JAYA ENGINEERING COLLEGE
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INTERNAL QUALITY ASSURANCE CELL

E-WASTE POLICY

An **e-waste policy** for an engineering college focuses on the management, disposal, and recycling of electronic waste (e-waste) generated within the institution. It aims to promote responsible disposal, minimize environmental impact, and ensure the safe handling of electronic products that are no longer in use or are outdated.

1. Objective

The policy aims to ensure that e-waste generated within the college is managed effectively and disposed of in an environmentally friendly manner, while also complying with relevant national and international regulations.

2. Scope

The policy covers all electronic devices such as:

- Computers, laptops, and desktops
- Monitors and projectors
- Printers, scanners, and copiers
- Mobile phones, chargers, and accessories
- Batteries, circuit boards, and other electronic components
- Any other e-waste generated in the college (from workshops, laboratories, or administrative offices)

3. Roles and Responsibilities

- **College Administration**: Ensure the implementation of the policy and allocate necessary resources.
- **Departments**: Identify e-waste generated within departments (laboratories, computer centers) and ensure proper disposal.
- **Students and Staff**: Properly dispose of e-waste, report issues with malfunctioning devices, and follow e-waste disposal procedures.

- **E-Waste Management Committee**: A team that includes faculty members, students, and administrative staff, tasked with overseeing the collection, disposal, and recycling processes. This committee will also handle awareness campaigns on e-waste disposal.

4. E-Waste Collection and Segregation

- Establish designated e-waste collection points across campus, including in departments, hostels, and administrative buildings.
- Ensure that e-waste is segregated into categories like **computers, mobile phones, accessories, batteries, and non-functional devices** to streamline disposal and recycling.
- Label containers clearly to avoid contamination with other types of waste.

5. E-Waste Recycling and Disposal

- **Disposal Procedures**: Devices that cannot be recycled or reused should be properly disposed of according to national e-waste management rules and regulations.
- **Data Security**: All storage devices (hard drives, flash drives, CDs, etc.) must have their data completely wiped before disposal. Sensitive information should be destroyed to prevent data breaches.

6. Awareness and Training

- Conduct awareness programs for students and staff to inform them about the dangers of improper e-waste disposal and the importance of recycling.
- Organize workshops or training on how to handle and dispose of e-waste, especially in laboratory settings where equipment might get damaged.
- Ensure that all stakeholders understand the legal implications of non-compliance with e-waste regulations.

7. Inventory and Tracking

- Maintain an inventory of all electronic devices used within the college, especially those that have reached the end of their useful life.
- Track e-waste disposal processes from the point of collection to the final recycling or disposal.
- Create a reporting mechanism for departments to regularly update the status of e-waste.

8. Legal Compliance

- The policy should comply with national regulations regarding e-waste management, such as:
  - **E-Waste (Management) Rules, 2016** in India
- Ensure that the recycling partners are compliant with relevant standards.

9. Sustainability Initiatives

- Promote the use of **refurbished electronics** and the **reuse** of components wherever possible.
- Encourage faculty and students to innovate in areas like **circular economy** and sustainable product design.

- Introduce programs that reduce e-waste generation, such as promoting **paperless processes** and reducing the dependency on electronic devices.

10. Periodic Review

- The policy should be reviewed periodically (every year) to evaluate its effectiveness and to make adjustments based on changes in technology, regulations, or the college's needs.