



NOTIFICATION

SCRAP DISPOSAL COMMITTEE

As per the REVA University Statutes relating to the Scrap 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. Ananda K S Manager, Department of Administration Email Id: anandks@reva.edu.in	Member Secretary
3.	Mr. Sai Sundar Pandey Assistant Chief Warden Email Id: saisundar@reva.edu.in	Member
4.	Mr. Jayashankar Raju V Stores Supervisor Email Id: jayashankar@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)
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

Scrap Disposal Committee

Purpose of the Committee:

The Scrap Disposal Committee at REVA University was established to oversee the proper disposal and management of all scrap materials generated within the university premises. The committee aims to ensure environmentally responsible practices while disposing of scrap items and to manage the disposal process efficiently.

Functions and Responsibilities:

- **Identification and Classification of Scrap:** The committee is responsible for identifying and classifying various types of scrap generated across the university, including but not limited to electronic waste (e-waste), metal scraps, paper waste, and obsolete equipment.
- **Establishing Disposal Guidelines:** Develop and implement guidelines for the proper disposal of different categories of scrap. This includes defining procedures for handling hazardous materials and complying with relevant environmental regulations.
- **Vendor Management:** Engage with authorized vendors or recycling agencies for the collection and disposal of scrap materials. The committee should establish relationships with reputable vendors who adhere to ethical and environmental standards.
- **Monitoring Disposal Process:** Regularly monitor the scrap disposal process to ensure compliance with established guidelines. Conduct periodic audits or inspections of disposal activities.
- **Environmental Compliance:** Ensure that all scrap disposal activities align with environmental regulations and sustainability goals set by the university.
- **Budget Management:** Manage the budget allocated for scrap disposal activities efficiently. This includes evaluating cost-effective disposal methods and negotiating favorable terms with vendors.
- **Educational Outreach:** Organize awareness programs and training sessions for university staff and students on proper waste management practices and the importance of recycling.
- **Documentation and Reporting:** Maintain records of scrap disposal activities, including quantities disposed, disposal methods, and associated costs. Prepare regular reports for university management and relevant departments.

Rules and Guidelines:

- **Segregation of Waste:** Encourage segregation of scrap materials at the source to facilitate efficient disposal and recycling.
- **Compliance with Regulations:** Ensure compliance with local, state, and national regulations governing the disposal of different types of waste, especially hazardous materials.
- **Ethical Disposal Practices:** Emphasize ethical disposal practices, avoiding methods such as illegal dumping or unauthorized export of e-waste.
- **Promotion of Sustainability:** Promote sustainable practices such as reuse, repair, and recycling of scrap materials wherever feasible.





Meeting Frequency and Reporting:

The committee shall convene regular meetings (quarterly) to discuss ongoing scrap 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

Scrap 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. Sai Sundar Pandey Assistant Chief Warden Email Id: saisunder@reva.edu.in	Member
3.	Mr. Jayashankar Stores Supervisor jayashankar@reva.edu.in	Member
4.	Mr. Madhavraj Stores Manager madhavaraj.s@reva.edu.in	Member Secretary


Registrar

Registrar
REVA University
Bengaluru - 560 064