



MAR ATHANASIUS COLLEGE (AUTONOMOUS)
KOTHAMANGALAM, KERALA, INDIA
87th Position in NIRF College Ranking 2023



SCRAP POLICY

MAR ATHANASIUS COLLEGE (AUTONOMOUS) KOTHAMANGALAM

Scrap Policy

The below policy is designed for reference in the event of any equipment becoming unserviceable or damaged beyond repair. The equipment must be declared unserviceable and disposed as per below procedure.

To dispose/ scrap the equipment, the concerned lab in charge must submit the request letter (after receipt of necessary signatures including that of the Principal) to the Director of Collegiate Education. The letter should clearly mention the reason for scrap of the equipment. While categorizing the proposed scrap, proper thought shall be given to the life served by the equipment/machinery, its usage in any alternate area of work, obsolescence of technology, efficiency improvement and economy of repair and retention.

In order to a scrap any equipment, the below supporting documents must be submitted by the lab/ Department in charge along with the request:

- Cost of the equipment at the time of purchase
- Year of purchase
- Document containing information regarding the OEM (Original Equipment Manufacturer)
- Repair bills. A minimum of three repair bills must be produced for any equipment to be declared scrap.

Upon receipt of the request, the Director of Collegiate Education will nominate a committee of at least three members to verify if the equipment is to be scrapped. The scrap procedure including the financial evaluation will need to be followed as per the Director of Collegiate Education Committee recommendation. In the event the Committee recommends that the equipment is not to be scrapped the reason as to why such action could not be taken must be recorded.

The same procedure shall be followed in the case of equipments purchased using Management fund. The request letter shall address the Secretary of the M. A. College Association.

In the case of disposing the answer scripts of various examinations conducted the following procedures are to be adopted:

- The answer scripts of all end semester external examinations after valuation and result publication should be stored in safe custody for a period of 5 years. After the completion of 5 years the papers shall be sold to paper mills.
- The answer scripts of all internal examinations after valuation and result publication should be kept by the teachers in charge of those subjects for a period of 1 year. After the completion of 1 year the papers shall be sold to Clean Kerala Mission at specified rates.

- Every department should maintain a register regarding the scrap (items like answer scripts, record books, e waste, glass, metal etc)they are handing over to the Waste Management Team.
- All kinds of paper viz cardboards, books, record books, college calendars, college magazines shall be sold to Clean Kerala Mission through a centralized channel led by the Waste/ Scrap Management Team of the College.
- No department and office staff is allowed to sell the scrap of any kind (paper, plastic, metal, glass) on their own.
- The income earned through scrap sale shall be accounted in a separate register. The expenses for proper waste management shall be met from this account.
- The Waste Management Team includes the Principal, Administrative Dean, Administrative Assistant, IQAC Co-Ordinator, NSS Programme Officer, Nature Club Co-Ordinator, Waste Management Co-Ordinator, two representatives from the housekeeping staff.