



Ref No: MIET/ADM/2020-21/815/A

Dated: 24/06/2021

Scrap/Write-off Policy and Institute Disposal Committee

Record-keeping of all the belongings / equipment / machine (books, consumables items / non-consumable items / glassware 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.

A. INSTITUTE DISPOSAL POLICY

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

1. scrapping / write-off/ disposal of records of Exam cell
2. scrapping / write-off/ disposal of records of HR Department
3. scrapping / write-off/ disposal of e-waste
4. scrapping / write-off/ disposal of records of academics, administration , security related and scholarship
5. scrapping / write-off/ disposal of records of Departments / Programs

The procedure crapping / write-off/ disposal of records, equipment and other items 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



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B. INSTITUTE DISPOSAL COMMITTEE

S.No.	Name	Designation	Particular
1	Mr Sanjay Vashisth	Registrar (HR)	Convener
2	Dr Shiv Poojan Singh	Registrar (Students)	Co-convener
3	Dr Piyush Gupta	COE, MIET	Member
4	Dr Vipin Garg	Professor, Pharmacy	Member
5	Mr. Mukesh Rawat	Professor, CSE	Member
6	Mr Rooban Agarwal	Chief Warden	Member
7	Mr Chinmay Singh	CFO	Member
8	Mr Manish Manglik	Head- Procurement	Member
9	Mr Dharmendra Kumar	System Administrator	Member
10	Ms Nidhi Gulati	Librarian	Member

C. TENTATIVE DISPOSAL TIME

Records/Documents to be maintained till (To be Preserved for:)		
(Say 10 years)	5 years (wrt concerned session)	2 years (wrt concerned session)
➤ Academic Monitoring Formats ➤ Project Files, Seminar/Industrial Training /Industrial Visit/Internship Related Data ➤ Placement Related Documents ➤ Academic Documentation (Filing at Central Facility Level/ Centre of Excellence Level/IQAC/ DSW/Chief Proctor etc) ➤ Documentation of Various Committees and Cell ➤ Prototype/ Teaching Aid/Product developed & submitted ➤ Documents related to IPR/Funded Projects/Consultancy ➤ Personal File of Students and related Documents ➤ Procurement related Documents (Including Bills) ➤ Personal files of Faculty & staff ➤ Documents related to scholarship(Ref .No. 49/2016/R-910/26-3-2016-4(31)/2015	➤ Exam Cell Related Record: Attendance Records, Seating Plan, Exam Schedule ➤ Student Performance, Evaluated Answer Sheet Marks, Sessional Marks, End Sem Result Analysis. ➤ Surveys and Feedback ➤ Accreditation and Ranking Related Documents	➤ Academic Documentation (at Departmental Level: Attendance Register, Practical Records, Assignments, Quizzes, Course Files etc) ➤ Security Related Documents ➤ Older Version or Obsolete Books



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Any documentation/record (including permanent assets)- cannot be write off/ disposed without approval of Institute Disposal Committee. In case of any confusion/clarification/advice/guidance/decision of above committee shall be final.

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)

A. 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, Workstations, 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, typewriters, 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.

B. 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.



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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 fibres, 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

Note: The above said policy is effective from issuing of this policy (i.e 24th day of June, 2021)

(Dr Mayank Garg)

Director

Copy for information and necessary action to:

1. Hon'ble Chairman & Vice-Chairman
2. Dean Academics, Dean-SW, Assoc Dean Ist Year, Chief Warden, COE
3. HODs, IQAC, Registrar, ERP, Accounts, Library, All other concerned member

(Dr Mayank Garg)



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