



**K.S. RANGASAMY COLLEGE OF TECHNOLOGY**

**(Autonomous)**

Tiruchengode – 637 215, Namakkal, Tamil Nadu.

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## **E-waste management & Guidelines Manual**

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**Version 1.0**

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## IT Infrastructure Policy

### 1. Preamble

This policy outlines the guidelines for the management and disposal of electronic waste (e-waste) at K.S. Rangasamy College of Technology. The goal is to promote environmental responsibility, comply with national e-waste regulations, and encourage sustainable practices within the institution. The need to dispose e-waste in manner that is safe and sound with respect to its staff, students, and Institutional operations

### 2. Scope

This policy applies to all departments, faculty, staff, students, and affiliated offices of K.S. Rangasamy College of Technology involved in the use, handling, or disposal of electronic equipment.

### 3. Objectives

- K.S. Rangasamy College of Technology objective of e-waste management is to reduce, reuse, and recycle.
- Some of the e-waste consists of valuable covering or materials inside which can be reused or recycled.
- Whereas some of the e-waste may contain hazardous chemical materials which should be disposed of carefully without causing harm to nature.
- In this policy the producers are given an important responsibility for the disposal and treatment of the products.

### 4. Roles and Responsibilities

- System department ensures the lifecycle of electronic equipment.
- System department Coordinates with certified e-waste recyclers.
- Faculty, Staff, and Students must dispose of e-waste through designated channels. Avoid improper disposal e.g., general trash bins.

### 5. List of E-Waste in KSRCT Institution

- The following listed items are considered as E-waste that are collected from various sections of the Institutions
- Centralized data processing instruments, Central Processing Units (CPUs), Input and output devices, Desktop.

- DSO, Signal Generator, Trainer Kit, Oscillators, Digital Multimeter, and different indicating instruments.
- Printers, Printer cartridges, Copying Equipment, Xerox & Fax Machines.
- Hubs, Switches, Routers and different networking devices.
- Display sets based on Liquid Crystal Display (LCD) and Light Emitting Diode (LED) technology.

## **6. Reusing the E-Waste**

E-Waste directly fulfils some academic purpose in KSRCT

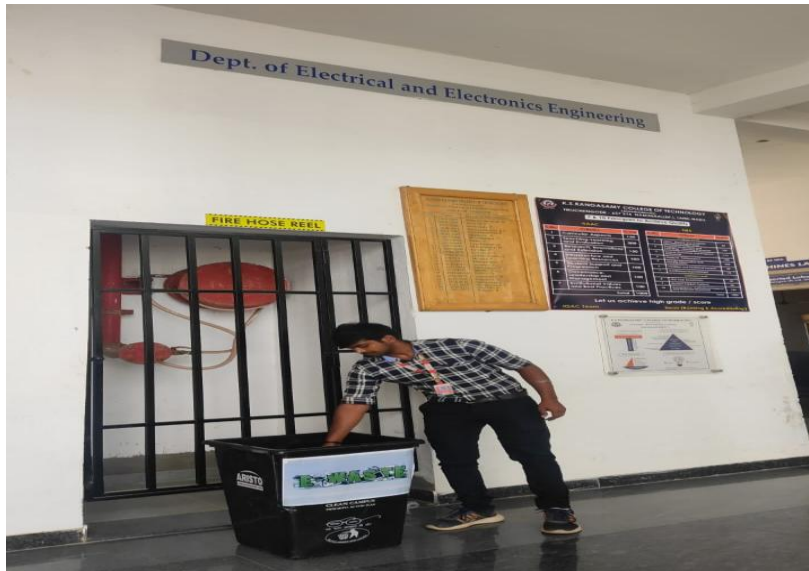
- Few of E-Waste is generally used for familiarization of components, related to hardware used as Laboratory equipment and it is also used by students for their project purpose.

## **7. Disposal policy**

Sound method for disposing of products that are potentially hazardous to the environment. All the stakeholders will embrace the e-waste management and properly dispose of their used computers in the designated areas of e-waste collection room or E-waste bin.

## **8. Action Plan**

- Students advocate for e-waste recycling programs in campus and participate in organizing e-waste collection drives and recycling events. For organizing of these events, a dedicated committee has been allotted in our institution.
- Specifically, the council should roll out a comprehensive campaign on the need to dump the e-wastes in these bins. The campaign can be in the form of posters, the e-waste collection on the particular day
- A separate room allotted for e-waste collecting & stacking purpose.
- A successful recycling program is being conducted with an infrastructure for on-site collection that is free and accessible.
- KSRCT is conducting e-waste awareness program and SDG activity



## 9. Disposal of E-waste

- The disposal of IT hardware equipment such as computers, storage devices, monitors, keyboards, mouse, printers, and scanners shall be done as per the policy of the E-Waste Management of the Institution's.
- This IT asset disposal policy is concerned with managing the secure disposal of equipment owned by the Institution.
- The disposal of such equipment, due to its need for replacement or upgrade because it has become obsolete, surplus or redundant, is an issue because:
  - IT equipment may contain data or information that must be protected
  - The equipment represents an asset value
  - The equipment may be reused or recycled
  - The equipment must be disposed of safely according to the law and in an environmentally sustainable way.

## 10. Violation policy

- The Institution reserves the right to deny to any faculty or student if found to be violating of the policy
- Failure to obey with any of the above terms may result under the appropriate procedures

**11. Review and Monitoring**

Principal and Director/IT&IM are authorized to monitor and review whether the objectives of the plan or policy statement are being met and ensure key issues, outcomes, processes, impacts and implementation are monitored and safeguarded.

**12. Revisions in IT-Policy**

The Institution reserves the right to revise the terms of this IT Policy at any time. Any such revisions will be noted in the revision history of the policy, which are available on the Institution's website and on continuing to use the Institution's IT resources following any update it is considered acceptable on the basis of the revised terms of this Policy.

**13. Consequences of Violations**

Violations of this policy may result in disciplinary action including but not limited to warnings or legal action depending on the severity of the violation.

**14. Review and Updates**

- I. This policy will be reviewed periodically to ensure effectiveness and relevance
- II. Updates or revisions may be made as needed to reflect changes in IT infrastructure

**15. Acknowledgement**

All members of college community are required to acknowledge and adhere to this policy

**16. Disclaimer**

This policy is subject to change and all members of K.S. RANGSAMY COLLEGE OF TECHNOLOGY community are responsible for staying updated with latest version of this policy.