

# **Nabagram Amar Chand Kundu College**

**P.O. - Nabagram District. - Murshidabad PIN- 742184 West Bengal**

## **E-Waste Management Policy**

### **Preface**

The waste management committee of NABAGRAM AMAR CHAND KUNDU COLLEGE is established to minimize the generation of E-waste, prevent and control E-waste, and provide guidelines for E-waste management. The committee functions with the core objectives of perpetuation and uplifting the mission of the institute. The members of the committee carry out functions that are relevant within the scope of the committee by continuously monitoring and enforcing the guidelines drawn by the committee.

The E-waste Management Policy Document touches upon the principles, scope, implementation, and ways and means of upholding the objectives set by the E-waste Management Committee for the institute. To give direction in managing the E-waste in the institute, this policy document will serve as a guide to the committee and its stakeholders. To make this Policy document relevant, it is recommended that this work be reviewed and revised periodically as needed.

### **Policy statement:**

The Institute will adopt the principles of the ‘best practicable environmental option’ in the delivery of its waste management services. The Institute will apply a ‘waste hierarchical approach’, to reduce, reuse, recycle, and recover waste products in preference to the disposal of waste to landfill. The Institute recognizes the importance of meeting these legal requirements and to manage its waste responsibly, reduce the volume of waste sent to land fill and to sensitize reuse and recycling where ever also engaged through local primary collection body (Municipality/Authorized Collection Agent as applicable). The Institute requires all the teaching and non-teaching staff, students, guests and anyone else making use of the premises to comply with this Policy and associated “Institute Environmental Guidance” to ensure compliance with all waste legislations. Any E-waste generated in the campus shall be managed and handled following the compliance criteria and the procedure laid down in E-waste (Management & Handling) Rules under the Environment Protection Act 2016 and E-Waste (Management) Amendment Rules, 2018. There is a legal requirement for all who produce, keep, or dispose of hazardous/radioactive waste/chemical waste of any type to comply with the various regulations under national and international environmental protection legislation.

### **E-waste management team:**

The Committee shall be constituted as follows:

- i. Principal, Chairman
- ii. Mr. Tanmoy Dutta Members, Convener
- iii. Mr. Abhijit Bhattacharyya, IQAC Coordinator
- iv. Mr. Kader Molla, Member
- v. Mr. Supriyo Mondal, Member
- vi. Mr. Nitu Dewan, Member

### **Implementation:**

All surplus electronic devices, including computers and computer peripherals, must be sent to the Chairman, E-waste Management team to determine if the surplus electronic device should be sold, or should be recycled.

- i. The Management team/administrator of the Computer Centre, will be responsible for inventory control of surplus electronic devices and relaying as set numbers to the Central campus Supervisor to remove items from the institute as per the recommendation of the advisory committee.
- ii. The E-waste Management team will pick up e-waste items from the Department based on the recommendation of the department HOD and his team. Items must be categorized for recycling purposes or donation purposes.
- iii. The Management team /administrator of the Computer Centre is responsible for record-keeping and statement of disposal for all e-waste as per the recommendation of advisory committee.
- iv. 3<sup>rd</sup> party Auditing Agency will be engaged to check the level of conformity of the whole process.

### **Responsibilities:**

The principal, administrator of the Computer Centre or E-waste management team will be responsible for adhering to this policy and will ensure that their subordinates adhere to this policy. Any employees of E-waste management team who fail to comply with this policy may be subject to disciplinary action for noncompliance with Institution policies.

### **Review Policy:**

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

*Soumitra Kar*

**Principal**  
Nabagram Amar Chand Kundu College  
Nabagram, Murshidabad