



Savitribai Phule Shikshan Prasarak Mandal's  
**SKN SINHGAD COLLEGE OF ENGINEERING**

(Approved by AICTE & Affiliated to PAH Solapur University, Solapur)

A/p- Korti, Tal- Pandharpur, Pin- 413304, Dist.- Solapur.

Phone: 02186-250146, E-mail: principal@sknscoe.ac.in, Website: <https://www.sknscoe.ac.in>

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## **CIRCULAR**

### **About policy for scrapping of the Materials**

As per the decision taken in the Board of Governors meeting dated 07/05/2019, Policy for Scrapping of the Materials of the institute has been approved. Details of the said policy document is attached herewith for reference.

All the concerned should take note of the above and act accordingly



  
**Dr. K. J. Karande**  
**Principal**

Copy to

- 1) Deans
- 2) HODs
- 3) Admin Office



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## **Policy for Scrapping of the Materials**

All the staff members are hereby informed to note the following policy in regard of scrapping of the materials within in the Institute premises:

- 1) The concerned faculty/In-charge/Coordinator will submit a letter to the concerned HOD/Section In-charge, giving the details of the material which needs to be scrapped.
- 2) In this regard, there will be a 3 persons committee at Department /Section level, headed by the concerned HOD/Section In-charge. The said committee will take physical review of the material with respect to the letter(s) and accordingly resolve in the meeting about giving recommendation about scrapping or otherwise.
- 3) According to the resolution of the committee, concerned HOD/Section In-charge will send proposal to the Principal.
- 4) There will be a committee at Institute level, appointed by the Principal, in this regard.
- 5) Proposal (s) received from the HOD/Section In-charge will be forwarded to this Institute level committee for recommendation.

The committee will physically verify the material in every respect, including operating Conditions, and resolve in the meeting about its recommendation.

- 6) The Chairman of the Institute level committee shall communicate the recommendation or otherwise of the committee to the Principal.
- 7) The Principal will put the recommendation of the committee before the Sales/Disposal committee.
- 8) If the decision of the Sales /Disposal committee is about scrapping of the material, further process be followed as follows:

a) If the scrap value is more than Rs.50,000/- (Rupees Fifty Thousand only), advertisement be given in newspaper and in response to the offers received, a comparative be prepared, thereafter negotiation be made, and accordingly order should be given on behalf of or with approval from Sales /Disposal committee.

b) If the scrap value is more than Rs.5,000/- (Rupees Five Thousand only) and less than Rs. 50,000/- (Rupees Fifty Thousand only), then notice be put on notice board and website to get the offers, and after negotiation, order be issued to the party having the highest offer.

c) If the scrap value is up to Rs 5,000 /- (Rupees Five Thousand only), the material can be disposed directly.

d) The Principal will have the full authority in respect of b ) and) c) above.

9) While disposing e-waste material, preference be given to the authorized person in this respect.



Dr. K. J. Karande  
Principal