

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, PUNE

Permanently Affiliated to SPPU | Accredited with “A++” Grade by NAAC
Recipient of ‘Best college’ award by SPPU | Accredited by NBA (Electrical and Mechanical Engineering)



Vision

**To aspire for the Welfare of Society
through excellence in Science and Technology.**

Mission

Our Mission is to

- ❖ **Mould young talent for higher endeavours.**
- ❖ **Meet the challenges of globalization.**
- ❖ **Commit for social progress with values and ethics.**
- ❖ **Orient faculty and students for research and development.**
- ❖ **Emphasize excellence in all disciplines.**

Scrap Disposal Policy



Scrap Disposal Policy

Preamble:

In course of maintenance of huge Inventory for various items like Consumables, Spares, Equipment / P&M etc. at different departments of the Institute, there will be generation of unusable items due to inherent nature of operation and maintenance, loss of shelf life, obsolescence etc.

These unusable / unwanted holding may be categorized as under:

- Scrap: Residual materials after expiry of life / main use or left-over materials as waste in the process of completion of recommended operation cycle due to wear and tear.
- Unserviceable/Damaged Items: Equipment items rendered unserviceable during operation or accidents or severe damaged in transit or in case of obsolete.

Disposal


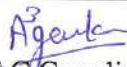

Disposal is an activity of liquidating the unusable / unwanted holdings. It releases valuable storage space and locked up value. It is therefore, necessary to dispose off the unwanted holdings following laid down procedures with due regard to economy and transparency. The unusable/unwanted holdings may consist of the following categories of Scraps:

2.1 Equipment


After completing rated life and eligible working hours, if the Equipment becomes unserviceable/ Beyond Economic Repairs and required to be replaced with new ones for economic operations, such Equipment are to be declared unserviceable and are to be disposed off observing the procedure.

2.2 Second Hand Empties

In the process of receipt, issue and consumption of stores, various types of packing/packing materials are generated as 'empties' like containers, plates, bottles, plastic jars, drums etc. They may be serviceable but surplus to the requirement of the Institute or may be unserviceable. Disposal of the empties shall be done after following the procedure.

 Mechanical Maintenance In-charge Prepared by	 IQAC Coordinator Reviewed by	 Principal Recommended by	 The Executive President Approved by
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2.3 Hazardous Scraps

Hazardous Scraps are wastes with properties that make them dangerous or potentially harmful to human health or the environment. Hazardous wastes can be liquids, solids, contained gases, or sludge. Disposal of Hazardous scraps should be given priority and disposed off keeping in view the guidelines of Government of India/ statutory authorities like Central/State Pollution Control Board (CPCB / SPCB) from time to time.

2.4 Equipment having premature failure and Beyond Economic Repairs

Sometimes premature failure of some Equipment occurs and the cost of their repairs is not economical. As such, in the interest of the Institute, these Equipment are to be declared as unserviceable before replacing the same. These equipments are to be disposed-off after observing the procedure of declaring them as scrap.


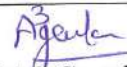

Standard Operating Procedure (SOP)

A committee is formed for the sale of all the scrap material in the Institute.

This committee consists of four members; one from Mechanical, one from electrical, one from accounts and one from workshop.

The process is carried out in presence of the committee in the following manner:

1. Identification of the material to be scrapped from department (respective department representative and HOD for confirmation).
2. Collection of the scrap material at a place for the inspection of vendors.
3. To identify the vendors and arrange the visit of vendors for the inspection of scrap.
4. To call the quotations for each material separately, available in the scrap from minimum three vendors.
5. To prepare the comparative of the scrap items.
6. To arrange the negotiation meeting of the vendors with the committee.
7. To shortlist the vendor offering the best price for each item.
8. To prepare the final comparative for scrap items after negotiation.
9. To submit the comparative and the submitted to the management for approval.

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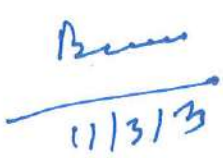
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10. After receiving the approval from management, communicate the same to the selected vendor.
11. To carry out the final sorting and separating of the material by the selected vendor.
12. The measurements / weight of the scrap to be checked in presence of committee and vendor.
13. The bill is to be prepared on the basis of measurements / weight done by committee and vendor.

The collected cash from vendor is to be submitted to accounts department of the college for completing the process.

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