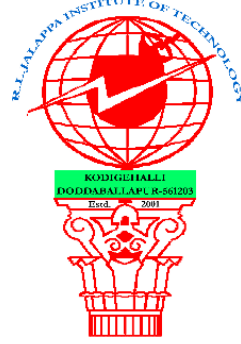


IT POLICY FOR E-WASTE DISPOSAL



(IT Policy for E-Waste Disposal- 2023)

(Revised Version of IT Policy for E-Waste Disposal -2018)

Ref. No. RLJIT /NAAC/2022-23/Policies/009

Approved by Institute Council Meeting on 30/01/2023

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Recommendations of the Institution Council for the revision of approval IT Policy for E-Waste Disposal.

History of changes in IT Policy for E-Waste Disposal

Sl. No.	Newly Added/Revised	IT Policy for E-Waste Disposal 2018	IT Policy for E-Waste Disposal 2023
1	E-Waste Collection and Storage	Not Available	Available
2	Awareness and Education	Not Available	Available



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Ref. No. RLJIT /NAAC/2022-23/Policies/009

IT Policy for E-Waste Disposal

Purpose:

The purpose of this IT policy is to establish guidelines and procedures for the proper disposal of electronic waste (e-waste) within our Engineering College. E-waste includes outdated or non-functional electronic equipment, such as computers, laptops, printers, and other electronic devices.

Responsibilities:

- a) IT Department: The IT department shall be responsible for coordinating and implementing the e-waste disposal program. They will ensure compliance with all relevant environmental regulations and standards.
- b) Staff and Faculty: All staff and faculty members are responsible for identifying and reporting e-waste within their respective departments.
- C) Students: Students are encouraged to report any e-waste they come across on campus.

E-Waste Collection and Storage:

- a) Designated Collection Areas: The IT department shall establish designated collection areas on campus where e-waste can be deposited. These areas will be clearly marked and accessible to all members of the college community.
- b) Secure Storage: Collected e-waste will be stored securely by the IT department in a designated storage area to prevent unauthorized access and theft.

E-Waste Disposal:

- a) **Responsible Recycling:** The IT department will ensure that all collected e-waste is disposed of through responsible recycling methods. They will engage with certified e-waste recycling vendors who adhere to environmentally friendly practices.
- b) **Data Destruction:** Prior to disposal, all electronic devices will undergo a thorough data wiping process to ensure the complete removal of sensitive and confidential information.
- c) We have an MoU with JSA web solutions, Bangalore for the disposal of e- waste from time to time.

Awareness and Education:

- a) **Training Programs:** The IT department will organize regular training programs and awareness campaigns to educate staff, faculty, and students about the importance of proper e-waste disposal and its impact on the environment.
- b) **Information Sharing:** The IT department will provide information and guidelines on e-waste disposal through the college's website and other communication channels.

Compliance and Monitoring:

The IT department will monitor and review the implementation of this policy regularly to ensure compliance. Non-compliance with the policy may result in disciplinary actions.

By adhering to this IT policy for e-waste disposal, our Engineering College aims to contribute to environmental sustainability and promote responsible electronic waste management practices.

Policy Preparation and Verification Team

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