

# **E-Waste Management Policy**



**University of Lucknow**  
**Lucknow**

## **Introduction**

E-waste is a general category for electronic products facing displacement or replacement that are hazardous due to the toxic metals present with their internal materials, coatings and glass. E-waste contains metals and other materials that can be hazardous to human health and the environment if they are not properly managed. University of Lucknow acknowledges the need for proper e-waste handling and disposal.

**E-waste Definition:** Electronic waste or e-waste may include personal computers, monitors, televisions, keyboards, printers, telephones, typewriters, calculators, copiers, fax machines and audio equipment.

## **E-waste Policy Guidelines:**

1. University of Lucknow endeavors to ensure environmental conservation and protection from the effects of e-waste.
2. University of Lucknow recognizes:
  - a. The need to dispose e-waste in manner that is safe and sound with respect to its staff, students, and Institutional operations.
  - b. The need to establish clear guidelines on e-waste management.

The university is having a provision to constitute an e-waste advisory committee to implement above mentioned policy under the chairmanship of Vice Chancellor or Chairman, nominated by Vice Chancellor.

**University may have the following members in advisory committee.**

Chairman: Vice Chancellor/ his Nominee

Members: i) Registrar

ii) Finance officer

iii) System Manager, Computer Centre

iv) Technical Member Related to ICT (Nominated by VC)

## **Technical Help to Schools by LU (THSLU)**

UP Government schools must be chosen by specific team of university as constituted by Registrar, University of Lucknow with approval of Vice Chancellor, to find out schools in specific areas based on certain parameters to donate computers and electronics items.

### **Implementation**

1. All University of Lucknow surplus electronic devices, including computers and computer peripherals, must be sent to the Director, Computer Centre/E-Waste Management team to determine if the surplus electronic device should be donated to local schools as specified by advisory committee, or should be sold through as per policy of University of Lucknow, or should be recycled.
2. The Registrar/Computer Centre, or E-waste management team, University of Lucknow will be responsible for inventory control of surplus electronic devices and relaying asset numbers to the Central Receiving Inventory Supervisor to remove items from university inventory as per recommendation of advisory committee.
3. E-Waste Management team will pick up e-waste items from the Department or section based on recommendation of System Manager and his team. Items must be categorized for recycling purpose or donation purpose as per recommendation of advisory committee.
4. The Registrar/Director, Computer centre or E-waste management team, University of Lucknow is responsible for record keeping and certification of disposal for all e-waste as per recommendation of advisory committee.

## **Responsibilities**

Registrar, University of Lucknow, or Director, Computer Centre or E-Waste management team is 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 university policies.

## **Review Policy**

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