

NOTIFICATION**E-WASTE DISPOSAL COMMITTEE**

As per the REVA University Statutes relating to the E-Waste Disposal Committee and approved by the relevant authorities of the University. This Committee will come into force from the date of Notification.

Sl. No.	Name	Designation
1.	Dr. Y. Ramalinga Reddy Dean, General Administration Email Id: ramalingareddy@reva.edu.in	Chairperson
2.	Mr. P V Swamy Manager, Dept. of Accounts Email Id: swamypv@reva.edu.in	Member Secretary
3.	Ms. Saraswathi S Chief Librarian, Department of Library Email Id: shailendra.kumar@reva.edu.in	Member
4.	Mr. C. Rajesh Raju Stores Manager, Department of Administration Email Id: rajeshrajuc@reva.edu.in	Member
5.	Mr. Lakshmanan G General Manager, Department of Administration Email Id: lakshmanan.g@reva.edu.in	Member
6.	Mr. Shrikanta Balaganchi Director, IT Operations, Email Id: shrikanta.balaganchi@reva.edu.in	Member

The tenure of the above members of the Committee is for a period of two years (2024 to 2026).


Registrar (I/C)
REVA UNIVERSITY
Yelahanka, Bengaluru-64

To:
All the members of the Committee.

Copies to :

1. Office of the Chancellor
2. Office of the Pro Chancellor
3. Office of the Vice Chancellor
4. Office of the Registrar
5. Office File

E-Waste Disposal Committee Functions, Rules, and Responsibilities

Functions of the E-Waste Disposal Committee:

- Formulate guidelines for the proper disposal and management of electronic waste (e-waste) within REVA University.
- Ensure that e-waste disposal practices adhere to relevant local, national, and international regulations and standards.
- Conduct awareness programs and training sessions to educate the university community about the importance of responsible e-waste disposal.
- Regularly monitor e-waste disposal practices, assess their impact, and prepare reports for university management.
- Establish partnerships with external agencies, recyclers, and government bodies to enhance e-waste disposal capabilities.
- Encourage research initiatives focused on sustainable e-waste management and explore innovative disposal technologies.

Rules and Responsibilities of Committee Members:

- Committee members actively participate in meetings, contribute expertise, and assist in decision-making regarding e-waste disposal strategies.
- A designated member ensures that e-waste disposal practices comply with applicable laws and regulations.
- Responsible for organizing awareness programs and educational campaigns to promote responsible e-waste disposal among students, faculty, and staff.
- Monitors e-waste disposal processes within the university, conducts audits, and prepares compliance reports.
- Facilitates collaboration with external stakeholders, such as recycling companies and government agencies, to strengthen e-waste disposal initiatives.
- Encourages and supports research endeavors related to sustainable e-waste management practices.

3. Specific Rules for E-Waste Disposal:

- **Collection Points:** Designate specific locations across the university for e-waste collection.
- **Segregation:** Implement a system for segregating e-waste by type (e.g., computers, printers, mobile phones) to facilitate proper recycling.
- **Data Security:** Ensure all data-containing devices are securely wiped or destroyed to protect sensitive information before disposal.
- **Recycling Partnerships:** Establish agreements with certified e-waste recyclers to responsibly dispose of collected e-waste.
- **Documentation:** Maintain detailed records of e-waste disposal activities, including quantities disposed, methods used, and recycling outcomes.
- **Annual Review:** Conduct an annual review of e-waste disposal policies and procedures to identify areas for improvement and update accordingly.



. Meeting Frequency and Reporting:

The committee shall convene regular meetings (quarterly) to discuss ongoing E-waste disposal activities, review performance metrics, and address any emerging issues. Minutes of meetings and activity reports should be documented and shared with relevant stakeholders and IQAC.





REVA
UNIVERSITY

Bengaluru, India

E-waste disposal Committee

Date: 20.12.2022

Sl. No	Name	Designation
1.	Col. Shri Kumar Director, General Administration Email Id: colshrikumar@reva.edu.in	Chairperson
2.	Mr. Shailendra System Admin, IT Department Email Id: shailendra.kumar@reva.edu.in	Member
3.	Mr. Rajesh Raju Stores Manager Email Id: rajeshrajuc@reva.edu.in	Member
4.	Mr. S.K. Singh Security Officer Email Id: shivkumarsingh@reva.edu.in	Member Secretary


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