

ICT System Condemnation Policy

(Disposal of ICT, Audio Video and Digital Equipment)

- ✚ A Condemnation Committee constituted by the college shall, after examination of the items earmarked for condemnation by the user department, shall recommend those items that may be found fit for condemnation.
- ✚ The Committee shall comprise of members drawn from Computer Centre, concerned user department, Purchase section, Finance Wing, etc
- ✚ After recommendation of the Committee, these items shall be disposed of by the college Purchase Section following the guidelines issued by the Govt. of India from time to time.
- ✚ The items ear marked for disposal shall be kept in a secure area until collected by the authorised agency for disposal.
- ✚ The data/software that may reside in these systems earmarked for condemnation shall be removed by the respective department before disposal. If any leftover information is found, the agency that disposes these items shall provide the college with proof of data erasure or equipment destruction.
- ✚ The central as well the departmental Asset Register shall be updated after each condemnation.
- ✚ Sale of college ICT equipment to individuals is strictly prohibited.

Compliance

- ✚ All users issued college owned devices must comply with this policy. This includes staff, students, third party contractors and agents.
- ✚ Suppliers who manage IT equipment on behalf of the college must also comply with this policy.