REVA
UNIVERSITY

Bengaluru, India

Minutes of the Meeting

Scrap Disposal Committee

Date: 07.06.2017

SCRAP DISPOSAL COMMITTEE

MINUTES OF MEETING

MEMBERS ATTENDED			
S. No.	Name	Designation	Position
1	Colonel Nataraj	General manager -Administration	Chairman
2	Mr. Sai Sunder Pandey	Warden	Member
3	Mr. Jayashankar	Stores Supervisor	Member
4	Mr. Madhavaraj	Stores Manager	Member

As per the direction of Chairperson, Scrap Committee Meeting was held on 06th June 2017 at 04:00PM in the General Manager – Administration Office, REVA University, the meeting was held for suggestion, support and Cooperation. The agenda of the meeting is as under.

❖ Introduction of Members to Scrap Committee, all attendees are the members
❖ Team was requested to source for scrap dealers and get quotations.
❖ After the quotations come, management approval to be taken.
❖ List out scrap in a proper excel sheet of different heads. e.g.: Paper, Books, metal, glass, plastic & electrical.

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REVA UNIVERSITY

Bengaluru, India

Date: 14.06.2018

SCRAP DISPOSAL COMMITTEE

MINUTES OF MEETING

MEMBERS ATTENDED			
S. No.	Name	Designation	Position
1	Colonel Nataraj Kuppasad	Director -Administration	Chairman
2	Mr. Sai Sunder Pandey	Warden	Member
3	Mr. Jayashankar	Stores Supervisor	Member
4	Mr. Madhavraj	Stores Manager	Member

❖ Team was requested to look out for Scrap dealers who could give us good rates with New Quotations.

❖ New quotations to be shared with Ms. Rajani, minimum of 3 quotations to get

❖ List out scrap in a proper excel sheet of different heads. e.g.: Paper, Books, metal, glass, plastic & electrical.

❖ Library team should verify the books which are to be scrapped before disposal.

❖ Paper & Books should be properly weighted and sent to ITC in exchange of white paper.

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Date: 19.04.2019

SCRAP DISPOSAL COMMITTEE

MINUTES OF MEETING

S. No.	Name	Designation	Position
	MEMBERS ATTENDED		
1	Colonel Nataraj Kuppasad	Director -Administration	Chairman
2	Mr. Sai Sunder Pandey	Warden	Member
3	Mr. Jayashankar	Stores Supervisor	Member
4	Mr. Madhavaraj	Stores Manager	Member

As per the direction of Chairperson, Scrap Committee Meeting was held on 19th April 2019 at 02:00PM in the Director – Administration Office, REVA University, the meeting was held for suggestion, support and Cooperation. The agenda of the meeting is as under.

❖ Team was requested to get 3 quotations for all scrap items
❖ Need to submit quotations to purchase department, and after that take approval of management and then dispose them off.
❖ List out scrap in a proper excel sheet of different heads. e.g.: Paper, Books, metal, glass, plastic & electrical.
❖ It has been noticed that the Library team is not checking whether the books which are being scrapped are new or old, Pandey to inform Ms.Saraswati about the same
❖ Housekeeping staff to collect books and papers from student rooms and neatly arrange the same in the designated
❖ Paper & Books should be properly weighted and then sent to ITC in exchange of white paper.
❖ Construction and Maintenance team should verify the metal, glass, plastic & electrical scrap before disposal.
❖ Consult mess team if scrap utensil or machinery is there for disposing.
❖ Weighing of scrap should be done before the Security Supervisor.

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REVA UNIVERSITY
Bengaluru, India

Date: 04.01.2020

SCRAP DISPOSAL COMMITTEE

MINUTES OF MEETING

MEMBERS ATTENDED			
S. No.	Name	Designation	Position
1	Colonel Nataraj Kuppasad	Director -Administration	Chairman
2	Mr. Sai Sunder Pandey	Warden	Member
3	Mr. Jayashankar	Stores Supervisor	Member
4	Mr. Madhavaraj	Stores Manager	Member

As per the direction of Chairperson, Scrap Committee Meeting was held on 04th JAN2022 at 11:00AM in the Director – Administration Office, REVA University, the meeting was held for suggestion, support and Cooperation. The agenda of the meeting is as under.

❖ Team was requested to source reputed recycling agencies for Scrap with New Quotations.
❖ Getting approval of Management for disposing the Scrap.
❖ The disposal of scrap should also include Hostel Scrap of leftover waste in room post vacating hostel.
❖ List out scrap in a proper excel sheet of different heads. e.g.: Paper, Books, metal, glass, plastic & electrical.
❖ Library team should verify the books scrap before disposal.
❖ Paper & Books should be properly weighted and transferred to ITC in exchange of white paper.
❖ Construction and Maintenance team should verify the metal, glass, plastic & electrical scrap before disposal.
❖ Lot of mess utensils and scrap to be disposed to appropriate scarp dealers.
❖ Weighting of scrap should be done before the Security Supervisor.
❖ Proper Gate pass should be taken from the Chairman of the committee after final weighing of scrap and security check.
❖ Planning of funds received from scrap and channelizing the same for proper use.

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Date: 04.11.2022

SCRAP DISPOSAL COMMITTEE

MINUTES OF MEETING

| MEMBERS ATTENDED			
S. No.	Name	Designation	Position
1	Colonel Shri Kumar Nair	Director -Administration	Chairman
2	Mr. Sai Sunder Pandey	Assistant Chief Warden	Member
3	Mr. Jayashankar	Stores Supervisor	Member
4	Mr. Madhavaraj	Stores Manager	Member

As per the direction of Chairperson, Scrap Committee Meeting was held on 04th NOV 2022 at 11:00AM in the Director – Administration Office, REVA University, the meeting was held for suggestion, support and Cooperation. The agenda of the meeting is as under.

- There are many new scrap dealers who pay better price, to be sourced and get minimum of 3 quotations and submit the same to purchase team
- Get approval from Management for disposing the Scrap.
- The disposal of scrap should also include Hostel Scrap of leftover waste in room post vacating hostel.
- List out scrap in a proper excel sheet of different heads. e.g.: Paper, Books, metal, glass, plastic & electrical.
- Library team should verify the books scrap before disposal, and keep in designated area.
- Paper & Books should be properly weighted and transferred to ITC in exchange of white paper.
- Construction and Maintenance team should verify the metal, glass, plastic & electrical scrap before disposal.
- Consult mess team if scrap utensil or machinery is there for disposing.
- Weighing of scrap should be done in presence of the security supervisor.
- Security will not permit to take out scrap without a proper gate pass

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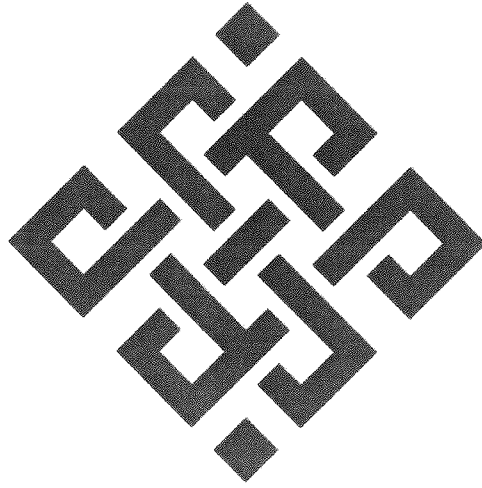
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Minutes of the Meeting

E- waste Committee

Date: 13.06.2017

E-WASTE COMMITTEE

MINUTES OF MEETING

As per the direction of Chairperson, E-Waste Committee Meeting was held on 13th June2017 at 04:00PM in the General Manager – Administration Office, REVA University, the meeting was held for suggestion, support and Cooperation. The agenda of the meeting is as under.

MEMBERS ATTENDED			
S. No.	Name	Designation	Position
1	Colonel Nataraj Kuppasad	General Manager -Administration	Chairman
2	Mr. Shailendra	System Admin, IT Department	Member
3	Mr. Rajesh Raju	Asst. Manager - Department of Administration	Member
4	Capt. S.K. Singh	Security Officer	Member

- At the outset, the chair emphasized the need of recycling all useful and valuable material from e-waste so as to conserve the ever depleting natural resources and impressed upon the participants to take concrete steps towards balanced use of resources. Electrical and electronic waste or E-waste is a term for electronic products that have become unserviceable, defunct and obsolete and have reached the end of their useful life. One major factor causing effects of electrical and electronic waste pollution trend is that companies are endlessly marketing new technologies which render old products as obsolete. Proper recycling and disposal of electrical and electronic waste is not only vital for the environment but is necessary to avert data insecurity. When e-waste is disposed of improperly and without the use of authorized dismantler and recycler there is a severe risk of identity theft and data breaches.

- ❖ Introduction of Members to E-Waste Committee.
- ❖ To bring awareness among the masses regarding the effects of pollution caused by E-Waste on the environment and misuse of data.
- ❖ Team was requested to source reputed recycling agencies for E waste
- ❖ Conduct some competitions to bring in awareness
- ❖ Get some posters printed and put up

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Date: 14.06.2018

E-WASTE COMMITTEE

MINUTES OF MEETING

MEMBERS ATTENDED			
S. No.	Name	Designation	Position
1	Colonel Nataraj Kuppasad	Director -Administration	Chairman
2	Mr. Shailendra	System Admin, IT Department	Member
3	Mr. Rajesh Raju	Asst. Manager - Department of Administration	Member
4	Capt. S.K. Singh	Security Officer	Member

As per the direction of Chairperson, E-Waste Committee Meeting was held on 14th JUNE2018 at 10:00AM in the General Manager – Administration Office, REVA University, the meeting was held for suggestion, support and Cooperation. The agenda of the meeting is as under.

- ❖ Students are vacating rooms, Post vacating, to train housekeeping staff to segregate E-Waste while cleaning the rooms.
- ❖ Conduct Drives is hostels.
- ❖ Get some e-posters designed and post it in WhatsApp group.

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Date: 19.07.2019

E-WASTE COMMITTEE

MINUTES OF MEETING

MEMBERS ATTENDED			
S. No.	Name	Designation	Position
1	Colonel Nataraj Kuppasad	Director -Administration	Chairman
2	Mr. Shailendra	System Admin, IT Department	Member
3	Mr. Rajesh Raju	Asst. Manager - Department of Administration	Member
4	Capt. S.K. Singh	Security Officer	Member

As per the direction of Chairperson, E-Waste Committee Meeting was held on 14th JUNE2019 at 02:00PM in the Director – Administration Office, REVA University, the meeting was held for suggestion, support and Cooperation. The agenda of the meeting is as under.

- ❖ Students are vacating rooms, ensure housekeeping staff are informed about the segregation of e waste while cleaning the room Conduct Drives across the campus.
- ❖ Place E-Waste trays & bins at entrance of buildings & Campus Main Gate.
- ❖ Get some posters printed and put up on all notice boards across the campus.
- ❖ Get some e-posters designed and post it in WhatsApp group.
- ❖ Team was requested to look for multiple reputed vendors.

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Date: 03.12.2020

E-WASTE COMMITTEE

MINUTES OF MEETING

MEMBERS ATTENDED			
S. No.	Name	Designation	Position
1	Colonel Nataraj Kuppasad	Director -Administration	Chairman
2	Mr. Shailendra	System Admin, IT Department	Member
3	Mr. Rajesh Raju	Asst. Manager - Department of Administration	Member
4	Capt. S.K. Singh	Security Officer	Member

As per the direction of Chairperson, E-Waste Committee Meeting was held on 13th Dec 2020 at 11:00AM in the Director – Administration Office, REVA University, the meeting was held for suggestion, support and Cooperation. The agenda of the meeting is as under.

- ❖ Students are vacating rooms, Post Vacating cleaning train housekeeping staff to segregate E-Waste while cleaning the rooms.
- ❖ Conduct Drives is across the campus.
- ❖ Encourage staff/students to drop E-Waste only in designated trays & bins.
- ❖ Place E-Waste trays & bins at entrance of buildings & Campus Main Gate.
- ❖ Get some posters printed and put up on all notice boards across the campus.
- ❖ Get some e-posters designed and post it in WhatsApp group.
- ❖ To bring awareness among the masses regarding the effects of pollution caused by E-Waste on the environment and misuse of data.

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Date: 19.12.2021

E-WASTE COMMITTEE

MINUTES OF MEETING

MEMBERS ATTENDED			
S. No.	Name	Designation	Position
1	Colonel Nataraj Kuppasad	Director -Administration	Chairman
2	Mr. Shailendra	System Admin, IT Department	Member
3	Mr. Rajesh Raju	Asst. Manager - Department of Administration	Member
4	Capt. S.K. Singh	Security Officer	Member

As per the direction of Chairperson, E-Waste Committee Meeting was held on 19th DEC2021 at 03:00PM in the Director – Administration Office, REVA University, the meeting was held for suggestion, support and Cooperation. The agenda of the meeting is as under.

- ❖ Team was requested to source reputed recycling agencies for E waste.
- ❖ Students are vacating rooms, Post Vacating cleaning train housekeeping staff to segregate E-Waste while cleaning the rooms.
- ❖ Conduct Drives across the campus.
- ❖ Encourage staff/students to drop E-Waste only in designated trays & bins.
- ❖ Place E-Waste trays & bins on all entrance of buildings, quarters & Campus Main Gate.
- ❖ Get some posters printed and put up on all notice boards across the campus.
- ❖ Get some e-posters designed and post it in WhatsApp group & ERP.

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