

CONTROLLED COPY

Electronic Waste Management Policy

VERSION 2.0



**GAUHATI
UNIVERSITY**

NAAC 'A' GRADE INSTITUTION



**Gopinath Bardoloi Nagar
Guwahati-781014
Assam, INDIA**

www.gauhati.ac.in

Electronic Waste (eWaste) Management Policy	
Responsible Official: Estate Officer, GU	Responsible Office: Estate Office, GU

Policy Purpose

This policy outlines the procedures for the disposal and recycling of electronic waste (eWaste) for all electronic devices and equipment owned by the Gauhati University campus community.

Policy Statement

The E-Waste Management Policy of Gauhati University outlines the guidelines and procedures for handling electronic waste within the institution. This policy aims to address the proper disposal and management of electronic devices to mitigate environmental and health risks associated with e-waste. It establishes protocols for the collection, storage, transportation, and recycling or disposal of electronic equipment that has reached the end of its life cycle. Additionally, the policy emphasizes the importance of raising awareness among the University community about the hazards of improper e-waste disposal and encourages sustainable practices for electronic device usage and disposal. By implementing this policy, Gauhati University seeks to contribute to environmental conservation efforts and promote responsible e-waste management practices.

Electronic waste refers to electronic devices that are discarded or replaced, containing hazardous materials such as toxic metals within their internal components, coatings, and glass. Improper management of e-waste can pose risks to both human health and the environment due to the presence of these harmful substances. Recognizing the importance of responsible e-waste management, Gauhati University emphasizes the need for proper handling and disposal of electronic waste.

Electronic waste, commonly referred to as e-waste, encompasses a wide range of electronic devices and equipment that have reached the end of their usable life or are no longer needed. This category includes items such as personal computers, monitors, televisions, keyboards, printers, telephones, typewriters, calculators, copiers, fax machines, and audio equipment. Proper disposal and management of e-waste are crucial to prevent environmental pollution and health hazards associated with the toxic materials found in these electronic devices.

E-waste Policy Guidelines

Gauhati University is committed to environmental conservation and safeguarding against the impacts of e-waste. Gauhati University acknowledges:

- a. The importance of safely and responsibly disposing of e-waste to protect its staff, students, and institutional activities.
- b. The necessity of establishing comprehensive guidelines for managing e-waste.

The university has provisions for forming an e-waste advisory committee, chaired by the Vice-Chancellor or a nominee, to enforce the aforementioned policy.

University may have the following members in advisory committee

Chairman: Vice Chancellor/ his Nominee

- Members:
- i) Registrar
 - ii) Treasurer
 - iii) HoDs of the Department of Computer Science & Information Technology
 - iv) Coordinator, Web Management
 - v) System Officer
 - vi) Technical Member Related to ICT (Nominated by VC)
 - vii) Estate Officer

Execution

- ✓ All surplus electronic devices, including computers and peripherals, at Gauhati University, must be submitted to the Head of the Computer Science Department or the E-Waste Management team. They will decide whether the devices should be donated to local schools, sold according to university policy, or recycled, as advised by the committee.

- ✓ The Registrar or E-Waste Management team at Gauhati University will manage the inventory of surplus electronic devices. They will provide asset numbers to the Central Receiving Inventory Supervisor for removing items from the University inventory, following the advisory committee's recommendations.
- ✓ The E-Waste Management team will collect e-waste items from departments or sections based on the recommendation of the System Manager and his team. The items will be categorized for recycling or donation according to the advisory committee's advice.
- ✓ The Registrar or E-Waste Management team at Gauhati University is responsible for maintaining records and providing certification for the disposal of all e-waste, following the recommendations of the advisory committee.


Responsibilities

The Registrar at Gauhati University or the E-Waste Management Team is accountable for upholding this policy and ensuring that their staff members follow suit. Any personnel within the E-Waste Management Team found to be in violation of this policy may face disciplinary measures for noncompliance with university regulations.

Review Policy

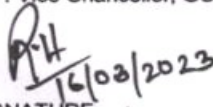
The policy will undergo review every three years or sooner if necessary.

ISSUED & CONTROLLED BY: MR /Director, IQAC, GU


SIGNATURE:

Director
Internal Quality Assurance Cell
Gauhati University, Assam

APPROVED BY: Vice Chancellor, GU


SIGNATURE :

Vice-Chancellor
GAUHATI UNIVERSITY
GUWAHATI-781014

