



مولا نا آزاد نیشنل اُردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



Guidelines For Condemnation/Scrapping & Disposal of ICT Products/Equipments

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1. Objective of the Policy:

"The objective of this policy is to design a quick, economic and efficient process of condemnation and the disposal of condemned ICT Products/Equipments available in MANUU Head Quarters and its Off-Campuses".

Keeping in view the average life period of ICT product is considered as 5 years depending upon its intensity of usage, serviceability, technology and other related factors, many ICT Products/Equipment become unusable. In a similar manner, ICT Products/Equipment in the university become either non-repairable or beyond economical repairs or technologically obsolete.

Hence, it is felt that a Policy must be in place to address the process of Condemnation and disposal of condemned ICT Products / Equipment within the University Head Quarters and Off-Campuses.

2. Guidelines for the Condemnation & Disposal of ICT Products/Equipment

2.1 ICT Products/Equipments:

These guidelines will be applicable to all ICT Products/equipments installed in MANUU Head Quarters and Off-campus which include the following items:

- * Servers, Storages and Workstations
- * Networking Equipments (Switches, Routers, UTM Firewalls, Wireless Controllers, Wireless Access points, wireless routers)
- * Surveillance Equipments (Network Video Recorders, CCTV Cameras)
- * Audio/Video Equipments (Projectors, Speakers, Interactive Displays, LED Panels, Smart TV's etc)
- * Desktop Computers
- * Laptop/Note-book/Tablet
- * Dumb Terminals (Zero clients, Monitors)
- * Printers, Scanners and MFP's
- * UPS and Batteries
- * Other IT equipments

Note:

- I. Consumable items related to IT like used printer cartridges, Networking / telecommunication/Computer cables, keyboard and Mouse etc. are not included in the scope of scrapping on account of the fact of its nature as consumable.
- II. ICT items like pen drivers/floppies/external hard disks, memory card which are petty valued and are not capitalized are not qualified for the detailed scrapping procedure.

2.2 Applicable To:

- All Schools/Departments/Centres/Directorates/Cells of MANUU Headquarters
- All CTE's/Polytechnics/Off-campus/ITI's/Regional Centres of MANUU
- All Model Schools of MANUU



2.3 Grounds for condemnation:

The IT equipment can be condemned on following grounds:

- i) Equipment outlived its prescribed life and certified by CIT as unfit for its useful contribution. The prescribed life of various IT equipment is as following
 - a. All Networking Equipments/Servers/Storages/Workstations/PC's/dumb terminals/Audio Video Equipments - 5 years or till the fitness of such device is certified by CIT.
 - b. Laptop's & Note-book/ Surveillance Equipments/MFP's/printers/ scanners - 4 years or till the fitness of such device is certified by CIT.
 - c. UPS excluding battery- 5 years or till the fitness of such device is certified by Engineering Section.
 - d. Battery of UPS- 1 year after warranty period or till the fitness of such device is certified by Engineering Section.
 - e. Software's do not require any physical scrapping. However, old and obsolete software's whose version is declared as end of support by the respective Software Company to be removed from stock/inventory.
- ii) Equipment which have become obsolete technology-wise and can't be upgraded and support from vendor either paid or unpaid does not exist and their use may result in security threat/ unauthorized access to data.
- iii) Beyond economical repair: When repair cost is considered too high (exceeding 50% of residual value of equipment taking depreciation into account), and the age of the equipment. Such cases should be dealt on case to case basis and should have concurrence of finance. In case of IT equipments, a depreciation of 20% per year may be taken for calculation of residual value.
- iv) Equipment that has been damaged due to fire or any other unforeseen reason and has been certified as beyond repair by the authorized service agency and agreed upon by the CIT.

3. Procedure to be followed for condemnation:

- i) Inventory System is to be followed by all the user departments and is advised to utilize existing Inventory software of MANUU for a futuristic ease of condemnation of IT Equipments/other items classified for disposal as per e-waste norms of Government of India.
- ii) Concerned department initiating the purchase has to maintain the physical Asset Register and the same has to be updated in the Inventory Software on timely manner.
- iii) Head of the Department/Section shall ensure that complete backup of data and other applications that are available in the system are taken and preserved by user of the equipment before initiating condemnation.
- iv) Scrapping proposal will be initiated by the user department/section and will prepare "IT equipment condemnation note" as per the pro-forma attached in Annexure-I Part A. If the user department itself initiated the procurement then Buyer need to fill the pro-forma attached in Annexure-I Part B as well.



- v) Condemnation committee will be constituted with the approval of the competent authority. The committee should have at least one member from CIT (for IT equipments) one from Engineering Section (for UPS & Batteries) one from Purchase & Stores section (for Inventory Management, Disposal & Auctioning) and one from Finance & Accounts.
- vi) Committee shall be involved in certifying and disposing of old items. The committee shall scrutinize the IT Equipment condemnation note as in Annexure I Part A&B. After scrutiny, the committee shall certify the items for condemnation based on the guidelines and prepare a list as per Disposal/Scrapping form Annexure I Part C.
- vii) The condemnation report so prepared shall be put up for approval. The condemnation will be done only after approval is obtained from competent authority. It is suggested that such Condemnation Committee will meet twice in a year during the months of May-June and Nov-Dec in order to avoid piling up of unusable IT items/Equipments.

4. Disposal:

- i) Condemned ICT items/equipments shall be disposed strictly following the procedure as laid down in Rule 217 to 220 of GFR and as per the notification regarding disposal of E-Waste issued by Ministry of environment and forests.
- ii) Once the equipment has been condemned it should be removed from office use and kept in the area allocated for scrapped equipment.
- iii) Department will also ensure removal of service and inventory labels from such equipment. AMC, if any, for such equipments/instruments should be stopped with the effective date of scrapping.
- iv) The condemnation committee shall also explore the buyback option for disposing the old systems against purchase of new systems and shall get declaration from the vendors such that condemned items can be disposed as per the E-waste management rules.
- v) Disposal shall be done through auction by inviting the bids from recycler / re-processor of e-waste registered with central or state pollution control board to participate in the auction to dispose of various condemned equipments as per Central pollution Control Board guidelines.



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Annexure - I

Performa for Preparation of Information for condemnation of IT Equipment
(To be filled by user)

Part - A

Name of user:
Designation:
Section:
Room no:

Sl. No.*	Name of the Item	Make & Model	OEM No. of Item	Sl. No. of Item	MANUU Online Inventory Sl.No	Stock Register Entry Details	Reason for condemnation
1							
2							
3							
4							

*Fitness Certificate issued by the CIT needs to be attached

(Signature of Concern user)

(Recommendation of Concerned Head/Dean)

Part - B

(To be filled by Procurement/ Buyer Section)

Sl. No.*	Name of the Item with OEM Sl no.	Date of purchase	Purchase Cost (Incl of all Taxes)	Stock Register Entry Details	MANUU Online Inventory Sl. No
1					
2					
3					
4					

*Fitness Certificate issued by the CIT needs to be attached

(Signature of Procurement/Buyer Section)

(Recommendation of Concerned Head/Dean)

Part - C

(To be filled by Condemnation Committee)

Sl. No.	Name of the Item	Reason for condemnation	Residual Value	Any other Information/Remarks
1				
2				
3				
4				

(Signature of Condemnation Committee)

[Handwritten signatures of committee members]
Members