

<b>GATEWAY</b> <b>EDUCATION</b> Delhi-NCR, Sonipat	<b>Office Order</b>  <b>E-Waste Disposal Policy for Gateway Education</b>	DOC: GE/HE/DG OFFICE/2025/201 REV: - DATE: 25 Nov 25 PAGE: 1 of 2
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**Purpose:**

To ensure environmentally responsible disposal of electronic waste (e-waste) in compliance with applicable laws and regulations, particularly the E-Waste (Management) Rules, 2023 and amendments thereof rule 2024 which is affected in 08 March 2024 to replacing rule 2023. These policies can be accessed one the link: - <https://cpcb.nic.in/rules-6/>

**Scope:**

This policy applies to all electronic devices, including computers, laptops, mobile phones, printers and other electronic equipment used within the college.

**Objectives:**

1. Comply with e-waste regulations and guidelines.
2. Reduce e-waste generation through responsible procurement and usage practices.
3. Ensure safe handling, storage and disposal of e-waste through authorized recyclers.

**Guidelines:**

1. Collection and Segregation: We have allocated a separate room (B-325) for e-waste, where we keep damaged IT-related materials. Every three months, we hand them over to the company for disposal.
2. Disposal: GE is an authorized partner with FINETECH RECYCLING PRIVATE LIMITED located at KHATONI NO-335, KHEWAT NO-303, KILLA NO 34 13 28 27 2 3 3, BHATHGAON DOGRAN Sonipat, Haryana, 131001.

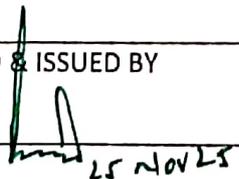
**Implementation:**

**1. E-waste Management Committee:**

- Chairman: Dr. (Col) A Garg, Director General
- Member 1 - Dr. Aakash Gupta (HOD – DCA)
- Member 2 - Mr. Yogesh Khokhar (Head – ITS)
- Member 3 - Mr. Suresh Pannu (Head Stores & Asset Management)

**Responsibilities:**

1. Chairman: Ensure policy implementation and compliance.
2. E-Waste Management Committee: Oversee e-waste management and disposal.

SUBMITTED BY  Yogesh Khokhar Head IT Services Gateway Education	APPROVED & ISSUED BY  25 Nov 25 Dr. (Col) A Garg Director General Gateway Education	
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**Procedure for Disposal:**

1. Head ITS will identify non-functional or obsolete electronic equipment once every quarter of the year, i.e., in March, June, September and December.
2. The attached disposal form 'Appendix A' shall be completed by 30 March, 30 June, 30 September and 31 December and submitted by the Coordinator to the committee for necessary directions.
3. The above-mentioned vendor will provide a certificate to GE confirming that the collected e-waste has been disposed of in accordance with the prescribed government guidelines.
4. Head of Stores & Asset Management will update the inventory records after the e-waste has been disposed of.

**Monitoring and Review:**

Chairman to regularly review and update this policy to ensure compliance with changing regulations and best practices. By implementing this policy, for Gateway Education aims to contribute to environmental sustainability and responsible e-waste management practices as per the rules and regulations set by the authorities.

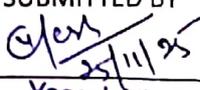
**Note:** This Office Order supersedes Office Orders No. GE/HE/DG OFFICE/2025/184 dated 25 Oct 25.



**Dr. (Col) A Garg**  
**Director General**

**Distribution:** Principal GCAD, Principal GIET, Principal GCP, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head IIC & E, Head Consultancy Cell, Head Admin & EEM Cell, Registrar, Head HR, Estate Officer & Head Maintenance, Head Purchase, Head AS&H, COE, , IQAC Coordinator, Head Stores & Asset Management

**Copy to:** Chairman, Executive Chairman & Executive Directors.

SUBMITTED BY  25/11/25 Yogesh Khokhar Head IT Services Gateway Education	APPROVED & ISSUED BY  25 Nov 25 Director General Gateway Education	
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**E-Waste Disposal Form**

Date:	
Department/Section:	
Description of Items (E-Waste/Condemned):	
Quantity:	
Mode of Disposal (Sale/Auction):	
Authorized Company Name & Contact:	
Remarks:	

**Signature of admin/Hostel Warden**

**Recommendation/ Verification:**

Member 1 (Signature & Date)	
Member 2 (Signature & Date)	
Member 3 (Signature & Date)	

Approved/ Not Approved

**Chairman (Signature & Date)**