



Jadavpur University  
Kolkata: 700032

Ref. No.: REC/N/220/2021  
Date: 21-Dec-2021

### CIRCULAR

It is notified for information of all concerned that as per the resolution of the meeting of the Waste Management & Toxic Waste Disposal Committee, you are requested to make a category-wise (Hazardous category & Non- Hazardous category) list of waste material of your Department/ School/ Section. At least the following columns need to be included in the Category-wise item list: (1) Category Name; (2) Sl. No.; (3) Item Name; (4) Item Description; (5) Quantity; (6) approximate weight of a single quantity (if its weight is more than 20 Kg) & (7) location there of (building, floor etc.). Such materials need also to be kept separately in the departments or schools for proper lifting. The waste materials may be categorized in the following ways:

**Hazardous items:** Led Acid Batteries; Chemicals glass containers filled with chemicals; Plastic waste with chemicals; Biomedical Waste etc.; e-waste – Electrical & Electronics equipment.

**Non-Hazardous items:** Empty glass waste; Wooden scrap; Papers & cut board; Metals; Plastic scrap etc.

**In this connection it should be noted that the list of Waste materials of each departments or schools have to be approved by the BoS/Academic Committee and signed by the HoD/Director of the respective departments/schools, and signed by the concerned officer of the respective section of the University and the hard copy of approved list should be sent to the office of the undersigned within 06<sup>th</sup> January, 2022.**

The removal of junk & waste materials (duly segregated by the department) will be done either by labour through Estate Section or directly engaged by the HoDs/Directors/In-Charges under the supervision of Estate Section where 7hrs duty is to ensure by all the labours.

You are also requested to email the soft copy (in Ms Word format) of the approved list waste materials (by BOS or Academic Committee) to the **Deputy Registrar (email id: [dyregistrar@jadavpuruniversity.in](mailto:dyregistrar@jadavpuruniversity.in))** within 06<sup>th</sup> January, 2022 for the preparation of the consolidated sale catalogue.

  
21.12.21  
Registrar

**Copy to:** All departments/ Sections/ Schools/ Units/ J.U. Website  
(Including Salt Lake campus)