



E-Waste (Management) Rules, 2021

BML Munjal University, Gurugram



Ref No: BMU/RO/2021/684; Dated: October 05, 2021; Page 01 of 03

E-Waste (Management) Rules, 2021

1. Short title and commencement:

- 1.1 These rules may be called the E-Waste (Management) Rules, 2021.
- 1.2 They shall come into force from the 15th day of October 2021

2. Application:

These rules shall apply to all departments involved in storing, repairing, using electrical and electronic equipment, including their components, consumables, parts, and spares.

3. Definition:

E-waste means IT, electrical and electronic equipment, whole or partially discarded as waste by the consumer and rejected from refurbishment and repair processes.

End-of-life of the product means the time when the product is intended to be discarded by the user.

E- Asset: IT, electrical and electronic asset is a hardware or software which is capitalised and

- a) is held by the university for use in the delivery of university services,
- b) is controlled by the university through custody or legal rights,
- c) has been purchased and installed to be used continuingly; and
- d) is not intended for sale or resale in a regular course.

4. Responsibilities:

- 4.1 **Collection:** ensure that the e-waste collected is stored securely until it is sent to an authorised dismantler or recycler.
- 4.2 **Storage:** ensure that no damage is caused to the environment during storage and transportation of e-waste.
- 4.3 **Recording:** maintain records in the prescribed register.
- 4.4 **Transportation:** every department shall ensure that the e-waste thus generated is safely transported to authorised area.
- 4.5 **E-Asset Ownership:** Along with the Information technology department, all Heads of Departments are responsible for the custody and security of all IT, Electrical & Electronics assets within their department premises. In addition, all individual custodians are responsible for the respective IT, Electrical & Electronics assets issued to them from the university.



Ref No: BMU/RO/2021/684; Dated: October 05, 2021; Page 02 of 03

- 4.6 IT, Finance, and purchase department are responsible to jointly maintain the fixed E- Asset Inventory register or database. This fixed asset register captures all capitalised E Asset status such as purchase order date, purchase order number, owning department or individual, movement, or any changes to the asset and its book value.
- 4.7 Losses or any irreparable physical damage of any E-Asset should be reported to the Finance team, Administration team and the HR team in the case of an individual asset.
- 4.8 E-Waste fixed asset inventory and register will be checked with departments to verify accuracy and completeness once in 3 months.

5. Disposal of E- Assets:

The disposal of E waste to be carried by the authorized party duly recognized by the Central/State Pollution Control Board.

- 5.1 An E- asset recorded on the fixed asset register is disposed of as scrap to an authorised E-waste management agency; this must be authorised on an Equipment Disposal Form. All departments must use this form. This form provides the authority for and should be completed before a disposal.
- 5.2 Before an item is scrapped, consideration should be given to whether it has a resale value.
- 5.3 Once a disposal form has been authorised, the item can be disposed of, and the asset register updated.
- 5.4 Asset disposal approving authorities:
 - 5.4.1 IT department - to assess and prepared a disposal of e-waste as per the laid down policy.

IT Department will be responsible for backing up (Laptop/Desktop) and then wiping clean company data on all IT assets slated for disposal. All equipment should have completed their defined life cycle to be eligible for disposal as follows:

Sr_No	IT Asset	Tentative average Life Span (Years)
1	Laptops / Mobile Computers	5 Years
2	Desktop Workstation	5 Years
3	Monitors	5 years
4	Servers / Storage	6 years
5	Router / Switches / LIU / WLC / AP /Media Converter	7 Years
6	Printer / Scanners	5 Years
7	UPS	8 Years
8	Batteries for UPS	3 Years
9	CCTV Camera's / NVR	5 Years
10	Telephone Set / EPBX	5 Years
11	Mobiles Phones and Tablets	5 Years
12	IT Miscellaneous (Keyboard / Mouse / Pen drive / Portable Hard Drives /Cables and connectors, etc.)	3 Years

IT Asset Reutilization: - The capital assets (Laptops, desktops, printers etc.) which are in good working condition will be stored as Pool and will be used as standby device in case of contingency & business continuity.

- 5.4.2 Finance department- to validate the E Asset report, asset value and other parameters.
- 5.4.3 Registrar office or Vice-chancellor office to authorise and approve disposal document.
- 5.5.4 Purchase department to process the asset disposal/scrap with a government authorised E-waste/scrap management firm and record the process with the electronic certificate or any other form of the document given by the firm.
- 5.5.5 Approved disposal documents should be shared by IT Department with Store for updating the Assets Data in Stock Ledger as well as in AMS.
- 5.5 All E-Assets may be disposed or scrapped off the subject to the following:
 - 5.5.1 Asset is not working condition.
 - 5.5.2 Asset physically damaged and economically not viable for repair.
 - 5.5.3 Asset has reached its end of life, end of support from manufacturer and is economically not viable to upgrade and reuse.
 - 5.5.4 Asset is outdated/obsolete and not usable for any purpose.



Registrar

Ref No: BMU/RO/2021/684; Dated: October 05, 2021; Page 03 of 03