



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956

Approved by AICTE, New Delhi

GUIDELINE ON DISPOSAL OF SCRAP IT EQUIPMENT

(This Guideline is made in accordance with section 9 (ii) of the Regulations on Acceptable
Information Technology Use)

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GUIDELINES ON DISPOSAL OF SCRAP IT EQUIPMENT

(Under Section 9 (ii) of the Presidency University Regulation on Acceptable Information
Technology Usage)

1. PREAMBLE/BACKGROUND

As part of its educational mission, the Presidency University acquires, develops, and maintains computers, computer systems and networks. These computing resources have a finite usable lifetime. When the Information Technology hardware becomes obsolete and redundant, it needs to be disposed of using safe practices of e-waste management. These guidelines are intended for the University to practice proper disposal of IT related equipment and associated hardware.

2. SHORT TITLE AND APPLICATION

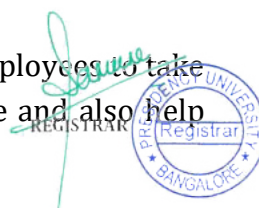
- i. This document shall be called the “**Presidency University Guidelines on Disposal of Scrap IT Equipment**”.
- ii. This document shall come into effect from the date of approval by the Board of Management.

3. EXTENT AND APPLICABILITY

- i. This shall apply to all the University computing resources and IT equipment, whether affiliated with the University, and for use of those resources, whether on campus or other remote locations for effective disposal through sale.

4. DISPOSAL OF SCRAP IT EQUIPMENT

- i. As a process with passage of time IT Department keep on generating discarded/scrap items which are beyond economic repair (BER). From institutional point of view these items have lived their economic life, lost all their efficiency and are of no use. These items finally find their resting place with an approved e-waste disposal vendor. However, in past employees have shown interest to take these items for their personal use.
- ii. Being detrimental to environment such IT scrap cannot otherwise be disposed off through normal garbage disposal means. Nor can it be sold to a regular junk dealer but can be delivered to approved specialized agencies which deal with disposal or recycling the e-waste as per rules.
- iii. As per regulation and directives under E-Waste (Management) Rules, 2016 promulgated by Government of India, such e-waste, once generated, cannot be stored for a period exceeding 180 days.
- iv. The disposal to specialized agency involve cost, so by allowing employees to take these items, we save cost of disposal, better utilize storage space and also help



environment protection by putting these items to further use instead of dismantling.

5. STEPS FOR DISPOSAL OF SCRAP IT EQUIPMENTS

So, with a view to put these items into further personal use of employees, the following steps are prescribed:

- i. As a continued process laptop issued to employees are generally due for change after 3 years of productive life. Any such change, employee shall be given an option to retain the asset on payment of residual value & taxes.
- ii. IT Department shall periodically prepare a list of discarded items with them which are otherwise usable for low end domestic operations and upload such list on intranet for information of employees.
- iii. Employees interested in buying such items shall be allowed to physically inspect such discarded items as per time slot fixed by IT Department.
- iv. After such exercise of choice, IT shall provide the detail of such chosen asset like serial number, make, model, asset tag number, vendor name, date of purchase etc. to interested employee.
- v. Based on the information listed in (iv) above, employee will inquire the net book value of such assets as on the last date of previous month from Accounts and pay the amount along with GST. Simultaneously on receipt of consideration, the asset shall also be written off from books by Accounts Department.
- vi. On submission of certified copy of such receipt, IT will hand-over the asset to employee along with a gate pass mentioning all details about the asset.
- vii. Before any such transfer, the data from the memory disk in the waste item shall be deleted.
- viii. For rest of the items which employees do not take, IT shall follow the regular disposal process as per rules in consonance with E-waste (Management) Rules, 2022 and any amendment thereon to the Rules from time to time by Government of India.
- ix. All such disposal should be done using accredited e-waste scrap dealers.

6. AMENDMENTS

This guideline shall be reviewed periodically to rectify anomalies, (if any), and to incorporate feedback received from the stakeholders, through impact analysis and deliberations of the Focus Group, constituted by the Vice Chancellor


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