



# PUNJAB ASSOCIATION'S ANNA ADARSH COLLEGE FOR WOMEN

Affiliated to the University of Madras  
( Re-accredited by NAAC with A+ Grade )

## E- waste Management Policy

E-waste management policy of Anna Adarsh College for Women is as follows

- a) **E-waste** : E-waste means waste electrical and electronic equipment whole or in parts or in rejects from their manufacturing and repair processes, which are intended to be discarded.
- b) **E-waste Rules applicability**: E-waste Management and Handling rules 2011 as published by the Ministry of Environment applicable from 01st May 2012.
- c) **'IT' items** :

Mainframes, Minicomputers, Personal Computers, Laptops, Notebooks, Notepads, Printers including Cartridges, Printers Copiers, E/E typewriters, User terminals and Systems, Facsimile, Fax, Telex, Telephones, Cordless, Cellular, Answering systems.

### **E-waste Policy and Principles:**

- A. Electronics & Electrical products and their parts deemed to have reached the end of their life can be discarded by the Management or the Service in charge or an IT Manager or the Administration Officer of the Institution. An item of equipment once permanently discarded by the user or the authorities mentioned above shall be deemed as e-waste, regardless of whether it is operational or non-operational.



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B. There are four key principles regarding the disposal of E-waste:

1. Protection of the Environment
2. Social responsibility
3. Disposal
4. Data Protection

C. **Protection of the Environment:**

- 1) Wherever possible, functional computers should be redeployed to identified users with or without upgradation.
- 2) Sold or / and donated equipment should be necessarily disposed off through the authorized service provider engaged for the purpose of collection, segregation, transportation, dismantling, recycling and disposal of e-waste as per guidelines of the Central Pollution Control Board.
- 3) Only designated areas shall be used for identifying and keeping these materials in the campus or Office spaces. No mixing of such materials shall be allowed with general scrap or Institutional wastes from the premises.

D. **Social Responsibility:**

Anna Adarsh College shall take all efforts to reduce the generation of e-waste in the campus. Awareness will be created among all staff and students on the usage of electronic goods and also on the ways that it has to be collected and disposed. Never throw e-waste in the dustbin. Even small things like phones or batteries should not go in the trash.

E. **Disposal:**

The Institution has entered into an arrangement with an authorized service provider for management of the entire process of the safe disposal of Electronic and Electrical wastes generated in the Institution.

F. **Data Protection:**

The institution will ensure that all information in embedded, encrypted, stored or written form available in / on the storage devices will undergo complete sanitization in a scientific and internationally-acceptable manner before the disposal process.



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