

01 Dec 2022



JIIT NOIDA

E-Waste Management Policy

Introduction

E-waste is a general category for electronic products facing displacement or replacement that are hazardous due to the toxic metals present with their internal materials, coatings and glass. E-waste contains metals and other materials that can be hazardous to human health and the environment if they are not properly managed. The University acknowledges the need for proper e-waste handling and disposal.

E-waste Policy Guidelines

JIIT endeavors to ensure environmental conservation and protection from the effects of e-waste and recognises :

- (a) The need to dispose e-waste in manner that is safe and sound with respect to its staff, students, and Institutional operations.
- (b) The need to establish clear guidelines on e-waste management.

The University has constituted an e-waste advisory committee to implement the e-waste management policy. The composition of the advisory committee is as follows :

- (a) Chairman : Chief Finance Officer
- (b) Members :
 - (i) Chief Manager (Engg & Const)
 - (ii) Head (IT Support)

Process

- (a) The departments to compile a list of unserviceable electronic devices/equipment in the month of April for the previous financial year.
- (b) The list of such items to be forwarded to the advisory committee.
- (c) The Committee to carry out a physical inspection and verification of E-waste.
- (d) The Committee to prepare a report with its recommendations.
- (e) The report to be forwarded to Competent Authority for approval.
- (f) The designated items to be shifted to e-waste store.
- (g) The items to be disposed through registered E-waste Vendors.

The CFO is responsible for inventory control of electronic devices and relaying asset numbers to remove above listed items from university inventory. The CFO to ensure record keeping and certification of disposal for all e-waste.

Review Policy

The policy shall be reviewed after every five years or earlier if required.