



## IT Assets Scrap / Written-Off Policy

IT equipment are procured as per requirements and recommendations from IT Department to use for faculty / non-teaching / labs. Various types of assets are procured for day-to-day function majorly are

- Desktop
- Laptop
- Printers
- Servers
- UPS
- Tablet
- Data communication equipment ie. Switches, Routers, Wi-Fi, Biometric etc.

Every asset has rated life span and in due course due to deterioration the life comes to end, or performance degrade. Such devices are no longer useful or not usable further. Identification of devices need to scrap periodically.

- Aged devices with end of shelf life (functional / non-functional)
- Obsolete/outdated devices not in-line with current requirement (functional / non-functional)
- Technically damaged devices (non-functional)
- Physically damaged devices (functional / non-functional)
- Unserviceable devices (functional / non-functional)
- End of Support or Service (EOS) device (functional / non-functional)
- Equipment having pre-mature failure or beyond economic repairs (non-functional)

### *Assets Life declaration*

Based on the requirement of usage, respective institute has to decide the life of assets. The IT committee to finalise the usable life of assets after evaluating the usage, requirement, performance, condition, serviceability, economics.

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21/02/2024

## Process of Scrap

### *Request from Lab In-charge to HOD*

Concern lab in-charge has to request to HOD with details of original procurement and issues faced in present condition. HOD to review the request and forward to committee. There is prescribed format to list down the assets for recommendations.

### *Assessment by Institution level IT Committee*

As per request from HOD, the institute level IT Committee have to review the application. Post visit and inspection Committee to recommend the action on prescribed format with comments and signature.

Upgradation : The committee is authorised to suggest the option of upgradation of the assets considering the current life span, working condition and scalability of device in-line with required performance to conduct the lab activities. The upgradation of RAM and replacement of Hard disk with latest technology SSD to increase the performance and life of said assets for next few years.

A Burn-in test is special type of procedure designed to detect the early failures or malfunctions in the device. Post-test based on the report produced Committee to suggest appropriate action for scrap / upgrade. A burn-in test is a type of test where a computer, device or component is run for an extended length of time in order to identify any potential problems.

### *Approval of HOI*

HOI to approve the list of items considered for scrap as per prescribed format and instruct the Institute accordingly. The document is duly signed by HOI for confirmation and record.

### *Transfer / Donation*

The aged, outdated, Unserviceable or EOS but in working condition device to transfer / donate to other institutes or remote schools as per their requirements.

### *Spares recycled*

Few spares from system declared for scrap could be removed and reused to existing system to upgrade the performance or maintain in stock & to be properly documented at inventory end ie. Monitor, ram, power supply etc. Due to upgradation in technology over the period the original spare is not available and/or discontinued by OEM due to EOL (End of Life) of models.

### *Hazardous Scrap.*

Hazardous Scraps are wastes with properties that make them dangerous or potentially harmful to human health or the environment. Hazardous scraps should be disposed off keeping in view

*MS*  
21/02/2024



