further, a letter will be issued by the General Branch with the date and time of visit of inspection committee to inspect/verify the equipment of all concerned departments/branches as submitted in their disposal/obsoleting /condemnation equipment list.

- d. 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.
- e. Inspection committee will verify the working condition of all equipment as submitted by the department/branch on the site.
- f. After approval of competent authority, General Branch, GJUS&T will send the university consolidated list of disposal/obsoleting /condemnation material to HARTRON, Chandigarh and inform the same to HSPCB, Hisar.
- g. All departments/branches will retain this disposal/obsoleting /condemnation material at their site and it will be picked by the HARTRON/HARTRON empanelled e-waste vendor.

This would be one time exercise done through General Branch. In future all departments/branches follow up the following steps -

1. After first phase, in future, all departments/branches will be responsible to dispose of their e-waste equipment at their own level as per the policy notified above (letter no. 03/20/2000/3SIT/2242 dated 28-03-2011) or in the light of amendment in e-waste policy, if any in future.
2. All departments/branches will write-off/condemn items with the approval competent authority.
3. The condemnation/write-off committee will be formed on the basis of already purchase guidelines circulated by the University.
4. Department/Branch will send the details of disposal/obsoleting /condemnation equipment directly to the HARTON, Chandigarh through General Branch and inform the same to HSPCB, Hisar on their prescribed format.



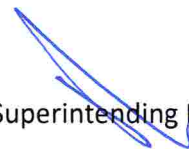
Chairman, CSE



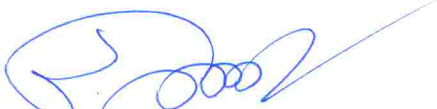
Chairman, ECE



Head, UCIC



Superintending Engineer



Assistant Registrar (EDP Cell)



Assistant Registrar/Supdt. (General Branch)

