



SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

UG Block Vensai Projects, Kompally, Secunderabad, Telangana - 500100.



Cycle-1 NAAC Accreditation 2023

Criteria 4 – Infrastructure and Learning Resources

4.3 IT Infrastructure

4.3.1: Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Submitted to



National Assessment and Accreditation Council

Criterion 4 – Infrastructure and Learning Resources

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection.

IT Policies

(E-wastage, Scrap & Maintenance policies)



S. P. Sampathy's Siva Sivani Group®
S. P. Sampathy's Siva Sivani Educational Society (2906/97)
SIVA SIVANI DEGREE COLLEGE
(Affiliated to Osmania University)



Mrs. S. AARATHY
President & Chief Executive

Dr. SAILESH SAMPATHY
Vice President & Dy. Chief Executive

Prof. M. KAMALAKAR
Executive Vice President

Mrs. P.MAMATHA
Principal

Mrs. DEEPIKA SAMPATHY
Associate Vice President

E-WASTE MANAGEMENT POLICY

Siva Sivani Degree College recognizes the pervasive use of Electrical, Electronics, and Information Technology products by staff and students. Acknowledging that these items often become obsolete after prolonged usage, the institution has established an E-Waste Management Policy to ensure proper re-use and recycling of electronic and IT equipment. The following procedures are implemented to evacuate e-waste responsibly.

Purpose:

The purpose of the E-Waste Management Policy is to dispose of electronic waste in an environmentally friendly manner, minimizing its negative impact on human health and the environment. The policy emphasizes practices such as reducing, reusing, and recycling electronic devices to extend their lifespan and prevent them from ending up in landfills. Overall, the goal is to minimize the environmental and health hazards associated with electronic waste while promoting the sustainable use of electronic devices.

IT E-Waste Minimization Process:

It is the endeavor of every user to maximize the utilization of all IT assets throughout their full productive life. Only non-operational IT assets that cannot be reused for any other alternate purpose should be considered as IT E-waste for disposal. The principal will certify this position following the desired procedures in this regard.

Prepared by: 

Verified by: 



Mamatha
Approved by:
PRINCIPAL
Siva Sivani Degree College
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Procedure for Collection of E-Waste from Departments:

Each department is responsible for identifying electronic equipment that is non-reparable or obsolete and preparing a list of e-waste.

The maintenance team reviews the reparability of identified items and provides a report to the principal for the write-off of listed Electronic Equipment/Machines from the Register.

The list is verified by the Laboratory Manager, who recommends items for write-off.

The principal approves the e-waste list, issues an order to write-off the equipment from the concerned Stock Register, and designates them as e-waste.

E-waste is collected from each department and stored in the designated e-waste repository on the campus.

Procedure for E-Waste Disposal:

Categorize and create a list of e-waste items, distinguishing between parts and full equipment.

Invite quotations from government-approved e-waste collecting agencies.

Discuss terms and conditions with potential agencies and finalize an agreement for e-waste collection and subsequent management.

By adhering to these procedures, Siva Sivani Degree College is committed to responsible e-waste management, contributing to environmental sustainability and the well-being of the community.

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SCRAP DECLARATION AND DISPOSAL POLICY

Objective

Being a developing world-class, pace-setting Siva Sivani Degree College with distinct identity and character, maintaining a conducive infrastructure and learning environment for world class education, SSDC does periodic review and up-gradations to adopt the latest technology. The upgradation and adoption of new technology renders the old infrastructure out of use which have served their life and purpose. Further the old and out of use materials and equipment's are required to be disposed-off to make way and space for new state of the art equipment's and technology as per the need of the time.

The "Scrap Declaration and Disposal" provides the framework for identification, and declaration of the scrap material and subsequent disposal as per laid down procedures. The criteria which form the basis of the identification and declaration as scrap are the following:

1. Expiry of useful life.
2. Obsolete technology.
3. Uneconomical repair cost.
4. Unusable condition.
5. Defects beyond repairs.

The objective of policy also includes disposal of the scrap in an efficient and timely manner. The procedure for disposal of scrap is framed to ensure realization of reasonable salvage value by inviting quotations. The mode to be adopted for disposal is framed keeping in view the nature of scrap, cost of disposing-off and salvage value of the scrap.

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1.Introduction

The movable assets and materials which require to be discarded may be broadly classified as under:

- i) Machinery and equipment's which are unserviceable or beyond economic repairs;
- ii) Machinery and equipment's which have become obsolete and whose retention has become uneconomical.
- iii) Machinery and equipment's which have served their useful life and required to be replaced due to requirement of technological advance machinery and equipment.
- iv) Scrap generated by continuous usage of students on machines.
- v) Scrap including Packing boxes, empty containers and discarded stationery and miscellaneous scrap items and unusable/out of date spares having meagre salvage value.
- vi) E waste.
- vii) it is essential to ensure no possibility of any alternate economic use for the items within.

2.Procedure

The indenting department will initiate for proposal for disposal of the proposed materials as scrap. The proposal shall indicate the following details of the material which are proposed to be declared scarp and disposed off

- (a) Material Description with invoice number and date with main stock register details and quantity.
- (b) The reason for disposal of the scrap declaration.

The reason for disposal of the scrap shall be categorized as below.

CATEGORY A: Machinery, equipment's, and vehicles which are unserviceable or beyond economic repairs.

CATEGORY B: Machinery, equipment's, and vehicles which have become obsolete and whose retention has become uneconomical.

CATEGORY C: Machinery, equipment's, and vehicles which have served their useful life and required to be replaced due to requirement of technologically advanced machinery and equipment.

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CATEGORY D: Scrap including E waste

CATEGORY E: Packing boxes, empty containers and discarded stationery and miscellaneous scrap items and unusable/out of date spares but having meagre salvage Value. Deteriorated wood, packing material and such other material having no worth /meagre salvage value and are recommended for disposal by using methods like destroying/disposing them as debris/garbage.

3.Scrap Declaration and Disposal (SDD) Committee

One committee of a minimum three members comprising of HOD and an expert from Indenting departments and Lab Manager shall be constituted by competent authority for scrutinizing the scrap declaration and disposal proposals. In case the proposal is a combined one, the SDD committee will be constituted from members of all relevant departments. If required, competent authority may include a member from any other department having domain knowledge.

4. Methods of Disposal

- 4.1 All materials approved for disposal should be done with the conference of finance at appropriate level, collecting offers from local scrap dealers, buy back, disposal as garbage etc. may be adopted,
- 4.2 Once the items has/have been proposed for disposal and tenders for their disposal invited, these shall not be withdrawn form disposal list without prior approval of competent authority.
- 4.3 The scraps like newspapers/ old magazines/ broken furniture/ any other Miscellaneous items whose scrap value is less than Rs 5,000/- to be regularly disposed off. This activity has to be done frequently so as to ensure neatness and cleanliness of the premises at all times.
- 4.4 The used lead acid batteries are to be disposed only through depositing with the dealer/manufacture/importer/assembler/registered recycler/re-conditioner of the lead acid batteries or at the designated collection centres of used batteries or buyback scheme.
- 4.5 Items identified with having heritage value are to be transferred to SUBJECT Heritage Museum.

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5. De-capitalisation of scrapped item from the Asset Register

After successful process of scrap disposal as elaborated in above paras, finance department will decapitalise the items from the stock register and do the proper accounting in. In case it is felt that there is substantial item in the lot(s) which were not identifiable in the Asset Register and because of which proper decapitalization figure cannot be ascertained against items which were in the asset register then lots shall be suitably made segregating all such items.

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MEMORANDUM OF UNDERSTANDING

This **Memorandum of Understanding** is made and executed on **16th December 2021** at **Hyderabad.**

BY AND BETWEEN

Siva Sivani Degree College, UG Block, Vensai projects, Kompally, Secunderabad, Telangana 500100, here in referred to as 'SSDC', its assigns, and successors represented by Mrs. P. Mamatha, who is duly authorized to sign and execute the MoU.

Being the First Part

AND

Earthbox Ventures Private Ltd, an authorized agency of ITC, represented by CH. Raju having its principal office situated at Plot No # 52, IDA Nacharam, Hyderabad 500076 and represented by Mr.CH. Raju Managing Director referred as "**Earthbox**"

Being the Second Part

Whereas Siva Sivani Degree College, has agreed to collect and give away the dry recyclable waste including any kind of paper waste and old records generated in its college and form Swachh WOW Hyderabad Chapter.

1. NOW THIS MOU WITNESSETH AS UNDER:

This is an agreement for a synergic alliance between Siva Sivani Degree College and Earthbox for the social cause of recycling of Dry Waste and Environment Protection through recycling.

2. Time period: This MOU shall be for a period of three years commencing from the date of signing of this MOU.

3. Roles and Responsibilities of Siva Sivani Degree College:

- a. To ensure source segregation of dry and wet waste at college premise through its Teaching staff, housekeeping staff and Students.
- b. SSDC will give away any kind of paper waste, dry recyclable waste and old records to Earthbox at price agreed mutually.
- c. SSDC shall form Swachh WOW Hyderabad Chapter in the college with Student Volunteers and adopt nearby Schools or Colonies to promote Source Segregation through student volunteers.
- d. SSDC shall provide students for Internship in WOW Program.
- e. SSDC shall motivate students to bring dry recyclables like paper, plastic, metal etc. from their home and donate to WOW initiative.

- f. SSDC will put-up color-coded bins for waste segregation at different points in college premises.

4. Roles and Responsibilities of Earthbox:

- a. ITC-MARI will train the students and housekeeping staff on source segregation and through them inculcate the habit of source segregation among the other students.
- b. Earthbox will collect dry recyclable waste and old records from college and bring to the Dry Resource Collection Centre (DRCC) without any spillage.
- c. Earthbox will organize sorting of the dry waste into different categories, baling, and appropriate disposal of dry waste.
- d. Earthbox shall coordinate with ITC and undertake necessary measures for dispatch of the sorted recyclables for recycling at its own cost.
- e. Earthbox will make payment to Siva Sivani Degree College directly into their accounts for the dry recyclable waste collected against the accurate weighment and the type or category of the dry waste. The payment shall be made no later than 15 days from the date of purchase of dry waste from the waste collector. Franchisee on the request of Siva Sivani Degree College may give New Notebooks and Stationery against the value of dry recyclable waste lifted.

5. Performance of Obligations

- a. The details laid out in this MOU, notwithstanding the essence and spirit of this MOU is an understanding between Siva Sivani Degree College and Earthbox.
- b. Any notice or other communication under or in connection with this agreement shall be in writing in the English language and shall be delivered personally or sent by way of e-mail to the party due to receive the notice or communication at its address set out in this contract or such other address as either party may specify by notice in writing to other.

ADDRESS FOR COMMUNICATION:

Following is the address to which all notices shall be sent:

For Earthbox:

Earthbox IT Private Limited,
11-3-362/3, Mohammmadguda
Secunderabad,
Hyderabad - 5000061
Phone No. 9515369262

Siva Sivani Degree College,

UG Block, Vensai projects, Kompally,
Secunderabad, Telangana 500100

6. Execution of this Agreement shall be deemed to be

- a) A confirmation by both the parties that no benefit, either in cash or kind has been provided by either party to the other party or to any officer or employee, or any relative/ associate of any officer or employee of either party or of any of their associate institutions/companies to enter into this Agreement, and
- b) An undertaking by both the parties not to provide any benefit, either in cash or kind to any officer/employee/relative/associate of any officer or employee of either party as reward or consideration either for entering this MOU or other matter relating to this Agreement.

7. Other Terms:

Force Majeure: Neither party shall be liable for damages for any delay or failure to perform its obligations here under, if such delay or failure is due to reasons beyond the control of the concerned party including without limitation, strikes, riots, wars, fires, epidemics, quarantine restrictions, unusually severe weather, earth quakes, explosions, acts of God or state or any public enemy or acts mandated by applicable laws, regulation or order, whether valid or invalid, of any Governmental body.

Dispute Resolution: It is understood by both the parties that this Agreement is for a social cause and not to make any profit out of the understanding. The Parties covenant that they will comply with all applicable laws and regulations in their conduct pursuant to this Agreement. Any dispute arising out of this Agreement shall be first attempted to settle amicably between the parties.

Arbitration: Any dispute which is not resolved amicably shall be finally settled by binding arbitration in respect to the matters concerning to the MOU with the Sole Arbitrator to be appointed by the mutual consent of both the parties. The Parties agree that the decision or award resulting from arbitration shall be final and binding upon the Parties.

Pending the submission of and/or decision on a dispute, the Parties shall continue to perform their respective obligations under this Agreement without prejudice to a final adjustment in accordance with such arbitration award

Governing and Jurisdiction:

This Agreement is subjected to the Jurisdiction of Courts at Hyderabad.

The parties shall agree that it will not make use of, disseminate, or in any way disclose any confidential information to any person, firm or business. Furthermore, the existence of any discussions, negotiations or agreements in progress between the parties shall not be released to any form of public media without written approval of both parties.

Amendments

This Agreement and the Schedules together constitute a complete and exclusive understanding of the terms of the Agreement between the Parties on the subject hereof and no amendment or modification hereto shall be valid and effective unless agreed to by all the Parties hereto and evidenced in writing.

NOTICE /Termination

Any notice required to be given hereunder shall be given in writing at the address of each party set forth as below in this agreement or to such other address either party may substitute by written notice to the other. Either party may terminate this Agreement by giving 30 days written notice to the other party.

In witness whereof the parties hereto have signed this agreement on the day, month and year mentioned hereinbefore.

For Siva Sivani Degree College

for Earthbox

Mamatha P

Mrs. P. Mamatha

Siva Sivani Degree College

PRINCIPAL

Siva Sivani Degree College
Kompally, Medchal Taluka, Jirani (Dt)-500100

CH. Raju


CH. Raju



Paper and Other Waste Quotation :

Rs.12/kg for any kind of Paper waste and old records

Rs. 5/kg for Plastic Waste (pet bottles, polythene bags etc.,).

E Waste Quotation :

We would like to pick the dry recyclables from your organization and below is the list of items we that pick:

Sl.no	Description	Price (Rs/piece)
1.	E-waste:	
	CRT Monitors	40.00
	LCD/LED Monitors (working condition)	280.00
	LCD/LED Monitors (Non-working condition)	70.00
	CPU (working condition)	300.00
	CPU (non-working condition)	140.00
	Keyboard	4.00
	Mouse	1.00
	Dot Matrix Printer	70.00
	Laser Jet/ Desktop Printer	150.00
	Core/Dual core Laptop (non-working condition)	450.00
	i Processor Laptop (non-working condition)	600.00
	Core/Dual core Laptop (working condition)	1000.00
	i Processor Laptop (working condition)	1700.00
	UPS	80.00
	Cables (per KG)	15.00
	SMPS	15.00
	Head Phones	5.00

Looking forward for a green collaboration with your esteemed organization in Solid Waste management.



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MAINTENANCE POLICY

POLICY STATEMENT: The maintenance policy of the institute aims to ensure effective maintenance, handling of computers, classrooms, equipment, and laboratories, etc.

OBJECTIVES:

- To utilize buildings and their components that function safely and at top efficiency.
- To minimize the possibility of fires, accidents, safety hazards, and failures of facilities and equipment.
- Continuous use of facilities without disruptions to the educational program.
- Protection of college property through proper planning, scheduling, and preventive maintenance.
- Conservation of energy through the utilization of the latest technology and energy conservation measures.

GENERAL INFRASTRUCTURE:

A Construction and Maintenance office are functioning in the college. The maintenance activities are overseen by a faculty in-charge and assisted by a supervisor and support staff. Heads of Departments can also report the maintenance works in their departments. The HODs are required to seek the advice and consent of the principal for maintenance works. The principal forwards such requests to the Construction and Maintenance office, and complaints regarding infrastructure are recorded in a register maintained in the Construction and Maintenance office by the supervisor. The carpentry unit functioning in the college will execute carpentry maintenance works. Regular monitoring of pH, chlorination, and testing of water sources are done continuously.

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LABORATORIES:

The maintenance and repair of equipment are done by the respective departments with the help of technical staff as well as external agencies if required. All other equipment in the laboratories are maintained regularly. Major problems and repairs will be attended to in consultation with the suppliers following the central purchase procedure.

COMPUTER AND ICT FACILITIES:

The Central Computer Centre is maintained by the system administrator and technicians who shall be responsible for maintaining the firewall, LAN connectivity, campus Wi-Fi, and internet connectivity throughout the institute. If any department is not able to resolve the issue, the problem is referred to technicians appointed in the Central Computer Centre. In case the problem persists, the same is referred to the outside vendor. The Fiber Optic cable is maintained with the support of the vendor. Any upgrades or modifications of the existing Network Model are carried out by inviting quotations from external agencies following the central purchase procedure.

CLASSROOMS:

The faculty advisor of each class periodically checks the condition of classroom amenities like benches, chairs, blackboards, fans, lights, and ICT facilities. The problem is resolved through the Head of the Department following the internal operating procedure.

SPORTS AND GAMES FACILITIES:

The indoor and outdoor stadiums, gymnasium, playgrounds, and all other sporting equipment are regularly supervised and maintained by the Physical Director with the help of supporting staff.


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LIBRARY:

The maintenance of the library is taken care of by the Librarian and supporting staff. Internal periodic audits are done in the library to maintain the wellness of the books. Frequent interactions are made by the librarian with the students and faculty to identify shortfalls and take necessary action to overcome them.

ELECTRICAL SYSTEMS MAINTENANCE:

Periodical monitoring of electrical systems such as solar PV systems and generators is done, and the service/suppliers' providers are approached in case of any major fault. Major electrical equipment is covered under an Annual Maintenance Contract by the suppliers. An adequate number of UPS units are installed in each department to ensure an uninterrupted power supply for all computers.

OTHER FACILITIES:

One faculty member is appointed as the transport in-charge to supervise and maintain all transport facilities of the institution with the help of supporting staff. Adequate manpower is employed to maintain cleanliness in the campus, classrooms, staff rooms, seminar halls, and laboratories, washrooms, and restrooms for a good ambiance. The Green Cover of the campus is well maintained by full-time gardeners as well as contractual laborers. The college has a canteen facility where food is provided to staff and students. The maintenance of the canteen is the responsibility of the canteen manager under the supervision of the staff in-charge.


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