

# e-Waste Management Policy



**Sai Tirupati University**

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0		Issued for Implementation
Rev.	Date	Description
SAI TIRUPATI UNIVERSITY UDAIPUR		e-Waste Management Policy



## 1. Introduction

Sai Tirupati University, Umarda, Udaipur, is committed to promoting sustainable practices in e-waste management. Recognizing the environmental and health hazards associated with improper disposal of electronic waste, the university has formulated this policy to ensure the responsible handling, disposal, and recycling of e-waste in accordance with national regulations and global best practices.

The purpose of this policy is to implement environmentally sound e-waste management measures while fostering awareness and responsibility among all stakeholders, including students, faculty, staff, and visitors.

## 2. Policy Statement

Sai Tirupati University adopts the 4R principles – **Reduce, Reuse, Recycle, and Recover** – for the effective management of e-waste. All university members are expected to comply with this policy to ensure a sustainable and eco-friendly approach to handling electronic waste.

## 3. Policy Objectives

The university's e-waste management objectives are:

- Minimization of e-waste generation through efficient use of electronic resources and procurement of durable equipment.
- Awareness creation among stakeholders regarding the environmental and health impacts of e-waste and best management practices.
- Responsible disposal and recycling of e-waste through authorized channels.
- Compliance with legal requirements and government regulations related to e-waste management.
- Encouragement of reuse and repair practices to extend the life cycle of electronic equipment.
- Development of technical and operational capacity for the proper handling, storage, and disposal of e-waste.

## 4. Scope

This policy applies to all electronic and electrical equipment owned, leased, or operated by Sai Tirupati University, including but not limited to:

- Computers, laptops, and accessories
- Mobile devices and peripherals
- Laboratory and medical equipment
- Audio-visual and multimedia devices
- Electrical appliances used across the campus

## 5. Roles and Responsibilities

**E-Waste Management Committee:** A dedicated committee shall be constituted, comprising representatives from various departments. This committee will oversee policy



implementation, conduct periodic reviews, and ensure compliance with regulatory frameworks.

### **Departments and Units**

- Ensure adherence to e-waste management guidelines within their respective areas.
- Maintain records of electronic equipment, including purchase, usage, and disposal data.
- Coordinate with the E-Waste Management Committee for proper disposal of obsolete equipment.

### **Faculty, Staff and Students**

- Adhere to e-waste disposal guidelines and report malfunctioning or obsolete electronic equipment.
- Participate in training and awareness programs related to e-waste management.

## **6. Action Plan**

### **6.1 Identification and Collection**

- Conduct regular assessments to identify and categorize e-waste generated across departments.
- Establish designated storage areas for e-waste collection and maintain records of accumulation.
- Organize quarterly collection drives to ensure proper storage and transfer of e-waste.

### **6.2 Disposal and Recycling**

- Collaborate with government-authorized e-waste recyclers for safe disposal.
- Explore reuse opportunities for functional but obsolete equipment.
- Ensure hazardous e-waste is treated and disposed of per state pollution control guidelines.

### **6.3 Awareness and Training**

- Conduct periodic workshops and training sessions on e-waste hazards and best management practices.
- Partner with manufacturers, retailers, and recyclers to promote responsible e-waste disposal.

### **6.4 Capacity Building**

- Develop training modules on e-waste handling, maintenance, dismantling, and recycling.
- Encourage the creation of sustainable business models that promote recycling and skill development.

### **6.5 Research and Innovation**

- Support research initiatives to develop innovative and cost-effective e-waste management technologies.
- Promote best practices in e-waste recycling and disposal.



## 7. Monitoring and Reporting

- Conduct annual audits to assess the university's e-waste management practices.
- Submit findings and recommendations to the university administration for necessary improvements.
- Update the policy periodically based on audit results, technological advancements, and regulatory changes.

## 8. Compliance and Enforcement

Non-compliance with this policy will be subject to disciplinary action as per university regulations. The E-Waste Management Committee will ensure strict enforcement of the policy and address violations accordingly.

## 9. Policy Review

This policy shall be reviewed biennially to ensure its effectiveness, relevance, and alignment with evolving legal requirements and best practices.

Approved by:



President  
Sai Tirupati University, Undara Udaipur

