

**Scrap / Write-off Policy and Institute Disposal Committee**

*Record-keeping of all the belongings / equipment / machine (books, consumables items / non-consumable items / glass-ware and chemicals etc.) in prescribed stock registers of concerned department / section is mandatory. Stock verification of items pertaining to the department / section (including library, exam cell, central store etc.) is to be taken-care at department / concerned section level at least once in a year. All the stock registers must be completed and duly signed by respective in-charge and HOD. Record-keeping of Copy of bills should also be taken care at concerned department / section level. Apart from the store of department / section concerned, Central Store is also available to keep the record of documents / answer-sheets etc.*

**INSTITUTE DISPOSAL COMMITTEE**

This Scrap / Write-off policy contains the rules regarding scrapping / write-off / disposal of records, equipment and other items. The procedure is :

1. Department / concerned section will provide list of equipment / machines / apparatus for “Non-working / Repair / Maintenance / Calibration / Upgradation / Scrapping / Disposal / Write-off etc.”
2. The Lab Maintenance Team with HOD and one faculty of the concerned department will check and submit its recommendations on prescribed format to Institute Disposal Committee.
3. Institute Disposal Committee will take suitable action and will send its recommendations / approvals to Head-Procurement for its compliance.
4. Institute Disposal Committee may take following course of actions (but not limited to) to dispose-off assets:
  - ❖ By inviting limited tender
  - ❖ By fixing its normal value exclusively for staff members on ‘first come first serve basis’.
  - ❖ By destruction/burial of item(s) in eco-friendly manner
  - ❖ By donation to some other govt., semi-govt., local govt. agencies or to a registered - govt. aided NGOs.
  - ❖ Any other as approved / applicable / concerned

**INSTITUTE DISPOSAL COMMITTEE**

S. No.	Name	Designation		Mobile
1	Dr. Vipin Garg	Professor, Pharmacy	Convener	
2	Mr. Arun Shukla	Asst, Professor, ECE	Co-convener	
3	Dr. Piyush Gupta	COE, MIET	Member	
4	Dr. Shailendra Kumar	HOD, ME	Member	
5	Mr. Rooban Agarwal	Chief Warden	Member	
6	Mr. Chinmay Singh	CFO	Member	
7	Mr. Manish Manglik	-	Member	
8	Mr. Sanjay Vashisth	Registrar (HR)	Member	
9	Dr. Shiv Poojan Singh	Registrar (Students)	Member	
10	Mr. Dharmendra Kumar	System Admin	Member	
11	Mrs. Nidhi Gulati	Librarian	Member	

## TENTATIVE DISPOSAL TIME

Records / Documents to be maintained till	
To be Preserved for a longer duration (say 10 years)	2-5 Years (wrt concerned session)
<ul style="list-style-type: none"> <li>➤ Academic Monitoring Formats</li> <li>➤ Project Files, Seminar / Industrial Training / Industrial Visit / Internship related data</li> <li>➤ Placement related documentation</li> <li>➤ Academic Documentation / Filing at department Level</li> <li>➤ Academic Documentation / Filing at Central Facility Level / Centre of Excellence Level</li> <li>➤ Academic Documentation at various central offices level (IQAC / DSW / Proctor etc.)</li> <li>➤ Documentation of various Committees and Cells</li> <li>➤ Proto-type / Teaching Aid / Product developed / submitted</li> <li>➤ Documentation related to IPR, Funded Projects, Consultancy</li> <li>➤ Personal File of Students and related documents</li> <li>➤ Procurement related documents (including Bills)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Exam Cell Related Record : Exam-time Students Attendance Record, Seating Plan, Exam Schedule</li> <li>➤ Students Performance, Marks Data, Sessional Marks, End Sem Result Data, Result Analysis</li> <li>➤ Evaluated Answer Sheets of Internal and External Exams</li> <li>➤ Attendance Registers and Attendance related documents</li> <li>➤ Evaluated Lab Records and Home-assignments</li> <li>➤ All the Surveys and Feedbacks</li> <li>➤ Question Papers (Internal and End Sem Exams), Audit Forms</li> <li>➤ Course Files</li> <li>➤ Accreditations and Ranking related Documents</li> </ul>

*The documents / records – not mentioned above are to be kept for a longer period (say 10 years). Any documentation / record (including permanent assets) – cannot be write-off / disposed without approval of Institute Disposal Committee (even if mentioned above). In case of any confusion / need of clarification, advice / guidance / decision of Institute Disposal Committee shall be final.*

  
 (Dr. Brijesh Singh)

Director

**Copy for information and necessary action to :**

1. Hon`ble Chairman and Vice Chairman
2. Dean – Academics, Associate Dean-I Year, Dean-SW, Chief Proctor, Chief Warden, COE
3. All the HODs, IQAC, Registrar, ERP, Accounts, Library

**ANNEXURE # 1 # CLASSIFICATION OF ASSETS**

All stores procured shall be classified into following categories:

- (a) Non-consumables / Permanent Assets (PA)
- (b) Consumable Assets / Items (CA)

**Permanent Assets (PA)**

Stores satisfying anyone of the following conditions shall be classified as Permanent Assets :

1. Equipment/ items which are intended to be used over prolonged periods before becoming unusable or obsolete.
2. Equipment/ items costing any amount and having useful life, may lose their value/relevance with the lapse of time or have very little or negligible disposal value.
3. Equipment/ items which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.
4. Office furniture and fixtures

Examples:

1. Servers, Work Stations, Personal Computers (PC) including Laptop, Pocket PC, computer accessories, UPS, software, inkjet/laser printer, Power supplies, CVTs/CRO etc.
2. Networking Devices, Plot Printers, Photocopying Machines, Multimedia Projectors, type writers, accessories and audiovisual systems, fax machines, mobile phone, digital cameras with less than 3.0 GP, projectors etc. Software, Telephone sets including mobile phones, Vacuum cleaners, desktop, palmtop calculators, CCTV cameras etc.
3. Laboratory Equipment, Assembled Instruments, Welding Machine, Workshop heavy equipment (Lathe Machines, Drilling & Milling Machines, Power Saw, Wood Working Machines) Motors, Fabricated Instruments, Gas Cylinders etc. Laboratory Equipment, Small portable electrical hand tools (Hand drill, planners, grinders etc.),
4. All room fixtures (door closers, blinds, boards, wall/ exhaust fan etc.), Wooden and Steel Furniture (chairs, tables, racks, trolleys, cabinet etc.), Steel Almirahs, Brass Ware, Flower Pots, Lamp Stand etc.,
5. Battery chargers, Cryogenic containers, Cyclostyling machines, Fume Hoods, Modems/hubs (Routers) switches, Portable Generators etc.

**Consumable Assets (CA)**

Equipment/ items satisfying anyone of the following conditions shall be classified as Consumable Stores:

1. Equipment/ items which exhaust rapidly with the lapse of time
2. Equipment/ items which are rapidly rendered unusable due to normal wear and tear.
3. Equipment/ items that are intended to be consumed
4. Equipment/ items which have negligible disposal value.
5. Spares of equipment etc. under Permanent Assets category
6. Equipment/ items that are used recurrently *i.e.*, items which get “used up” or discarded.

## Examples:

1. Chargeable and non-chargeable batteries, Chemicals & plastic material
2. Components installed inside the Cabinet of the Personal Computers (motherboard, RAM, ports, Hard Disk, DVD, PCI cards etc.)
3. Electrical items like plugs, tops, switches, fixtures, heater plates etc., Electronic Component like resistors, ICs, LED's, Transistors, Diodes, transformers, soldering iron and solder etc.),
4. Fabrication materials like Metal sheets, rods, wires, Glass and Quartz ware,
5. Hand Tools (screw drivers, pliers, scissors, tools related to gardening and other tools etc.), plant pots.
6. Light sources (bulbs, tubes, laser pointers etc.), Optical components like Lenses, Prism, Gratings, filters, optical fibers, patch cord etc., printer consumables (Ribbon, Cartridges etc.),
7. Stationery items (papers, cutters, staplers, pens, pencils, alpenes, u-clips, sharpeners, dispensers, pen stands, CD covers etc.), tubing (copper, Aluminum, rubber, PVC etc.), umbrellas & raincoats,
8. Workshop cutting tools (Bits, hacksaws, blades, drill bits, oil & coolants, files etc.),
9. Capacitors, CD ROMs, CDs, Conductivity bridge, Connectors, Curtains, Daris /Carpets & other cloth items, Electric wires / UTP Cables /Optical Fibers, Electrodes, Floppies/pen drives, Handheld water sprayer/sprinkler,
10. Heating mantles, Iron meter, Keyboard, mouse and speakers,
11. Lab. Apparels (shoes, lab coats, goggles, aprons, gloves etc.),
12. Magnetic tape, Medicines, Non-electrical balance, pH meters, Plastic buckets. Room Heaters and Blowers, Shakers, Small Measuring components and instruments (current/volt/Ohm meters costing less than Rs. 10,000/), Stirrer, Table covers, Thermostat, Torch, Water bath, Water distillation glass units, Water distillation stills etc.

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