

**M.E.S. 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 serious health concerns not handled properly, metals used in an electronic or electrical product contains hazardous elements like mercury, lead and 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 in the institution. To avoid threat to our environment and our health the policy framework is proposed for list of electronic equipments

<b>Sr. No</b>	<b>Category</b>	<b>Detail</b>
1	Computers	Servers/desktop computer(CPU, monitor, keyboard, mouse)
2	Printers and accessories	Printer, scanner, printer cartridge, toner etc
3	Network equipments	Reuters, 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:

- Information for end of life of any equipment purchased in the beginning is registered.
- Identify the equipments which are not functioning and maintain a register for non functional equipments.
- Get the non-functional equipments certified as not reusable from the experts.
- Once non-functional equipments are certified, get approval from the Principal to invite quotations for condemnation of e-waste.
- Further, minimum 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 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)