

PROCEDURE FOR E-WASTE MANAGEMENT

1. Over a period of time, computer processors may no longer meet the requirements of the latest operating systems in terms of speed, bits, and generation. In such cases, the computers are marked for e-waste disposal.
2. Computers and printers that meet the above criteria are collected from various departments at a central location.
3. A detailed list of items to be disposed of as e-waste is prepared.
4. Approval is obtained to invite quotations from Government Pollution Control Board-registered e-waste dismantlers.
5. Requests for quotations are sent to e-waste dismantlers along with the list of items.
6. After physically examining the items, the vendors submit their quotations.
7. After verification of the documents submitted by the vendors, the items are disposed of through the vendor who has a valid licence for e-waste dismantling.
8. The items are removed from the campus.
9. The above process is repeated every year.



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