

GURU JAMBHESHWAR UNIVERSITY OF SC. & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
A⁺ Grade NAAC Accredited University

Internal Quality Assurance Cell

A copy of the duly revised and approved '*E-Waste Policy*' of GJUS&T, Hisar is forwarded to the followings for kind information / Circulation among quarter concerned, please.

Endst No.546-550

Dt. 18.06.2024



Director, IQAC

CC:

1. **Deputy Registrar-Purchase/General.**
2. Director, PDUCIC with the request to upload the policy under Policies Tab on the University Website.
3. OSD to Vice Chancellor for kind information of the Vice Chancellor.
4. PS to Registrar for kind information of the Registrar.



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E-WASTE POLICY-2024

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 Govt. Empanelled Vendors.
- Secretariat for Information Technology, Govt. of Haryana policy for disposal/obsolete/condemnation of Telecommunication & Computing/IT products, Electronics items etc. vide letter no. 03/20/2000/3SIT/2769 dated 06-10-2015 and letter no. 03/20/2000/3SIT/6652 dated 18-05-2018 (copy enclosed).
- Accordingly, changes were made in E-Waste Policy-2019 and all departments/central services/branches/offices of the University will follow E-Waste Policy-2024.

All departments/central services/branches/offices of the University will take consideration of the following:

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 Laptops/Notebook/ Ultra-book/Chrome- book/convertible/ Notepad/Tables/Phablet, Pen Drive, External Hard Disk Drive (HDD) etc.	Two years Three years in case of Laptops/ Notebook/ Ultra- book/chrome- book/convertible/ Notepad/Tables/Phablet, 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, Electronic Calorie Meter, Electronic Thaw Unit, Sterilizers etc.	Seven years
V	Software	Software like MS office, Oracle, Ms-SQL, MS-Windows, Antivirus etc.	Please refer to the explanation given in para 2(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/offices will take consideration of the disposal/obsolete policy of Secretariat for Information Technology vide letter no. 03/20/2000/3SIT/2769 dated 06-10-2015			

The items comes under e-waste are obsoleted/discarded consumer electronic equipment Mobile Phones/Laptops/Notebook/ Ultra-book/Chrome-book/Convertible/Notepad/Tables/ phablet, Pen Drive, External Hard Disk Drive (HDD), Printing Consumables (Ink Toners), Floppies, CDs, DVDs, Digital Audio Tapes (DAT), Linear Tape Open (LTA), UPS Batteries, Desktops, Printers, Multi-functional Devices (MFDs), Scanners, Multi-media Projectors, UPS System/Fax, EPBAX, Electronic items such as cameras, TVs, DVD Players, Public Address Systems, Electronic Calorie Meter, Electronic Thaw Unit, Sterilizers etc.

- i. All departments/branches/offices 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/2769 dated 06-10-2015**) or in the light of amendment in e-waste policy of Department of Information Technology Electronics & Communication, Haryana <https://haryanait.gov.in>
2. All departments/branches/offices will write-off/condemn items with the approval of competent authority as per University purchase guidelines.
3. The condemnation/write-off committee will be formed on the basis of already framed University purchase guidelines circulated by the University.

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4. Department/Branch/Office will call quotation/tender for disposal of discarded/condemned/obsoleted items from dismantlers registered/authorized in the State of Haryana after seeking approval of competent authority. List of registered/authorized dismantlers in the State of Haryana will be obtained from <https://hspcb.org.in>.
5. The details of University e-Waste policy will be downloaded from the University website web-link <https://www.gjust.ac.in/admin/policy.php>.

[Handwritten signatures and initials]