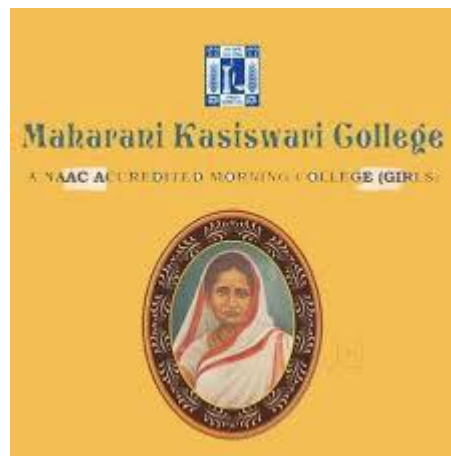


E-Waste Management Policy



20, Ramkanta Bose Street, Kolkata- 700003

Preface

E-waste management committee of MAHARANI KASISWARI COLLEGE is established to minimize generation of E-waste, prevent and control E-waste and provide guidelines for E-waste management. The committee functions with the core objectives of perpetuation and uplifting the mission of the institute. The members of the committee carry out functions that are relevant within the scope of the committee by continuously monitoring and enforcing the guidelines drawn by the committee.

The E-waste management Policy Document touches upon the principles, scope, implementation and ways and means of upholding the objectives set by the E-waste management committee for the institute. To give direction in managing the E-waste in the institute, this policy document will serve as guide to the committee as well as to its stakeholders. To make this Policy document relevant, it is recommended that this work be reviewed and be revised periodically as the need arises.

Policy statement:

The Institute will adopt the principles of the ‘best practicable environmental option’ in the delivery of its waste management services. The Institute will apply a ‘waste hierarchical approach’, to reduce, reuse, recycle and recover waste products in preference to the disposal of waste to land and fill. The Institute recognizes the importance of meeting these legal requirements and to manage its waste responsibly, reduce the volume of waste sent to land fill and to sensitize reuse and recycling wherever also engaged through local primary collection body (Municipality/Authorized Collection Agent as applicable). The Institute requires all the teaching and non teaching staff, students, guests and anyone else making use of the premises to comply with this Policy and associated “Institute Environmental Guidance” to ensure compliance with all waste legislations. Any E-waste generated in the campus shall be managed and handled in accordance with the compliance criteria and the procedure laid down in E-waste (Management & Handling) Rules under the Environment Protection Act 2016 and E- Waste (Management) Amendment Rules, 2018. There is a legal requirement for all who produce, keep or dispose hazardous/radioactive waste/chemical waste of any type to comply with the various regulations under national and international environmental protection legislation.

E-waste management team:

The Committee shall be constituted as following:

- i. Principal, Chairman
- ii. IQAC Coordinator, Member
- iii. Asst. Professor, Member
- iv. Administrator of computer center, Member
- v. Any other member(s) to be nominated by Principal

Implementation:

- i. All surplus electronic devices, including computers and computer peripherals, must be sent to the Chairman, Computer Centre/E-waste Management team to determine if the surplus electronic device should be sold, or should be recycled.

- ii. The Management team/administrator of Computer Centre, will be responsible for inventory control of surplus electronic devices and relaying asset numbers to the Central campus Supervisor to remove items from institute as per recommendation of advisory committee.
- iii. E-waste Management team will pick up e-waste items from the Department based on recommendation of department HOD and his team. Items must be categorized for recycling purpose or donation purpose.
- iv. The Management team/administrator of Computer Centre is responsible for record keeping and statement of disposal for all e-waste as per recommendation of advisory committee.
- v. 3rd party Auditing Agency will be engaged to check the level of conformity of whole process.

Responsibilities:

Principal, administrator of Computer Centre or E-waste management team is responsible for adhering to this policy and will ensure that their subordinates adhere to this policy. Any employees of E-waste management team who fail to comply with this policy may be subject to disciplinary action for non-compliance with Institution policies.

Review Policy:

The policy shall be reviewed after every three years or earlier, as need arises.

Date: 18/08/2018



A handwritten signature in blue ink, appearing to read 'S. Chakrabarti'.

(Principal)

Maharani Kasiswari College

Dr. SIMA CHAKRABARTI

Principal

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