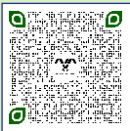




નાવસારી યુનિવર્સિટી

NAVSARI AGRICULTURAL UNIVERSITY

NAU e-Waste Policy 2024



Department of Information Technology
Office of the Comptroller
Navsari Agricultural University, Navsari



Pioneered & Conceptualized by:

Hon'ble Vice Chancellor

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Edited & Published by:

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Disclaimer : NAU e-Waste Policy 2024 is a university publication for internal use only. It is an important guide for efficient execution of e-Waste Process in the Navsari Agricultural University. The details given in this book is compiled based on available source of information and not for legal purpose.



Regarding implementation of NAU
E-waste Policy-2024 in NAU.

Notification No.981/2024

It is hereby notified to all concerned that vide **Item No. 53.05** in the minutes of **53rd** Meeting of Board of Management of the Navsari Agricultural University held on **date: 01/10/2024**, Board of Management has resolved as under :

"It is hereby resolved that the Board of Management approves the E-waste Policy-2024 of Navsari Agricultural University, Navsari for implementation in Navsari Agricultural University for next five years." (Appendix-53.05)



OW No. NAU/Compt/IT/280/2024
Navsari, Dt.17.10.2024

Controlling Officer (IT)
Navsari Agricultural University
Navsari.

Copy F.W. Cs to :

1. All the members of the Board of Managements, Navsari Agricultural University, Navsari.
2. Registrar, Navsari Agricultural University, Navsari.
3. Principal and Dean of Various colleges of NAU, Navsari.
4. All the Officers of the Navsari Agricultural University, Navsari.
5. Unit/Sub-unit of Navsari Agricultural University, Navsari.

Copy F.W. to :

1. Ps to Hon'ble Vice-Chancellor, Navsari Agricultural University.
2. Notification file of this office.



કેવિમ્લા શ્રદ્ધિ

NAVSARI AGRICULTURAL UNIVERSITY



NAVSARI AGRICULTURAL UNIVERSITY

E-WASTE POLICY 2024



-:: PREPARED BY ::-

**DEPARTMENT OF INFORMATION TECHNOLOGY
OFFICE OF COMPTROLLER
NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI**



Index

Table of Contents

1	Preliminary	3
2	Need for E-waste Policy	3
3	Objectives of the NAU E-waste Policy	4
4	Scope & Validity of NAU E-waste Policy	5
5	Device/ Instruments List for Considerations in E-waste Disposal	5
6	Average Life Recommended for E-waste Disposal as per CPCB E-waste Rules 2016	6
7	Procedure for NAU E-waste Disposal	7
7.1	Stage-1 E-waste Disposal Processing	8
7.2	Stage-2 of E-waste Disposal Process	9
8	ANNEXURES	11
9	Abbreviations for NAU E-waste Policy 2024	13
10	Guidelines for Condemnation of IT Hardware and Electronics Items	14
11	Remarks and Notes	17





Navsari Agricultural University E-Waste Policy 2024

1. Preliminary

Navsari Agricultural University (NAU) is committed to sustainable environmental practices. This policy outlines the procedures for the responsible management of electronic waste (e-waste) generated by the university to minimize its environmental impact and ensure compliance with applicable regulations.

2 Need for E-waste Policy

Navsari Agricultural University generates significant amount of electronic waste (e-waste) due to rapid technological advancements and a large user base. The NAU has a large number of students, faculty, and staff, all of them rely on electronic devices for teaching, research, extension and administration. Universities may hold onto outdated equipments making it difficult to afford upgrades in the last 10 years or more. A well-drafted e-waste policy is needed for environmental responsibilities, compliance with government regulations, sustainability, and cost savings through renewable energy generation through recyclers. A strong e-waste policy demonstrates the university's commitment to environmental responsibility, potentially attracting environment-tally conscious students and faculty.

The technical advancements in information technology hardware and electronics are increasing day by day. The university has seen a rapid advancement over some time, systems, hardware, software, and technology have become obsolete and worn out, which accumulates e-waste in the organization. The important reasons to declare them as e-waste in



the organization may be technology becoming obsolete, items beyond economic repair, non-repairable, and physically damaged. An attempt has been made to draft guidelines for e-waste policy and procedures for the Navsari Agricultural University, Navsari, which would help every staff member in deciding and declaring an item as e-waste for disposal.

3 Objectives of the NAU E-waste Policy

The objective of this NAU E-waste policy is to design an economical, efficient, and fast process for the disposal of obsolete, unused, and dead IT and Electronic products and equipments in all the units and offices of Navsari Agricultural University, Navsari jurisdiction area.

In the backdrop of the resurgent growth of the IT infrastructure at NAU colleges, Research Centres, Extension Centres, Administrative Units, and Hostels have a greater dependency on IT for office automation, education, research and extension for a commitment to eco-responsibility for the economy, society and the environment of our nation. Considering the average life period of E-waste products under consideration to be 5 years (subject to Device Life and Approval of the University) depending upon their intensity of use, serviceability, technology, and other related factors, many IT products/electronic equipments become unusable. Similarly, IT products/electronics and equipment across the university have become either non-repairable, beyond economical repairs, or technologically obsolete. It is therefore highly essential that policies and procedures be in place to address the concerns about the disposal of condemned IT products and electronic equipments at NAU.



4 Scope & Validity of NAU E-waste Policy

The NAU's E-waste Policy 2024 covers any IT equipment, Electronic Devices & Electric Devices having an automated nature with electronic parts. This Policy is valid for the next 5 years and can be superseded by the Government of Gujarat's Rules & Regulations, Policy, and GRs over the period. The Devices and Instruments updated in the list can be considered from the Government of Gujarat E-waste Policy, Rules & Regulations during this Policy Validity Period. This Policy can be updated during the validity period from time to time after getting approval from the Board of Management.

5 Device/Instruments List for Considerations in E-waste Disposal

Sr. No.	Category of Devices/ Instrument	Items
1	Information Technology Devices	Desktop Computer, Laptop Computer, Note Book Computers, Server Computers, Network Switches, Routers, Wi-Fi- Routers, Short Range & Long Range P2P Wi-Fi Devices, UPS, UPS Batteries, Fiber Optic, GPS Devices and Receivers, LAN Cables, Fiber Optic Cables, Connectivity Devices, and Accessories, Printers, Scanners, Photo Copier Machines, OHP Projectors, Projectors (CRT, LCD, LED), KVM Switches, CCTV Camera, CCTV DVR, CCTV, NVR, CCTV Accessories, Firewall, Routing Devices, Web Camera, Video Conference Camera and other similar devices can be considered Information Technology Devices.
2	Telecommunication Devices	All types of Phones (Used in Land Line & EPBAX), Mobile Phones, Tablets, Fax machines, EPBAX Systems, Answering Systems, Telephones, Modems other similar telecommunication-related devices can also be considered.



3	Consumer Electronics	PA Systems, Wireless Mikes, Radios, Set Top Boxes, all types of Televisions, Washing Machines, all types of Air Conditioners (Excluding Centralized Air Conditioners), Refrigerators, Freezers, Large Cooling Appliances, Electronic Typewriters, Vacuum Cleaners, Microwave Ovens, Screen, Electronic Photo frames, Electronic Display Panel, Monitors and other similar Consumer Electronics Related Devices can be considered.
4	Consumer Electricals	Inverters, Drilling Machines, Solar panels/cells, solar Photovoltaic panels/cells/modules, and Other similar Electrical Devices with Electronic components can be considered.
5	Others & Miscellaneous Devices	Scientific Instruments, any other devices that are not considered in above mentioned categories can be considered in this category subject to approval from University E-waste Disposal Committee (UEDC).

6 Average Life Recommended for E-waste Disposal as per CPCB E-waste Rules 2016

Sr. No.	Name of Items	Average Life
Computers (Central Processing Unit with input and output devices)		
1.	Mainframe	10 Years
2.	Minicomputer	5 Years
3.	Personal Computing : Personal Computers	6 Years
4.	Personal Computing : Laptop	5 Years
Computers (Central Processing Unit with input and output devices)		
1.	Personal Computing : Notebook Computers	5 Years
2.	Personal Computing : Notepad Computers	5 Years
3.	Printers including cartridges	10 Years



Sr. No.	Name of Items	Average Life
4.	Copying equipment	8 Years
5.	Electrical and electronic typewriters	5 Years
6.	User terminals and systems	6 Years
7.	Facsimile	10 Years
8.	Telex	5 Years
9.	Telephones	9 Years
10.	Pay telephones	9 Years
11.	Cordless telephones	9 Years
Cellular telephones		
1.	Feature phones	7 Years
2.	Smartphones	5 Years
3.	Answering systems	5 Years
Consumer electrical and electronics:		
1.	Television sets (including sets based on (LCD, LED)	9 Years
2.	Refrigerator	10 Years
3.	Washing Machine	9 Years
4.	Air-conditioners excluding centralized air conditioning plants	10 Years
5.	Fluorescent and other mercury-containing lamps	2 Years
6.	Crystal Display and Light Emitting Diode technology)	9 Years

7 Procedure for NAU E-waste Disposal

The NAU's E-waste Disposal Process contains two Stages. In the first stage, the Unit Level Committee Will Determine Eligibility based on the NAU's E-waste Policy and recommend it to the University E-waste Disposal Committee (UEDC) for Further Processing and approval.



7.1 Stage-1 E-waste Disposal Processing

In Stage 1, The Unit/ Office/College/ Research Centre/ Extension Center intended to dispose of items as E-waste is required to form a Minimum 3 Members committee at their Unit level and request for approval as E-waste disposal to UEDC.

The Committee should recommend it to the University-Level E-Waste Disposal Committee for approval for the E-waste under consideration. This committee must submit intend for as per **Annexure-1** to be approved as E-waste with Unit Head stamp & Signature to the UEDC.

Consideration for Recommending for E-waste:

1. The E-waste equipment under consideration must not be Under any Warranty/AMC period.
2. The E-waste equipments under consideration must be non-working, non-repairable, non-use, facing unavailability of spare parts and Technically Obsolete for the present working (except applicable for consideration point no-7).
3. The Device/item must not be able to handle the present Operating System and latest Application Softwares.
4. The Device/Item suggested with less than 5 Years must have a Certificate for End Life Certificate/Non-repairable/non-availability of spare parts from OEM/Authorized Service Center.
5. The E-waste equipments under consideration must not be in use and should have exceed the Device Life Period (can be different for different devices).
6. The E-waste equipments under consideration can be declared BER (Beyond Economic Repair) when these Products/Equipment cannot be upgraded or maintained economically/warrant extensive repairs and replacement of sub-assemblies/accessories and the combined cost of



which exceeds a certain percentage (50%) of the purchase cost of an equivalent system. The same can be ascertained from the vendor who is giving Annual Maintenance Contract (AMC) support/OEM/Authorized Dealer.

7. The E-waste equipment under consideration that has been damaged beyond repair due to fire or any other reasons beyond human control and Natural Calamities can be disposed of as E-waste without barrier of any of the above conditions.
8. The mode of disposal by Buyback, E-waste Disposal or scrap will be decided by the University E-Waste Disposal Committee (UEDC).
9. The stored data from the equipment under e-waste consideration should be removed permanently before submitting proposal for E-waste disposal and it should be certified by respective unit level committee.

7.2 Stage-2 of E-waste Disposal Process

The University Level E-waste Disposable Committee (UEDC) be formed with a Minimum of 5 Members. The Committee must have representation from the Academic College, IT Department, Comptroller Office, Director of Research Office, Director of Extension Education Office, Office of Registrar, and Invitee members and experts of this domain.

This Committee should approve the E-waste for the University Level after obtaining approval from the Hon'ble Vice Chancellor. This committee is required to consider the Government of Gujarat E-waste Rules, GRs, and Notifications during the Policy Validity Period.

This Committee should consider the following Grounds for Approving E-waste.



1. The Committee should execute E-waste disposal to the Government of Gujarat/GPCB Approved **Recyclers/ Dismantlers/Refurbishers** having a valid License at the Time of Executing E-waste.
2. The University level UEDC will give approval for E-waste disposal based on the Unit Level E-waste disposal considerations.
3. In Special situations, the decision of UEDC is final in all cases and UEDC can consider particular item as a special case for E-waste disposal.
4. The mode of disposal can be considered as Buyback or Disposal as decided by the UEDC.

The committee will decide whether to directly execute E-waste to a Single party or Multiple GPCB/ Government of Gujarat Approved Recyclers/ Dismantlers/Refurbishers or suggest/ recommend for buyback for the University.



8

ANNEXURES



Annexure-1

To,
University E-waste Disposal Committee,
Navsari Agricultural University,
Navsari

Subject: Submitting Request for E-waste Disposal

Name of the Office/Unit :

Name of the Department :

Requested Location of E-waste Disposal :

Sr No	Item Name with Make & Model with additional accessories	Purchase Year	Purchase Price	Depreciation Value as of this Date/Year	Deadstock/Store/Consumable Registered Entry	University Budget head	Reason & Justification for E-waste Disposal
1							
2							
3							
4							
5							

Signature of Committee Members at Unit Level formed in Stage-1

Undertaking from Unit Head

This certifies that the aforementioned products fulfil the requirements for the NAU E-Waste Policy 2024 guidelines.

Submitted to University E-waste Disposal Committee,
Date :

Signature & Seal of Unit Head



Annexure-2

University E-waste Disposal Committee Report & Recommendation

Sr No	Office/ Unit Request Reference No	Date of Request Received	Request approved as per Policy (Sr. No of Annexure-1)	Request not approved as per Policy (Sr. No of Annexure-1)	Reasons for Rejecting the Request	Recommendation for Approval (Approved/ Not Approved)
1						
2						
3						
4						
5						

Signature of University E-waste Disposal Committee Members

9 Abbreviations for NAU E-waste Policy 2024

NAU - Navsari Agricultural University

E-waste - Electronic Waste

LCD - Liquid Crystal Display

LED - Light Emitting Diode

UEDC - University Level E-Waste Disposal Committee

AMC - Annual Maintenance Contract

BER - Beyond Economic Repair

GPCB - Gujarat Pollution Control Board

OEM - Original Equipment Manufacturer



Guidelines for Condemnation of IT Hardware and Electronics Items.

**Government of Gujarat,
Science & Technology Department
G.R. No. COB-2004-394-DST
Sachivalaya, Gandhinagar.
Date: 7th November, 2005.**

READ:-

- (1) GR No. TSP-2004-808-DST of Department of Science & Technology dated 30.7.2004

RESOLUTION:-

The State Government is pleased to announce the following guidelines for condemnation of IT Hardware & Electronics items. This GR will be applicable to all Government Departments, HoD's, Boards, Corporations, Rural/Urban/Local Bodies loosely referred to as Organizations.

- (2) Departmental IT Committee as per GR dated 30th July, 2004 read at (1) above looking after the existing work in the department / the usage of the existing software in the department may decide to condemn the IT Hardware & Electronics items.

- (3) Each department / organization before condemning the IT hardware and Electronics item shall ask the Secretary, Education Department / Commissioner of Schools, to provide the old machines to the schools and also Health & Family Welfare Department and Social Justice & Empowerment Department and only if they are not accepted, it should be processed for condemnation.

- (4) Once the Education Department / Commissioner of Schools / Health & Family Welfare Department and Social Justice & Empowerment Department receives the proposal from the concerned department / HOD's / any other government institution in writing the same will be processed within 30 days and after the expiry of 30 days if no written communication is received from them the same could be processed for condemnation.

- (5) The IT Committee will float open tender and decide the cost of the IT hardware & Electronics items to be condemned. The depreciation cost will be 35% per year. An e.g. of arriving at the depreciated cost of the IT Hardware & Electronics item may please be seen as per Annexure -A.

- (6) For the condemnation of Xerox machine, printers, electronics typewriters etc are concerned, this will be condemned on the basis of the cost of machine, conditions of the machine and usability of the machines etc. The same could be decided by the IT committee of the concerned department. Normally, the Xerox machine, printers, electronics typewriters it should be



condemned only after 5 years and the total number of copies as specified by the manufacturer.

(7) The IT Committee of department / organization after approval of the HOD will condemn the machines after following the open tender policy.

(8) The IT Committee will float the tender accordingly and once the selected bidder submit the amount and take the custody of item, IT Committee will send the note to the Stores to be noted in the Dead-Stock register. The Stores Incharge of the concerned department / organization will remove the items from the Dead-Stock register and the amount so accrued will be deposited in the State exchequer.

This issues with the concurrence of Finance Departments note dated 14.10.2005.

By order and in the name of Governor of Gujarat,

Victor Mecwan
Under Secretary (IT),
Science & Technology Department.

To,
The Secretary to the Governor, Raj Bhavan, Gandhinagar.
The Principal Secretary to the Chief Minister.
The Personal Secretaries to all Ministers.
The Personal Secretary to the Leader of Opposition Party in Gujarat Legislative Assembly, Gandhinagar.
Managing Director, Gujarat Informatics Ltd., Gandhinagar.
National Informatics Center, Block No. 13, New Sachivalaya, Gandhinagar.
All Secretariat Department.
The Secretary, Gujarat Vigilance Commission, Gandhinagar.
The Secretary, Gujarat Public Service Commission, Ahmedabad.
The Secretary, Gujarat Legislature Secretariat, Gandhinagar.
The Registrar, Gujarat High Court, Ahmedabad.
The Secretary, Gujarat Civil Services Tribunal, Gandhinagar.
All Heads of Department.
All Heads of Office.
All Collectors.
All D.D.Os.
The Accountant General, (A&E), Gujarat, Post Box No.220, Rajkot.
The Accountant General (A&E), Gujarat, Ahmedabad branch, Ahmedabad.
The Accountant General(Audit)-1, Gujarat, M.S. Building, Ahmedabad.
The Director of Accounts & Treasuries, Gandhinagar.
All Treasury Officer.
All Pay & Accounts Officers, Ahmedabad/Gandhinagar.
Resident Audit Officer, Ahmedabad/Gandhinagar.
Select file, S& T Deptt.



ANNEXURE-A

Depreciation of IT Hardware / Electronics Item straight line method

Sample Illustration

- (a) Purchase value in Rupees - Rs.60,000.00
- (b) Depreciation rate - 35%
- (c) Total year of purchase - 5 year (from actual date from the date of purchase)

S.No.	Year	Value of Item	Depreciation @ 35%	Value after depreciation (Rs.)
	(1)	(2)	(3) = (2x0.35)	(4) = (2-3)
1.	1	Rs. 60,000.00	Rs. 21,000.00	Rs. 39,000.00
2.	2	Rs. 39,000.00	Rs. 13,650.00	Rs. 25,350.00
3.	3	Rs. 25,350.00	Rs. 8,873.00	Rs. 16,477.00
4.	4	Rs. 16,477.00	Rs. 5,767.00	Rs. 10,710.00
5.	5	Rs. 10,710.00	Rs. 3,749.00	Rs. 6,961.00



REMARKS & NOTES

Lined area for remarks and notes.

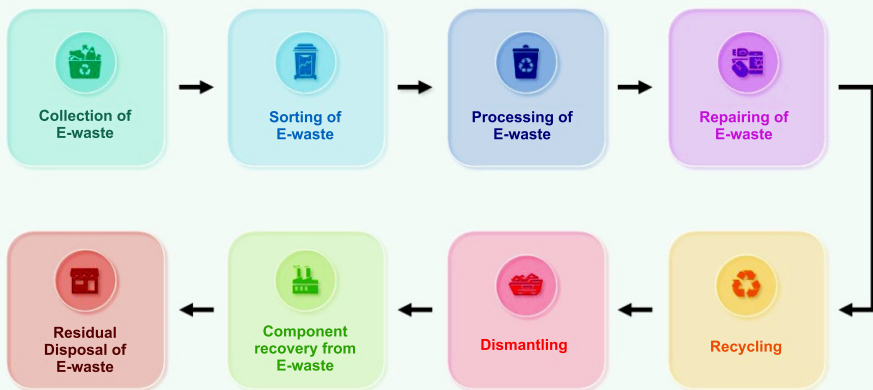




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NAVSARI AGRICULTURAL UNIVERSITY

E-Waste Management





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