

Yashoda Shikshan Prasark Mandal

Yashoda Technical Campus, Satara

An Autonomous Institute



E- Waste Management Policy



Preamble

Yashoda Technical Campus (YTC), Satara, should have policies in place to ensure equality in conducting all activities fairly and equally. It is good practice for every organization to have a written statement on equality. This could be an equality scheme, policy or strategy, procedure, or rules and regulations. The organization should aim to develop a diverse workforce that draws on the skills and experience of a wide range of communities. A diverse workforce can be a key way of expressing the diversity of the organization and engaging effectively with different groups. An important way of demonstrating this commitment is to develop a diverse team of staff, including teaching, supporting, and non-teaching staff, through the preparation and implementation of an equal opportunities policy. This could cover the approach to recruitment, promotion, and training, as well as methods of ensuring equality of opportunity for different equality groups. The organization ensures that all staff, including teaching, supporting, and non-teaching staff, are able to work for the organization in a pleasant, safe, and respectful environment without experiencing harassment or discrimination. Having a policy on harassment and discrimination helps to clearly set out what is expected from staff and establishes clear procedures to be followed if any problems or concerns are experienced.

About Yashoda Technical Campus

Yashoda Technical Campus, Satara is an engineering institution that uses a wide range of electrical and electronic equipment in classrooms, laboratories, offices, libraries, research centers and administrative departments. The campus also includes workshops, hostels and campus IT infrastructure. As technology advances and equipment is periodically replaced, the institution recognizes the need for a structured approach to managing obsolete and end-of-life electronic equipment.

This policy provides an institution-wide framework for responsible use, maintenance, reuse, refurbishment, collection, storage, documentation and final disposal of electronic equipment. It is intended to support environmental responsibility while encouraging students, faculty and staff to adopt sustainable practices.

1. Policy Statement

Yashoda Technical Campus shall implement a systematic e-waste management programmes based on the principles of **Reduce, Reuse, Repair, Refurbish, Recover and Recycle (6Rs)**. The institution shall ensure that all electronic waste generated on campus is collected, stored, documented and disposed of only through authorized recyclers while encouraging sustainable practices among students, faculty and staff.

2. Objectives

The objectives of this policy convert the institutional commitment into practical goals. They address prevention of avoidable e-waste, extension of equipment life, responsible procurement, safe disposal, awareness and integration of sustainability into academic and institutional activities.

The objectives of this policy are to:

- Reduce the generation of electronic waste.

YTC shall give priority to preventing avoidable e-waste at the source by using electronic equipment carefully and purchasing equipment according to actual institutional requirements. Reducing unnecessary replacement and duplication will help conserve resources and lower the quantity of waste generated on campus.

- Maximize the useful life of electronic equipment.



Electronic equipment should be kept in service for as long as it remains technically suitable and safe. Regular maintenance, appropriate upgrades and responsible use can extend equipment life and reduce premature disposal.

- Encourage repair and refurbishment before replacement.

Equipment that develops a fault should be assessed for repair or refurbishment before it is declared obsolete. This approach can preserve useful assets and reduce the need to purchase replacement equipment unnecessarily.

- Promote responsible procurement of electronic equipment.

Procurement decisions should consider institutional need, durability, energy efficiency, repairability and upgradeability. Such considerations help YTC avoid unnecessary purchases and reduce future e-waste generation.

- Ensure environmentally safe storage and disposal of e-waste.

Obsolete electronic equipment shall be stored in designated, secure and suitable areas until disposal is approved. Final disposal shall be carried out through authorized recyclers so that e-waste is handled responsibly.

- Create awareness among students, faculty and staff.

All members of the campus community should understand their role in responsible e-waste management. Awareness activities, induction programmes and practical campaigns can encourage correct segregation, reuse, reporting and disposal practices.

- Integrate sustainability concepts into teaching, research and extension activities.

E-waste management should be connected with academic learning and institutional activities wherever relevant. Student projects, laboratory demonstrations, workshops and research can provide practical opportunities to understand sustainable engineering.

- Maintain compliance with the E-Waste (Management) Rules, 2022 and applicable environmental regulations.

YTC shall maintain its e-waste management practices in accordance with applicable statutory requirements. Proper records, authorized disposal and periodic review will support institutional compliance.

3. Scope

The scope defines the campus areas and categories of electrical and electronic equipment to which this policy applies. This ensures that e-waste management is addressed consistently across academic, administrative, laboratory, residential and technology-support facilities.

This E-Waste Management Policy applies to all academic, administrative, laboratory, residential and technology-support units of Yashoda Technical Campus, where electrical and electronic equipment is procured, used, maintained, stored, transferred or disposed of. The policy covers Engineering Departments, Polytechnic Department, MBA, BBA, BCA, MCA Department, Pharmacy Department, Architecture Department, Computer Centers, Central Library, Administrative Offices, Examination Section, Workshops, Research Laboratories, Hostels and Campus IT Infrastructure. Each of these units may generate different categories of electronic waste depending on its operational and academic activities; therefore, all concerned units shall follow a common institutional framework for responsible e-waste management.

The Engineering Departments, Polytechnic Department and Research Laboratories use a wide range of laboratory instruments, embedded-system kits, communication equipment, computers, power



supplies and other electronic devices for teaching, experimentation and research. These departments shall ensure proper use, preventive maintenance, repair and refurbishment of equipment wherever feasible. Obsolete or damaged equipment shall be identified, recorded, segregated and transferred through the prescribed institutional procedure rather than being discarded with general waste.

The MBA, BBA, BCA, MCA Department, Computer Centers and Central Library primarily use computers, laptops, printers, scanners, networking equipment and other information-technology resources. These units shall maintain appropriate records of electronic assets and ensure that obsolete equipment is assessed for reuse, upgrading or refurbishment before disposal. Particular attention shall be given to the secure handling of computers and storage devices so that institutional information is protected before equipment is transferred for recycling.

The Pharmacy Department and its laboratories use a wide range of laboratory instruments, pharmaceutical equipment, computers, analytical devices, storage facilities and other equipment for teaching, practical training, experimentation and research activities. The department shall ensure proper use, preventive maintenance, repair and refurbishment of equipment wherever feasible. Obsolete or damaged equipment shall be identified, recorded, segregated and transferred through the prescribed institutional procedure rather than being discarded with general waste.

The Architecture Department and its studios, laboratories and workshops use a wide range of drafting instruments, surveying equipment, computers, design software, model-making tools, printing equipment and other devices for teaching, practical training, design development and research activities. The department shall ensure proper use, preventive maintenance, repair and refurbishment of equipment wherever feasible. Obsolete or damaged equipment shall be identified, recorded, segregated and transferred through the prescribed institutional procedure rather than being discarded with general waste.

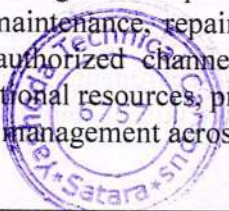
The Administrative Offices and Examination Section use electronic equipment to support day-to-day institutional administration, documentation, communication and examination-related activities. Such equipment shall be used responsibly, maintained regularly and replaced only when necessary. Obsolete computers, printers, scanners and related devices shall be properly identified, documented and processed through the approved e-waste collection and disposal system.

The Workshops contain electronic tools, laboratory instruments, power supplies, components and other equipment used for practical and technical activities. Proper maintenance, safe handling and periodic assessment of these resources shall be undertaken to extend their useful life. Where equipment becomes faulty or obsolete, repair, component recovery or refurbishment shall be considered before final disposal, wherever technically and safely feasible.

The Hostels may also generate e-waste through the use of electronic and electrical equipment. Any damaged, non-functional or obsolete electronic equipment from hostel facilities shall be reported to the concerned authority and transferred to the designated institutional collection system. Such waste shall not be mixed with general municipal waste or disposed of through informal channels.

The Campus IT Infrastructure includes computers, servers, networking equipment, communication devices, storage systems and other electronic assets that support the overall functioning of YTC. These assets require proper inventory management, preventive maintenance and controlled replacement. Before disposal, devices containing institutional or confidential information shall undergo appropriate data-erasure procedures, and the disposal shall be properly documented.

Overall, this policy ensures that every department and institutional unit of YTC follows a consistent approach to e-waste management, covering the complete life cycle of electronic equipment from procurement and responsible use to maintenance, repair, reuse, refurbishment, collection, secure storage and final disposal through authorized channels. The policy is intended to minimize environmental impact, conserve institutional resources, promote sustainable practices and develop a culture of responsible electronic waste management across the entire YTC campus.



Equipment Covered Under the Policy

The policy covers all major electrical and electronic equipment used across Yashoda Technical Campus for academic, administrative, laboratory, research and infrastructure-related activities. This includes desktop computers, laptops, servers, printers and scanners, photocopiers, UPS systems, batteries, projectors, smart boards, networking equipment, oscilloscopes, function generators, power supplies, embedded system kits, FPGA and DSP boards, microcontroller development boards, communication trainers, sensors and electronic modules, electronic laboratory components, mobile devices, cables, laboratory instruments, pharmaceutical equipment, computers, analytical devices, storage facilities, drafting instruments, surveying equipment, computers, design software, model-making tools, printing equipment and adapters. All such equipment shall be properly maintained, periodically assessed and used responsibly to maximize its useful service life. Wherever technically and economically feasible, equipment shall be repaired, upgraded, refurbished, reused or transferred for alternative institutional purposes before being considered for disposal. IT equipment such as computers, laptops, servers and mobile devices shall be subject to appropriate data-security measures, including secure removal of institutional information before disposal. Laboratory instruments such as oscilloscopes, function generators and power supplies shall be maintained and calibrated as required to ensure safe and reliable operation, while embedded-system kits, FPGA/DSP boards, microcontroller boards, communication trainers, sensors and electronic components should be reused for laboratory demonstrations, student projects and research activities whenever feasible. UPS systems and batteries shall receive special attention because batteries require separate and safe handling and shall not be mixed with general waste. Similarly, cables, adapters and other reusable components should be retained and reused where they remain safe and technically compatible. When equipment reaches the end of its useful life and cannot reasonably be repaired, reused or refurbished, it shall be identified, recorded, segregated and stored in the designated e-waste area and finally disposed of through authorized e-waste recyclers in accordance with the institutional procedure and applicable regulations.

Taken together, these principles establish a prevention-first approach in which the institution seeks to avoid unnecessary waste, extend equipment life and ensure responsible final disposal.

4. Guiding Principles

The following principles guide decisions throughout the life cycle of electronic equipment, from procurement and use to repair, reuse, recovery and final disposal. They place prevention and life extension before disposal wherever feasible.

The institution shall adopt the following principles:

The following provisions describe the practical requirements for this part of the policy.

- Prevent unnecessary generation of e-waste.

The institution should first consider whether new equipment or replacement is genuinely necessary. Avoiding unnecessary purchases, premature replacement and duplication can directly reduce e-waste generation.

- Purchase durable and energy-efficient equipment.

Durable equipment can remain useful for a longer period and may therefore reduce replacement frequency. Energy-efficient products can also support more responsible use of institutional resources.

- Extend equipment life through preventive maintenance.

Preventive maintenance helps identify faults before they become major failures and supports reliable operation. Regular servicing can therefore reduce premature replacement and associated e-waste.



- Reuse and refurbish equipment whenever feasible.

Useful equipment should be considered for continued service before disposal. Reuse and refurbishment can conserve resources and provide additional value to the institution.

- Recover usable components from obsolete equipment where safe and appropriate.

Some obsolete equipment may contain components that remain functional and useful. Such components may be recovered, tested and reused when this can be done safely and appropriately.

- Dispose of e-waste only through authorized recyclers.

Authorized recyclers provide the institutional route for final e-waste disposal. Using approved channels helps maintain traceability and supports environmentally responsible handling.

- Maintain complete transparency and documentation.

Records provide evidence of equipment movement, maintenance, condemnation and disposal. Complete documentation also supports audits, accountability and institutional review.

5. E-Waste Management Committee

The committee provides institutional coordination and oversight for implementation of the policy. Its composition brings together leadership, academic, administrative, technical, laboratory, sustainability and student representation.

The Principal shall constitute an E-Waste Management Committee comprising:

The committee shall comprise the following members:

- Principal – Chairperson

The Principal shall provide overall leadership to the E-Waste Management Committee and oversee institutional implementation. As Chairperson, the Principal helps ensure that e-waste management receives appropriate administrative support.

- IQAC Coordinator

The IQAC Coordinator can support monitoring, documentation and quality-oriented review of policy implementation. The role can also help connect e-waste practices with institutional improvement activities.

- Dean/Academic Coordinator

The Dean or Academic Coordinator can facilitate integration of sustainability and e-waste management into academic planning. This role can support coordination among departments and academic activities.

- Heads of Departments

Heads of Departments shall ensure that their departments follow the policy and maintain appropriate equipment records. They also verify obsolete equipment and support recommendations for disposal.

- Estate/Administrative Officer

The Estate or Administrative Officer can support institutional arrangements for storage, movement and administrative control of obsolete equipment. The role helps ensure that physical handling follows approved institutional procedures.

- IT Administrator



The IT Administrator shall maintain electronic asset information and support secure handling of IT equipment. Particular attention is required for secure data wiping before disposal.

- **Laboratory Coordinators**

Laboratory Coordinators support equipment maintenance, identification and reporting at the laboratory level. They help ensure that repairable and obsolete equipment are correctly distinguished.

- **Green Campus/NSS Coordinator**

The Green Campus/NSS Coordinator can support awareness programmes, collection drives and sustainability-oriented activities. This role can help increase participation of students and the wider campus community.

- **Student Representatives**

Student representatives can communicate e-waste management practices among students and support awareness activities. Their participation can also help identify opportunities for reuse and responsible collection.

Monitoring, Implementation and Review

Yashoda Technical Campus, Satara shall ensure effective implementation of the E-Waste Management Policy through coordinated institutional efforts and continuous monitoring. The E-Waste Management Committee shall oversee implementation by ensuring that all departments and responsible personnel follow the approved procedures consistently and by addressing implementation-related issues as they arise. An annual e-waste audit shall be conducted to assess the quantity, type and status of e-waste generated across the campus and to identify gaps and opportunities for improvement. The committee shall also monitor departmental compliance periodically to ensure that prescribed practices related to segregation, storage, documentation, reuse and disposal are being followed consistently. Before any obsolete equipment is removed from institutional control, disposal recommendations shall be reviewed and approved by the committee to ensure proper verification and accountability. YTC shall also organize regular awareness programmes for students, faculty and staff to promote responsible use, segregation, reuse, safe handling and authorized disposal of electronic waste. All relevant institutional records, including e-waste registers, disposal documents, recycler certificates and audit reports, shall be properly maintained to ensure traceability, transparency and effective monitoring. Finally, the policy shall be reviewed annually to evaluate its effectiveness and incorporate necessary changes arising from statutory requirements, technological developments and the changing e-waste management needs of the institution.

6. Roles and Responsibilities

Effective implementation depends on clear responsibilities at different institutional levels. The following provisions define the expected contribution of the Principal, academic departments, laboratory and IT personnel, faculty members and students.

The Principal shall provide overall institutional leadership for effective implementation of the E-Waste Management Policy by formally approving the policy and establishing the administrative framework required for coordinated e-waste management across YTC, Satara. The Principal shall ensure the availability of necessary resources, including appropriate storage facilities, maintenance support, awareness activities and other administrative requirements needed for effective implementation. The Principal shall also review the implementation of the policy annually and consider the recommendations of the E-Waste Management Committee to ensure continual improvement. Heads of Department shall provide departmental-level control by ensuring



compliance with the approved e-waste management procedures and by guiding faculty, laboratory personnel and other concerned staff in responsible equipment use, identification, record keeping and disposal. They shall verify the condition and status of obsolete equipment before recommending it for disposal so that useful, repairable or reusable equipment is not discarded unnecessarily, and shall maintain updated departmental inventories to support equipment tracking, maintenance, reuse and disposal decisions. The Laboratory In-Charge shall be responsible for the operational management of laboratory equipment, including conducting preventive maintenance, maintaining equipment registers and identifying repairable, reusable and obsolete equipment. Laboratory personnel shall distinguish equipment that can be repaired, upgraded or refurbished from equipment that genuinely requires disposal and shall report identified e-waste to the E-Waste Management Committee in a timely manner for appropriate action. The IT Department shall maintain accurate electronic asset records, protect institutional information and coordinate the disposal of obsolete IT equipment. Before disposal, storage devices shall undergo secure data wiping to protect institutional information, and the IT Department shall coordinate equipment movement and disposal while ensuring that technical, data-security and documentation requirements are properly addressed. Faculty Members shall promote responsible use of laboratory and institutional electronic equipment and guide students in safe and careful handling practices to reduce avoidable damage and extend equipment life. Faculty members shall also integrate e-waste management and sustainability concepts into relevant courses, experiments and student projects and encourage the identification and reuse of useful components from obsolete equipment wherever technically and safely feasible. Students shall contribute to effective e-waste management by handling laboratory and institutional equipment responsibly, following prescribed instructions and reporting damaged equipment promptly so that its condition can be assessed for possible repair or reuse. Students shall also actively participate in e-waste awareness programmes, collection drives and other sustainability activities, thereby developing practical understanding and responsible attitudes toward electronic waste management.

7. Procurement Policy

Responsible e-waste management begins with procurement decisions. The following practices are intended to ensure that equipment is purchased according to need and that durability, energy efficiency, repairability and upgradeability are considered.

The institution shall follow a responsible and need-based procurement approach for all electrical and electronic equipment. YTC, Satara shall purchase only the equipment required for approved academic, administrative, laboratory, research and institutional activities, based on properly identified and documented requirements, thereby avoiding unnecessary expenditure and future e-waste generation. Preference shall be given to energy-efficient products that can provide the required performance while supporting responsible consumption of resources throughout their operating life. The institution shall also prefer equipment with a longer service life, as durable products can remain functional for a greater period and consequently reduce the frequency of replacement and the generation of electronic waste. Wherever technically and economically feasible, YTC shall procure repairable and upgradeable systems so that components can be replaced or systems can be improved instead of discarding the complete equipment. Before purchasing new equipment, departments shall also assess whether existing institutional resources can adequately meet the requirement, and unnecessary duplication of equipment shall be avoided through appropriate sharing and utilization of available resources.

8. Maintenance Policy

Regular preventive maintenance can extend the useful life of electronic equipment, improve operational reliability and reduce premature replacement. Therefore, departments shall carry out preventive maintenance at least once every semester for relevant equipment so that developing faults can be identified and addressed at an early stage. Departments shall also maintain proper service and calibration records to document maintenance activities, monitor equipment condition and support future maintenance planning. Wherever technically feasible, systems shall be upgraded through



appropriate replacement or improvement of selected components so that the useful life of the complete equipment can be extended without unnecessary replacement. In addition, departments shall give preference to component-level repair and replacement of faulty parts instead of replacing complete equipment, whenever such repair is technically viable and safe. These maintenance practices will help YTC improve equipment reliability, reduce unnecessary expenditure, extend asset life and minimize the generation of avoidable e-waste.

9. Reuse and Refurbishment Policy

Before any electronic equipment is declared obsolete, the concerned department shall conduct a proper assessment of its condition, functionality and potential for continued institutional use. Wherever feasible, equipment shall be repaired, upgraded or refurbished to extend its useful life rather than being immediately discarded. Equipment that is no longer required by one department but remains functional may be shifted to another department based on institutional requirements. Suitable equipment may also be retained for laboratory demonstrations, student projects and research activities, thereby providing additional educational and practical value. In addition, reusable electronic components such as sensors, ICs, displays, transformers, connectors and power modules may be recovered from obsolete equipment, tested for functionality and reused wherever technically appropriate and safe. This approach will help YTC maximize resource utilization, reduce unnecessary procurement and minimize the quantity of electronic waste requiring final disposal.

10. Collection and Storage

Collection and storage of e-waste shall be carried out in a systematic manner to protect the campus environment, personnel and institutional assets and to ensure that electronic waste is safely managed until final disposal. Each department shall periodically identify obsolete, damaged or non-functional equipment and assess it for repair, reuse, refurbishment or authorized disposal. All identified e-waste shall be segregated from general solid waste so that it can be handled through the appropriate institutional e-waste management process. The collected e-waste shall be kept in a designated, secure and covered storage area until the required verification, approval and disposal procedures are completed. The storage area shall be clearly labelled and protected from moisture, dust and unauthorized access to maintain safe and controlled storage conditions and prevent accidental mixing or damage. Special attention shall be given to batteries and other items requiring separate handling, which shall be stored separately from general e-waste and ordinary waste. These collection and storage practices will help YTC maintain proper segregation, improve traceability and ensure that e-waste is safely transferred to the authorized disposal or recycling process.

11. Disposal Procedure

The e-waste disposal procedure at Yashoda Technical Campus, Satara shall follow a systematic, transparent and well-documented sequence, beginning with the identification of obsolete equipment and ending with its final transfer to an authorized recycler. The concerned department shall first identify obsolete, damaged or non-functional equipment, after which the Laboratory In-Charge or concerned technical personnel shall verify its condition and determine whether it can be repaired, reused, upgraded or refurbished before disposal is recommended. Following verification, the Head of the Department shall review and recommend the equipment for disposal, and the E-Waste Management Committee shall examine and approve the recommendation to ensure proper institutional oversight. Once approval is granted, the relevant inventory and asset records shall be updated to maintain accurate traceability of the equipment. In the case of computers, servers, laptops, mobile devices and other storage-enabled equipment, institutional data shall be securely erased before the equipment is transferred for disposal to protect institutional information and maintain data security. The approved equipment shall then be transferred to the designated central e-waste storage area under controlled conditions until final disposal. Final disposal shall be carried out only through an authorized e-waste recycler or authorized disposal agency in accordance with applicable regulations and institutional procedures. After disposal, recycling certificates, disposal certificates



and other relevant records shall be preserved as evidence of responsible e-waste management and for future audits and institutional review. Through this structured procedure, YTC shall ensure accountability, environmental responsibility, data security and proper asset management while also providing students with an understanding that e-waste management is not only an environmental responsibility but also an engineering opportunity involving repair, reuse, refurbishment, innovation, resource recovery and sustainable technology development.

12. Academic Integration

E-waste management shall be integrated into the academic, practical and research activities of Yashoda Technical Campus, Satara to develop awareness, technical skills and innovative thinking among students and faculty. The institution shall incorporate sustainability concepts into relevant courses so that students understand resource conservation, responsible use of electronic equipment and sustainable engineering practices and can relate theoretical knowledge to real-world environmental challenges. YTC shall encourage student projects related to recycling, IoT, embedded systems and green electronics, enabling students to develop innovative and resource-efficient solutions for e-waste reduction, reuse and management. The institution shall also conduct laboratory demonstrations using refurbished equipment wherever technically and safely feasible, thereby demonstrating the practical value of repair, refurbishment and extension of equipment life. Workshops, seminars and expert lectures on sustainable engineering and e-waste management shall be organized to provide students and faculty with practical knowledge, current practices and expert perspectives. Furthermore, YTC, Satara shall encourage interdisciplinary research on e-waste management and the circular economy by involving engineering, environmental, management and other relevant disciplines to explore innovative approaches for resource recovery, recycling, reuse and sustainable electronic systems. These activities will help transform e-waste management from a disposal-oriented activity into an opportunity for education, innovation, research, skill development and sustainable engineering practices.

13. Awareness and Outreach

To promote a culture of environmental responsibility and sustainable resource utilization, Yashoda Technical Campus, Satara shall organize a range of awareness, education, participation and outreach activities to ensure that responsible e-waste management practices are clearly understood and followed by students, faculty and staff across the campus. As part of these initiatives, the institution shall conduct an E-Waste Awareness Week featuring talks, demonstrations, awareness campaigns and other activities focused on responsible electronic consumption, reuse, segregation and disposal. In addition, guest lectures by subject experts and professionals shall be organized to provide practical knowledge and current perspectives on e-waste management, sustainable engineering and responsible electronic practices. To encourage active student participation, poster and model competitions shall be organized to enable students to communicate e-waste-related issues creatively while developing technical knowledge and environmental awareness.

Similarly, YTC, Satara shall organize recycling campaigns to encourage the campus community to identify and submit eligible e-waste through the proper collection mechanism and to understand the importance of segregation and authorized recycling. Furthermore, World Environment Day programmes shall be utilized to highlight the environmental significance of responsible e-waste management and connect campus initiatives with wider environmental concerns. In line with the institution's Green Campus initiatives, Green Campus activities shall integrate e-waste management with other institutional sustainability initiatives and promote a culture of responsible resource utilization throughout the campus. Finally, student induction sessions on responsible e-waste management shall be conducted for newly admitted students to introduce them to appropriate practices related to electronic equipment handling, damage reporting, segregation, reuse and disposal from the beginning of their academic journey.



14. Documentation

Complete documentation is essential for asset control, accountability, auditing and traceability. The following records support monitoring of equipment, maintenance, condemnation, recycling and disposal.

The following records shall be maintained:

The following provisions describe the practical requirements for this part of the policy.

- Asset Register

The Asset Register provides a record of institutional electronic equipment and supports accountability. It should be maintained so that assets can be tracked from acquisition through use and final disposal.

- Equipment Maintenance Register

The Equipment Maintenance Register records servicing and maintenance activities. It supports preventive maintenance and provides evidence that equipment is being managed responsibly.

- Calibration Records

Calibration records are important for laboratory instruments that require accuracy and periodic verification. Maintaining these records helps departments monitor equipment condition and suitability for use.

- E-Waste Register

The E-Waste Register records equipment identified as e-waste and supports tracking through the disposal process. It helps provide a clear institutional record of e-waste generated and managed.

- Condemnation Register

The Condemnation Register provides a record of equipment formally identified for condemnation or disposal. It supports administrative control over assets leaving regular institutional use.

- Disposal Register

The Disposal Register records final disposal activities and supports traceability. It can be used along with recycler certificates and other records during institutional review.

- Recycler Authorization Documents

Authorization documents provide evidence that the selected recycler is approved for handling the relevant e-waste. Maintaining these documents supports transparency and institutional compliance.

- Recycling Certificates

Recycling certificates provide documentary confirmation of the recycling or disposal process. They should be preserved as part of the institutional e-waste record.

- Annual E-Waste Audit Report

The annual audit report summarizes the institution's review of e-waste management activities. It can identify achievements, gaps and recommendations for improvement.

15. Do's

All stakeholders of Yashoda Technical Campus, Satara including students, faculty, technical staff and administrative personnel shall follow safe, responsible and environmentally



appropriate practices for e-waste management. E-waste shall be segregated from general waste at the point of identification so that it can enter the designated institutional e-waste management process. Departments and users shall promptly report obsolete, damaged or non-functional equipment to the concerned authority for timely assessment and appropriate action such as repair, reuse, refurbishment, storage or disposal. Wherever technically and safely feasible, equipment shall be reused or refurbished before being considered for final disposal, thereby conserving resources and extending its useful life. All identified e-waste shall be stored only in designated and secure areas to ensure safe handling, proper organization and traceability. Before computers, servers, laptops, mobile devices or other storage-enabled equipment are disposed of, institutional data shall be securely erased to protect institutional information. The institution shall maintain complete disposal records, including relevant registers, certificates and supporting documents, to provide evidence of responsible disposal and facilitate periodic audits. Students, faculty and staff shall actively participate in e-waste awareness programmes and collection activities to develop a common understanding of responsible electronic waste practices. Finally, all e-waste requiring final disposal shall be transferred only through authorized recyclers or approved disposal channels, ensuring proper traceability, environmentally responsible handling and compliance with the institutional e-waste management procedure.

16. Don'ts

To ensure safe handling, environmental protection, institutional accountability and proper disposal of electronic waste, all stakeholders of Yashoda Technical Campus, Satara shall strictly avoid practices that may create environmental or safety risks or result in loss of institutional control. Accordingly, e-waste shall not be disposed of with municipal or general solid waste, as electronic waste requires separate collection, storage and authorized disposal through the institutional e-waste management system. Similarly, burning electronic components, circuit boards, cables or other e-waste is strictly prohibited, as such practices are inappropriate for responsible e-waste management. In addition, electronic equipment shall not be dismantled without proper authorization and technical suitability, since uncontrolled dismantling may cause safety risks, equipment damage or loss of reusable components and institutional records.

Moreover, institutional e-waste shall not be sold or transferred to unauthorized scrap dealers, and all obsolete equipment shall remain within the approved institutional disposal process until it is handed over to an authorized recycler. Likewise, e-waste shall not be stored in open, exposed or damp areas, but must be kept in designated, secure and covered storage facilities to ensure safe handling and prevent damage. Special attention shall also be given to batteries; they shall not be disposed of with general waste and must be separately collected, stored and routed through the appropriate disposal process. Finally, institutional electronic equipment shall not be removed, transferred or disposed of without proper approval, as unauthorized removal may result in loss of institutional assets, inadequate record keeping and failure to maintain accountability throughout the equipment life cycle.

17. Monitoring and Key Performance Indicators (KPIs)

The policy shall be monitored using measurable indicators. These KPIs help the institution assess disposal compliance, maintenance, awareness, reuse, student engagement and reduction of avoidable e-waste.

The institution shall monitor:

- 100% disposal of e-waste through authorized recyclers.

The institution should aim to ensure that all e-waste requiring final disposal is routed through **JAY BHAVANI E VEST DEPO, SATARA, JAY BHAVANI, SATARA-415020** authorized recyclers. This KPI provides a clear measure of disposal process compliance.

- Annual e-waste audit completion.



Completion of the annual e-waste audit demonstrates that the institution is periodically reviewing its e-waste management system. Audit results can guide corrective and improvement actions.

- Preventive maintenance of all major laboratory equipment.

The institution should monitor whether major laboratory equipment receives planned preventive maintenance. This KPI supports the objective of extending equipment life and reducing premature replacement.

- Number of awareness programmes conducted.

Tracking the number of awareness programmes provides a simple measure of institutional engagement. The indicator can be reviewed alongside participation and outreach activities.

- Number of sustainability-focused student projects.

Student projects provide evidence that sustainability concepts are being translated into practical academic work. Monitoring this number can encourage continued integration of e-waste themes into engineering education.

- Quantity of equipment repaired and reused.

Tracking repaired and reused equipment demonstrates the extent to which the institution is extending asset life. This indicator supports the policy's emphasis on repair, refurbishment and reuse before disposal.

- Percentage reduction in avoidable e-waste generation.

The institution can compare e-waste generation over time to identify whether avoidable waste is being reduced. This KPI supports a prevention-focused approach rather than concentrating only on disposal.

Annual review provides an opportunity to evaluate implementation experience and keep the policy aligned with changes affecting institutional e-waste management.

18. Policy Review

The E-Waste Management Committee shall review this policy annually and recommend revisions based on statutory changes, technological developments and institutional requirements.

19. Alignment with Sustainable Development Goals (SDGs)

The policy contributes to sustainability-oriented education, responsible resource use, innovation and environmental action. The following SDGs reflect the major areas supported by the policy.

This policy contributes to:

The following provisions describe the practical requirements for this part of the policy.

- SDG 4: Quality Education

The policy supports quality education by integrating sustainability concepts into courses, projects, laboratory demonstrations and awareness activities. Students gain practical understanding of responsible resource management.

- SDG 9: Industry, Innovation and Infrastructure

The policy encourages responsible use of engineering infrastructure and promotes innovation through projects involving recycling, IoT, embedded systems and green electronics. It therefore supports sustainable technological development.

- SDG 11: Sustainable Cities and Communities



Responsible e-waste management contributes to a cleaner and more sustainable institutional environment. Campus practices can also develop awareness of responsible resource management within the wider community.

- **SDG 12: Responsible Consumption and Production**

The policy directly supports responsible consumption through need-based procurement, longer equipment life, repair, reuse, refurbishment and authorized recycling. These practices help reduce avoidable waste.

- **SDG 13: Climate Action**

Reducing unnecessary electronic waste and extending equipment life support broader environmental sustainability efforts. Awareness and responsible resource use can contribute to a more environmentally responsible campus culture.

The SDG alignment reinforces the policy's broader contribution to sustainability-oriented education, responsible consumption, innovation and environmental action.

20. Conclusion

Yashoda Technical Campus, Satara is committed to creating a sustainable academic environment through responsible management of electronic waste. By implementing this policy, the institution aims to conserve resources, reduce environmental impacts, comply with legal requirements, and foster environmental responsibility among all stakeholders. The active participation of students, faculty, staff and administrators will ensure the successful implementation and continual improvement of this policy.

Approval

Prepared by:

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Approved by:

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