

# **E-WASTE MANAGEMENT POLICY**



**Deen Dayal Upadhyaya Gorakhpur University**

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## **Introduction**

Electrical and electronic devices that have been replaced or displaced and pose a risk owing to the presence of harmful substances in their glass, coatings, and internal materials are referred to as e-waste. Metals and other materials found within e-waste have the potential to be dangerous for both the environment and human health if not handled properly. DDU Gorakhpur University, Gorakhpur acknowledges the significance of managing and removing e-waste safely.

**E-waste** is defined as Personal computers, screens, televisions, keyboards, typing machines printers, phones, calculators, photocopiers, scanners, fax machines, and audio equipment can be included in electronic trash, or e-waste.

### **E-waste Policy Guidelines:**

DDU Gorakhpur University, Gorakhpur is working to protect the environment from e-waste impacts and to ensure environmental conservation.

The following is acknowledged by DDU Gorakhpur University, Gorakhpur:

- A. The significance of disposing away e-waste in a manner that is secure for its personnel, students, and institutional activities.
- B. The requirement for developing specific guidelines to handle e-waste.

In order to carry out the policy mentioned above, the university provides a mechanism that allows for the formation of an e-waste advisory committee, that will be headed by the vice chancellor or a chairperson nominated by the vice chancellor.

The following individuals could be on the advisory committee of the University.

1. Vice Chancellor or his Nominee Members as Chairman.
2. Computer Facility Management Coordinator
3. Finance Officer
4. Registrar
5. ICT-Related Technical Member (VC Nominated)

University can provide technical support to weaker organizations like Government schools, NGOs etc., selected by a team constituted by the Registrar of the University and approved by the Vice Chancellor based on predetermined criteria in order to donate electronics and computers for the purpose of recycling and reuse.

## **Implementation**

1. All surplus electronic devices from the University, including computers and peripheral devices, should be sent to the Director of the Computer Center/E-waste management team that will decide whether or not to recycle the device or to donate it to some organization earmarked by the advisory committee. On the other hand, the device can also be sold in accordance with university guidelines.
2. In order to remove items from University inventory, in accordance with advisory committee recommendations, the Registrar and the E-waste management team of the University, will be in charge of inventory control of surplus electronic devices and will provide the inventory information to the in-charge of the Central Receiving Inventory.
3. Following the Departmental/Section Head/ Coordinator/ In-charge and his team's suggestions, the E-Waste Management team will eliminate e-waste items from the Department or Section. Items should be separated according to the advisory committee's instructions for recycling or donating.
4. In agreement with the advisory committee's recommendations, the Registrar of the University or E-Waste Management Team will be in charge of maintaining records and certifying the disposal of all e-waste.

### **Responsibilities**

Registrar, DDU Gorakhpur University or E-Waste management team adhering to this policy will ensure that their subordinates adhere to this policy. Employee of the E-waste management team, who violate this policy, may face disciplinary action for violating University policies.

### **Review Policy**

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