

Documentary evidence in support of Segregation of waste, E-waste management & Vermi-compost

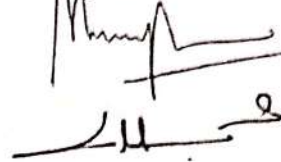
Segregation of Waste

Attendance for the Environmental Sustainability Monitoring Committee
Meeting held Online on 4th March 2021 at 4.30 pm.

Advisory Board

1. Dr. M. Arumugam
Secretary
2. Dr. S. Chamundeswari
Principal
3. Dr. S. Malathi
Associate Professor of Education

Signature



S. Malathi

Faculty Members

4. Dr. T. Sahaya Saila
Assistant Professor of Tamil-Education
5. Mrs. V.R. Santha Kumari
Assistant Professor of Mathematics-Education
6. Mrs. T. Keziah
Assistant Professor of English-Education
7. Mrs. V. Geethanjali
Assistant Professor of Education
8. Dr. D.T. Vedagnanam
Directress of Physical Education

Signature



T. Keziah

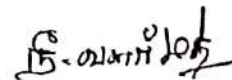
V. Geethanjali

D.T. W

Student Members

9. Ms. A. Divya
II Year B.Ed.
10. Ms. N. Valarmathi
II Year B.Ed.

Signature



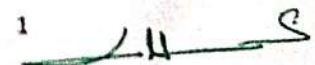
Administrative Staff Members

11. Mr. R. Paneerselvam
Watchman
12. Mr. M. Rajkumar
Office Assistant

Signature



M. Rajkumar



PRINCIPAL
H.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

13. Mr. B. Prabhakar
Office Assistant
14. Ms. G.R. Malliga
Sweeper

B. Prabhakar

G. R. Malliga

Technical Support Members

15. Mr. E. Dhinakaran
Plumber
16. Mr. S. Mahesh
Electrician

Signature

E. Dhinakaran

S. Mahesh

PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

CHENNAI-600 005

(Autonomous)

Minutes of the Environmental Sustainability Monitoring Committee Meeting

Minutes of the Environmental Sustainability Monitoring Committee Meeting held online at 4.30 pm. on 4th March 2021.

Members Present

Advisory Board

1. Dr. M. Arumugam
Secretary
2. Dr. S. Chamundeswari
Principal
3. Dr. S. Malathi
Associate Professor of Education

Faculty Members

4. Dr. T. Sahaya Salla
Assistant Professor of Tamil-Education
5. Mrs. V.R. Santha Kumari
Assistant Professor of Mathematics-Education
6. Mrs. T. Keziah
Assistant Professor of English-Education
7. Mrs. V. Geethanjali
Assistant Professor of Education
8. Dr. D.T. Vedagnanam
Directress of Physical Education

Student Members

9. Ms. A. Divya
II Year B.Ed. Student
10. Ms. N. Valarmathi
II Year B.Ed. Student

Administrative Staff Members

11. Mr. R. Paneerselvam
Watchman
12. Mr. M. Rajkumar
Office Assistant
13. Mr. R. Prabhakar
Office Assistant
14. Ms. G.R. Malliga
Sweeper

Technical Support Members

15. Mr. E. Dhinakaran
Plumber
16. Mr. S. Mahesh
Electrician

The Environmental Sustainability Monitoring Committee met the Advisory Board online on 4th March 2021 at 4.30 pm. to discuss about the maintenance of the College campus during lockdown.

The meeting commenced with invocation and the Principal welcomed all the members of the Environmental Sustainability Monitoring Committee present for the meeting. The newly inducted student members, Ms. A. Divya and Ms. N. Valarmathi were introduced to the Advisory Board.

The members of the Environmental Sustainability Committee reported to the Advisory Board that the Computers at the Language, Computer and Technology Laboratories need to be serviced for maintenance. Members reported that three systems at the Computer Laboratory is not in a working condition and needs to be attended after getting the report from the Computer Technical person. The Advisory Board discussed with the electrical connections and the service requirements and permitted to do the needful after checking for quality and cost by the Purchase and Maintenance Committee.

The members also suggested for maintenance of 125 KVA and Mobile Generators at the Campus. The condition of the generators are being periodically checked by the

members of the Environmental Sustainable Monitoring Committee and electrician explained the well maintained condition of both the generators and that they require only servicing.

Maintenance and repairs of Photocopying Machines was also reported by the members of the Environmental Sustainable Monitoring Committee for minimum consumption of power and efficient functioning of the machines. It was discussed and the Advisory Board suggested strategies for maintenance of Photocopying Machines.

The Members of the Environmental Sustainable Monitoring Committee reported for annual checking of water purity to ensure the quality of all water resources and the drinking water available in the campus. It was asked by the Advisory Board to carry out the water purity check and to obtain the certificate from Chennai Corporation. The AMC to be renewed for the Water Purifier machine was also discussed and the members reported satisfactory service of Chennai Aqua Pure Systems Pvt. Ltd., Chennai and was decided to renew the AMC with them.

Safety measure at the campus and maintenance was discussed in detail and refilling of Fire Extinguishers was reported by the members. It was decided to get quotes from refilling stations and decide on refilling of the Fire Extinguishers.

The waste management strategies at the College campus were discussed and the Advisory Board appreciated the support staff in-charge of cleaning and maintenance of campus for their committed work. The Committee discussed about the additional bins to be placed for segregation of waste and ensured optimum use of vermin-compost pits for converting the bio-degradable waste to quality manure used for plants in the campus. Principal informed the philanthropic contribution of Mrs. V. Shylashree, Headmistress of our Model School, N.K.T. National Girls Higher Secondary School for her support to construct additional vermi-compost pits. The Committee placed on record their appreciation to the Model School Headmistress and also the Principal and Faculty members for mobilizing funds to maintain the campus.

The Advisory Committee discussed about proper storage and disposal of e-waste adhering to the Institutional Policy Guidelines for Condemnation of Electrical and Electronic Equipments and Furniture.

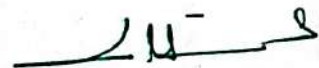
The student representatives discussed about the various celebrations and club activities and other online outreach programmes all scheduled for the benefit of students and community for creating awareness about maintaining a healthy environment. The Advisory Board appreciated the NKT Student involvement and suggested to be closely associated with Alumni of the College for suggestions and support.

All purchase and maintenance requirements for the environmental sustainability will be met after the scrutiny for quality and cost by the Purchase and Maintenance Committee and approval of the College Secretary.

The meeting came to an end with a note of thanks.



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF
EDUCATION FOR WOMEN
(AUTONOMOUS),
TRIPLICANE, CHENNAI-600 005



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPLICANE, CHENNAI-600 005.

Attendance for the Environmental Sustainability Monitoring Committee
Meeting held on 3rd September, 2019 at 4.30 pm.

Advisory Board

1. Dr. M. Arumugam
Secretary
2. Dr. S. Chamundeswari
Principal
3. Dr. S. Malathi
Associate Professor of Education

Signature

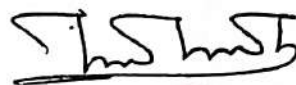


S. Malathi

Faculty Members

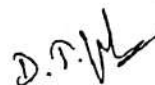
4. Dr. T. Sahaya Saila
Assistant Professor of Tamil-Education
5. Mrs. V.R. Santha Kumari
Assistant Professor of Mathematics-Education
6. Mrs. T. Keziah
Assistant Professor of English-Education
7. Mrs. V. Geethanjali
Assistant Professor of Education
8. Dr. D.T. Vedagnanam
Directress of Physical Education

Signature



T. Keziah

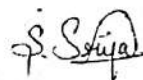
V. Geethanjali



Student Members

9. Ms. S. Srija
B.Ed. Student Representative
10. Ms. M. Gokila Priya
B.Ed. Student Representative

Signature



Administrative Staff Members

11. Mr. R. Paneerselvam
Watchman
12. Mr. M. Rajkumar
Office Assistant

Signature



PRINCIPAL

N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

13. Mr. B. Prabhakar
Office Assistant
14. Ms. G.R. Malliga
Sweeper

B. Prabhakar

G. R. Malliga

Technical Support Members

Signature

15. Mr. E. Dhinakaran
Plumber
16. Mr. S. Mahesh
Electrician

E. Dhinakaran

S. Mahesh

Principal

PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

CHENNAI-600 005

(Autonomous)

Minutes of the Environmental Sustainability Monitoring Committee Meeting

Minutes of the Environmental Sustainability Monitoring Committee Meeting held at 4.30 pm. on 3rd September, 2019 in the Principal's Room.

Members Present

Advisory Board

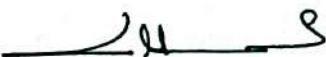
1. Dr. M. Arumugam
Secretary
2. Dr. S. Chamundeswari
Principal
3. Dr. S. Malathi
Associate Professor of Education

Faculty Members

4. Dr. T. Sahaya Salla
Assistant Professor of Tamil-Education
5. Mrs. V.R. Santha Kumari
Assistant Professor of Mathematics-Education
6. Mrs. T. Keziah
Assistant Professor of English-Education
7. Mrs. V. Geethanjali
Assistant Professor of Education
8. Dr. D.T. Vedagnanam
Directress of Physical Education

Student Members

9. Ms. S. Srija
B.Ed. Student Representative
10. Ms. M. Gokila Priya
B.E. Student Representative



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPLICANE, CHENNAI-600 005.

Administrative Staff Members

11. Mr. R. Paneerselvam
Watchman
12. Mr. M. Rajkumar
Office Assistant
13. Mr. R. Prabhakar
Office Assistant
14. Ms. G.R. Malliga
Sweeper

Technical Support Members

15. Mr. E. Dhinakaran
Plumber
16. Mr. S. Mahesh
Electrician

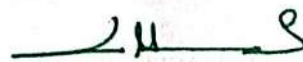
The Environmental Sustainability Monitoring Committee met the Advisory Board online on 3rd September 2019 at 4.30 pm. to discuss about the maintenance of the College campus.

The meeting commenced with invocation and the Principal welcomed all the members of the Environmental Sustainability Monitoring Committee present for the meeting.

Dr. T. Sahaya Saira, Co-ordinator of the Environmental Sustainability Committee reported that there are only two rain water harvesting units in the campus and more number of such units are required for sustainability of the campus. It was discussed with the Technical Support Staff about the feasibility of installing more Rain Water Harvesting Units in the campus. It was also informed that Dr. K. Vijaya, Assistant Professor of Education has approached the Rotary Club of Chennai, IT City to support instituting more number of Rain Water Harvesting in the College Campus.

It was reported that students have initiated to plant more number of trees and plants and have approached philanthropic donors and are also scheduling awareness programmes for students and community people to maintain a healthy environment.

It was informed that the pipelines connecting the taps in the restrooms at the first and second floors of Vijayanthimala Block has to be attended as the flow of water is



very thin and leakages have also been identified at few points. It was discussed and was suggested to be immediately attended to as it is very important to conserve water.

It was reported that the Central Main Stage at the Padma Bhushan Dr. Sarojini Varadappan Hall needs to be attended as it has damages at the central part of the stage and the lights have to be replaced. It was discussed and was suggested to be attended at the earliest after working out on the cost and the lights were suggested to be replaced with LED lights for saving power and better lighting.

It was reported that the photocopying machine at the College Central Library needs to be serviced as papers are getting stuck very frequently and each time the machine has to be restarted leading to increased consumption of power. It was discussed and as the photocopying machine at the Central Library is very important and is being used extensively, it was decided to call for servicing and to meet with the repairs after getting the cost approval from the Purchase and Maintenance Committee.

It was reported that the College has decided to initiate the Centres of Excellence and Outreach for the benefit of the students and all stakeholders in the community. It was recommended that minor repairs have to be attended at the centres with painting and lighting repairs and replacements. It was discussed and required arrangements were suggested and the members recommended for awareness programmes pertaining to environmental sustainability through NKT Centre for Outreach.

It was reported that the grill railings in the steps at the College Block and other buildings needs to be attended as it has become little rusted and at times causes minor damages to people passing by. It was asked to be attended immediately. Welding repair and painting was suggested.

It was reported that the Pedagogy of English Classroom floor tile are damaged with flooring cracks. It was discussed to be very dangerous and was suggested to call for quotations from three different civil contractors and then be finalized in the Purchase and Maintenance Committee. The disposal of such debris was also discussed and agreed upon.

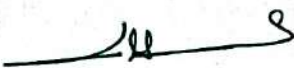
It was reported that some of the restroom doors have to be attended to prevent from further termite damages. It was discussed and a detailed report was asked to be prepared for termite treatment.

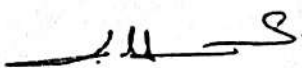
It was informed that more number of bins to segregate waste have been put up in additional places around the campus and the student representatives also ensured that students have been made aware of segregation and importance of maintaining the campus clean and healthy.

It was also informed that students are preparing posters to be fixed near taps in hand wash stations to inform stake holders to be aware of limited availability of natural resources and to conserve them.

All purchase and maintenance requirements for environmental sustainability will be met after the scrutiny for priority, quality and cost by the Purchase and Maintenance Committee and approval of the College Secretary.

The meeting came to an end with a note of thanks.


PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.


PRINCIPAL
N.K.T. NATIONAL COLLEGE O
EDUCATION FOR WOMEN
(AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005-

Attendance for the Environmental Sustainability Monitoring Committee
Meeting held on 4th July, 2019 at 4.30 pm.

Advisory Board

1. **Dr. M. Arumugam**
Secretary
2. **Dr. S. Chamundeswari**
Principal
3. **Dr. S. Malathi**
Associate Professor of Education

Signature

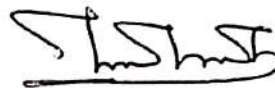


S. Malathi

Faculty Members

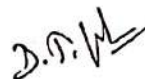
4. **Dr. T. Sahaya Saila**
Assistant Professor of Tamil-Education
5. **Mrs. V.R. Santha Kumari**
Assistant Professor of Mathematics-Education
6. **Mrs. T. Keziah**
Assistant Professor of English-Education
7. **Mrs. V. Geethanjali**
Assistant Professor of Education
8. **Dr. D.T. Vedagnanam**
Directress of Physical Education

Signature



T. Keziah

V. Geethanjali



Student Members

9. **Ms. S. Srija**
B.Ed. Student Representative
10. **Ms. M. Gokila Priya**
B.Ed. Student Representative

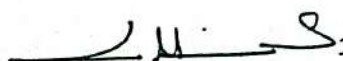
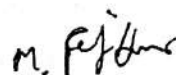
Signature



Administrative Staff Members

11. **Mr. R. Paneerselvam**
Watchman
12. **Mr. M. Rajkumar**
Office Assistant

Signature



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPLICANE, CHENNAI-600 005.

13. Mr. B. Prabhakar
Office Assistant
14. Ms. G.R. Malliga
Sweeper

Technical Support Members

15. Mr. E. Dhinakaran
Plumber
16. Mr. S. Mahesh
Electrician

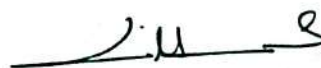
B. Prabhakar

G.R. Malliga

Signature

E. Dhinakaran

S. Mahesh



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

CHENNAI-600 005

(Autonomous)

Minutes of the Environmental Sustainability Monitoring Committee Meeting

Minutes of the Environmental Sustainability Monitoring Committee Meeting held at 4.30 pm. on 4th July, 2019 in the Principal's Room.

Members Present

Advisory Board

1. Dr. M. Arumugam
Secretary
2. Dr. S. Chamundeswari
Principal
3. Dr. S. Malathi
Associate Professor of Education

Faculty Members

4. Dr. T. Sahaya Saila
Assistant Professor of Tamil-Education
5. Mrs. V.R. Santha Kumari
Assistant Professor of Mathematics-Education
6. Mrs. T. Keziah
Assistant Professor of English-Education
7. Mrs. V. Geethanjali
Assistant Professor of Education
8. Dr. D.T. Vedagnanam
Directress of Physical Education

Student Members

9. Ms. S. Srija
B.Ed. Student Representative
10. Ms. M. Gokila Priya
B.E. Student Representative

Administrative Staff Members

11. Mr. R. Paneerselvam
Watchman
12. Mr. M. Rajkumar
Office Assistant
13. Mr. R. Prabhakar
Office Assistant
14. Ms. G.R. Malliga
Sweeper

Technical Support Members

15. Mr. E. Dhinakaran
Plumber
16. Mr. S. Mahesh
Electrician

The Environmental Sustainability Monitoring Committee met the Advisory Board online on 4th July 2019 at 4.30 pm. to discuss about the maintenance of the College campus.

The meeting commenced with invocation and the Principal welcomed all the members of the Environmental Sustainability Monitoring Committee present for the meeting. Dr. T. Sahaya Salla, Co-ordinator and other members were asked to introduce themselves.

Dr. M. Arumugam, Secretary of the College addressed that the main purpose of constituting the Environmental Sustainability Monitoring Committee is to maintain a clean and healthy campus and the members have to be very committed in implementing and monitoring strategies for conservation of energy and water and waste management in the campus.

Principal oriented the role of the members according to the Institutional Policy Guidelines for Environmental Sustainability implemented for the welfare of the Institution and informed the members to report to the Advisory Committee every quarterly and student representatives to play a very active role in maintaining the campus clean, green and healthy.

Faculty members were asked to give adequate support to the Administrative Staff and Technical Support Members for managing the campus and ensure that reports and suggestions are submitted without delay. It was also discussed that adequate measures have to be taken to ensure that there is no wastage of any resources in the campus and to reduce waste at source and adopt strategies to recycle waste for better use or to be disposed adhering to safety disposal measures.

Faculty members were also asked to chalk out awareness programmes for maintaining a clean and healthy campus and to take support of the Parent-Teacher Association and Alumni Association in enhancing the campus environment.

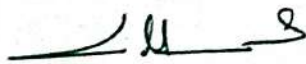
To begin with it was brought to the notice of the Advisory Board that the three phase switches are not in a proper working condition at the Vijayanthimala Block and minor plumbing repairs are to be attended in the restrooms to contain leaking of taps, and water wastage.

It was informed by the Co-ordinator Dr. T. Sahaya Saila that the Science Club of our College has planned to organize the Maram Nudum Vizha during the month of August 2021 to bring about awareness on importance of growing trees and maintaining the environment green.

Strategies and practices adopted in the College for disposing of waste was discussed and was suggested to have additional bins at various points in the campus and to make use of the segregated waste by dumping them into the Khamba Unit and feeding into the Vermi Pit to prepare manure that would be very useful for the plants in the campus

All purchase and maintenance requirements for environmental sustainability will be met after the scrutiny for priority, quality and cost by the Purchase and Maintenance Committee and approval of the College Secretary.

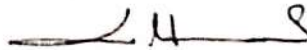
The meeting came to an end with a note of thanks.



PRINCIPAL

N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

3



PRINCIPAL

PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

E-Waste Management



N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

(Autonomous)

**No. 41, Dr. Besant Road,
Triplicane, Chennai-600 005**

INSTITUTIONAL POLICY GUIDELINES FOR CONDEMNATION AND DISPOSAL OF ELECTRICAL AND ELECTRONIC EQUIPMENTS AND FURNITURE



TRANSFORMING STUDENTS TO GLOBAL EDUCATORS

Approved by the College Committee on 7th March 2019

**PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPLICANE, CHENNAI-600 005**

INDEX

1.	Background	1
2.	Purpose	1
3.	Objective	2
4.	Guidelines for Condemnation & Disposal of Electrical and Electronic Equipments and Furniture	2
4.1	Electrical and Electronic Equipments	2
4.2	Furniture should include the following Wooden/ Steel/ PVC items	2
4.3	Grounds for Condemnation	2
4.3.1	Technically obsolete (Electrical and Electronic Equipments)	3
4.3.2	Beyond Economical Repairs (BER)	3
4.3.3	Non-repairable	3
4.3.4	Physically Damaged	3
4.4	Mode of Condemnation	3
4.4.2.1	Process of Disposal through Advertised Tender	4
4.4.2.2	Process of disposal through Auction	6
4.4.2.3	Process of disposal at Scrap value or by other modes	7
4.5	Responsibilities of the Institution	7


PRINCIPAL
...K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPLICANE, CHENNAI-600 005. 1

Institutional Policy Guidelines for Condemnation and Disposal of Electrical and Electronic Equipments and Furniture

1. Background

N.K.T. National College of Education for Women established in the year 1966 by Sriman N.K. Thirumalachariar, a visionary and a philanthropist is situated at the heart of the Chennai city. Our College is housed in an area of 3.06 acres, where a model school is also attached. It has metamorphosed into a well-established, urban College catering to the educational needs of women from all sections of society and committed to its mission of empowering young women student-teachers to face life and its multifarious challenges at both personal and professional levels.

The College offers graduate, post graduate and research courses in Education with Autonomous status granted by the University Grants Commission in the year 1988, and has grown upright to greater heights as an Institution of higher learning in Teacher Education. In its continuous striving for excellence over decades, the Institution has been successful in achieving position "Second to None", and has been upgrading its curricula and pedagogy on par with the global standards.

2. Purpose

Keeping in view the average life period of electrical and electronic equipments to be 5 years depending upon its intensity of usage, serviceability, technology and other related factors, many electrical and electronic equipments become unusable. In a similar manner, electrical and electronic equipments in the College have become either non-repairable or beyond economical repairs or technologically obsolete. The condition of some of the furniture has also become very bad that they cannot be repaired to be further used. It is felt that a Policy must in place to address the concerns for disposal of condemned electrical and electronic equipments and furniture purchased in the College under various heads.



PRINCIPAL
N. K. T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

3. Objective

The objective of this policy is to design a quick, economic and efficient process for the disposal of condemned electrical and electronic equipments and furniture.

4. Guidelines for Condemnation & Disposal of Electrical and Electronic Equipments and Furniture

4.1 Electrical and Electronic Equipments

Electrical and Electronic Equipments should include the following items:

- PCs
- Servers
- Laptops
- Printers
- Scanners
- UPSs
- Data Communication Equipments/ Furniture
- Dumb Terminals
- Package Software

4.2 Furniture should include the following Wooden/ Steel/ PVC items:

- Chairs
- Tables
- Cupboards/ Shelves/ Bureaus
- Boards
- Stools
- Stands
- Screens
- Doors



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIFLICANE, CHENNAI-600 005.

4.3 Grounds for Condemnation

The Electrical and Electronic Equipments and Furniture can be condemned on following grounds:

4.3.1 Technically obsolete (Electrical and Electronic Equipments)

- Completed 5 years life-span and not in working condition.
- Completed 5 years life-span and technology outdated affecting performance and output that is expected out of it.
- Package Software can only be condemned by declaring it as technically obsolete when no more updates or support are available from OEM.

4.3.2 Beyond Economical Repairs (BER)

Electrical and Electronic Equipments and Furniture can be declared BER when these equipments and furniture cannot be maintained economically/ warrant extensive repairs and replacement of accessories and the combined cost of which exceeds certain percentage (50%) of the current cost of an equivalent Equipments or furniture. The same can be ascertained from the vendor who is giving AMC support/ Professional Personnel.

4.3.3 Non-repairable

Electrical and Electronic Equipments and Furniture can be condemned due to non-availability of spare-parts.

4.3.4 Physically Damaged

Electrical and Electronic Equipments and Furniture that have been damaged beyond repair due to fire or any other reason beyond human control can be Condemned as Physically Damaged.



PRINCIPAL
J. K. T. NATIONAL COLLEGE OF EDUCATION 3
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

4.4 Mode of Condemnation

The Mode of Condemnation may be done by Disposal as the basic norm for condemnation is condition beyond repair. Disposal can be done through Tender, Auction or Scrap depending on assessed residual value of the Electrical and Electronic Equipments and Furniture and as per the procedure laid down in General Finance Rules 2005 as given below:

- (i) For the Electrical and Electronic Equipments and Furniture with residual value above Rupees Two Lakh, the Institution can dispose it through Advertised Tender or Public Auction.
- (ii) For Electrical and Electronic Equipments and Furniture with residual value less than Rupees Two Lakh, the mode of disposal will be determined by Institution's Competent Authority, like the College Committee, keeping in view the necessity to avoid accumulation of such Electrical and Electronic Equipments and Furniture and consequential blockage of space and also the deterioration in value of Electrical and Electronic Equipments and Furniture to be disposed of.

4.4.2.1 Process of Disposal through Advertised Tender

(a) The broad steps to be adopted for this purpose are as follows:

- (i) Preparation of bidding documents
- (ii) Invitation of tender for the condemned Electrical and Electronic Equipments and Furniture to be sold
- (iii) Opening of bids
- (iv) Analysis and evaluation of bids received
- (v) Selection of highest responsive bidder
- (vi) Collection of sale value from the selected bidder



4

PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

(vii) Issue of sale release order to the selected bidder

(viii) Release of the condemned Electrical and Electronic Equipments and Furniture that were sold to the selected bidder

(ix) Return of bid security to the unsuccessful bidders

(b) The important aspects to be kept in view while disposing the condemned Electrical and Electronic Equipments and Furniture through advertised tender are as under:

- The basic principle for sale of condemned Electrical and Electronic Equipments and Furniture through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the Condemned Electrical and Electronic Equipments and Furniture to be sold. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.
- The bidding document should also indicate the location and present condition of the condemned Electrical and Electronic Equipments and Furniture to be sold so that the bidders can inspect the condemned Electrical and Electronic Equipments and Furniture before bidding.
- The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten per cent. of the assessed or reserved price of the condemned Electrical and Electronic Equipments and Furniture. The exact bid security amount should be indicated in the bidding document.
- The bid of the highest acceptable responsive bidder should normally be accepted. There should normally be no post tender negotiations. If at all negotiations are warranted under exceptional circumstances, then it can be with **HI** (Highest Tenderer) if required.
- In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.

 5

PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPLICANE, CHENNAI-600 005.

- Full payment, i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the condemned Electrical and Electronic Equipments and Furniture.
- In case the selected bidder does not show interest in lifting the sold condemned Electrical and Electronic Equipments and Furniture, the bid security should be forfeited and other actions initiated including re-sale of the condemned Electrical and Electronic Equipments and Furniture in question at the risk and cost of the defaulter, after obtaining legal advice.

4.4.2.2 Process of disposal through Auction

The Institution may undertake auction of condemned Electrical and Electronic Equipments and Furniture to be disposed of either directly or through approved auctioneers.

The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency, competition, fairness and elimination of discretion. The auction plan including details of the condemned Electrical and Electronic Equipments and Furniture to be auctioned and their location, applicable terms and conditions of the sale etc. should be given wide publicity.

While starting the auction process, the condition and location of the condemned Electrical and Electronic Equipments and Furniture to be auctioned, applicable terms and conditions of sale etc., should be announced again for the benefit of the assembled bidders.

During the auction process, acceptance or rejection of a bid should be announced immediately. If a bid is accepted, earnest money (not less than twenty-five percent of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of Deposit-at-Call-Receipt (DACR), drawn in favour of the Institution selling the condemned Electrical and Electronic Equipments and Furniture.



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIFLICANE, CHENNAI-600 005.

The condemned Electrical and Electronic Equipments and Furniture should be handed over to the successful bidder only after receiving the balance payment.

The composition of the auction team will be decided by the competent authority, College Committee with a representative from the Parent University.

A sale account should be prepared for goods disposed of and duly signed by the Officials who supervised the sale or auction

4.4.2.3 Process of disposal at Scrap value or by other modes

If the Institution is unable to sell condemned Electrical and Electronic Equipments and Furniture in spite of its attempts through auction and advertised tender, it may dispose-off the same at its scrap value with the approval of the College Committee.

In case the Institution is unable to sell condemned Electrical and Electronic Equipments and Furniture even at its scrap value, it may adopt any other mode of disposal including destruction of the Electrical and Electronic Equipments and Furniture in an eco-friendly manner so as to avoid any health hazard and/ or environmental pollution and also the possibility of misuse of such Products/ Equipments and Furniture.

4.5 Responsibilities of the Institution

The College Committee should constitute a Standing Condemnation Committee at Institutional level comprising of the Principal, Faculty Members and Account Officer/ Assistant as members to declare Electrical and Electronic Equipments and Furniture are obsolete/ unserviceable/ irreparable.

Standing Condemnation Committee of the Institution will prepare Electrical and Electronic Equipments and Furniture condemnation report which should be individually numbered having Electrical and Electronic Equipments and Furniture description including Make, Model, Serial Number, Asset Register Number,



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS)
TRIPLICANE, CHENNAI-600 005.

Purchase Date, Purchase Price, Reason for Condemnation and additional information, if any.

Once the Electrical and Electronic Equipments and Furniture have been condemned it should not be used and subsequently should be kept in the area allocated for scrap within 1 week from the date of condemnation.

The Condemnation Policy prepared by the Standing Condemnation Committee of the Institution shall be reviewed and approved by the College Committee and implemented by the Principal.

Policy Confirmed by



Dr. M. Arumugam

Secretary

Policy Approved by



Dr. (Mrs.) Mano Bakthavatsalam

President



PRINCIPAL
H.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

Vermi-compost

Attendance for the Environmental Sustainability Monitoring Committee Meeting held Online on 4th March 2021 at 4.30 pm.

Advisory Board

1. Dr. M. Arumugam
Secretary
2. Dr. S. Chamundeswari
Principal
3. Dr. S. Malathi
Associate Professor of Education

Signature



S. Malathi

Faculty Members

4. Dr. T. Sahaya Saila
Assistant Professor of Tamil-Education
5. Mrs. V.R. Santha Kumari
Assistant Professor of Mathematics-Education
6. Mrs. T. Keziah
Assistant Professor of English-Education
7. Mrs. V. Geethanjali
Assistant Professor of Education
8. Dr. D.T. Vedagnanam
Directress of Physical Education

Signature



T. Keziah

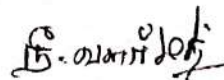
V. Geethanjali

D.T. Ved

Student Members

9. Ms. A. Divya
II Year B.Ed.
10. Ms. N. Valarmathi
II Year B.Ed.

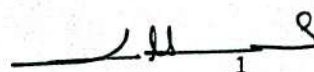
Signature



Administrative Staff Members

11. Mr. R. Paneerselvam
Watchman
12. Mr. M. Rajkumar
Office Assistant

Signature



PRINCIPAL

N.K.T. NATIONAL COLLEGE OF EDUCATION -
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

13. Mr. B. Prabhakar
Office Assistant
14. Ms. G.R. Malliga
Sweeper

Technical Support Members

15. Mr. E. Dhinakaran
Plumber
16. Mr. S. Mahesh
Electrician

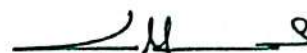
B. Prabhakar

G. R. Malliga

Signature

E. Dhinakaran

S. Mahesh



PRINCIPAL
H.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPLICANE, CHENNAI-600 005.

N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

CHENNAI-600 005

(Autonomous)

Minutes of the Environmental Sustainability Monitoring Committee Meeting

Minutes of the Environmental Sustainability Monitoring Committee Meeting held online at 4.30 pm. on 4th March 2021.

Members Present

Advisory Board

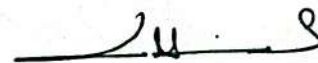
1. Dr. M. Arumugam
Secretary
2. Dr. S. Chamundeswari
Principal
3. Dr. S. Malathi
Associate Professor of Education

Faculty Members

4. Dr. T. Sahaya Salla
Assistant Professor of Tamil-Education
5. Mrs. V.R. Santha Kumari
Assistant Professor of Mathematics-Education
6. Mrs. T. Keziah
Assistant Professor of English-Education
7. Mrs. V. Geethanjali
Assistant Professor of Education
8. Dr. D.T. Vedagnanam
Directress of Physical Education

Student Members

9. Ms. A. Divya
II Year B.Ed. Student
10. Ms. N. Valarmathi
II Year B.Ed. Student



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

members of the Environmental Sustainable Monitoring Committee and electrician explained the well maintained condition of both the generators and that they require only servicing.

Maintenance and repairs of Photocopying Machines was also reported by the members of the Environmental Sustainable Monitoring Committee for minimum consumption of power and efficient functioning of the machines. It was discussed and the Advisory Board suggested strategies for maintenance of Photocopying Machines.

The Members of the Environmental Sustainable Monitoring Committee reported for annual checking of water purity to ensure the quality of all water resources and the drinking water available in the campus. It was asked by the Advisory Board to carry out the water purity check and to obtain the certificate from Chennai Corporation. The AMC to be renewed for the Water Purifier machine was also discussed and the members reported satisfactory service of Chennai Aqua Pure Systems Pvt. Ltd., Chennai and was decided to renew the AMC with them.

Safety measure at the campus and maintenance was discussed in detail and refilling of Fire Extinguishers was reported by the members. It was decided to get quotes from refilling stations and decide on refilling of the Fire Extinguishers.

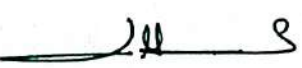
The waste management strategies at the College campus were discussed and the Advisory Board appreciated the support staff in-charge of cleaning and maintenance of campus for their committed work. The Committee discussed about the additional bins to be placed for segregation of waste and ensured optimum use of vermin-compost pits for converting the bio-degradable waste to quality manure used for plants in the campus. Principal informed the philanthropic contribution of Mrs. V. Shylashree, Headmistress of our Model School, N.K.T. National Girls Higher Secondary School for her support to construct additional vermi-compost pits. The Committee placed on record their appreciation to the Model School Headmistress and also the Principal and Faculty members for mobilizing funds to maintain the campus.

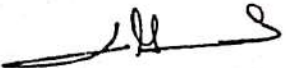
The Advisory Committee discussed about proper storage and disposal of e-waste adhering to the Institutional Policy Guidelines for Condemnation of Electrical and Electronic Equipments and Furniture.

The student representatives discussed about the various celebrations and club activities and other online outreach programmes all scheduled for the benefit of students and community for creating awareness about maintaining a healthy environment. The Advisory Board appreciated the NKT Student involvement and suggested to be closely associated with Alumni of the College for suggestions and support.

All purchase and maintenance requirements for the environmental sustainability will be met after the scrutiny for quality and cost by the Purchase and Maintenance Committee and approval of the College Secretary.

The meeting came to an end with a note of thanks.


PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.


PRINCIPAL
N.K.T. NATIONAL COLLEGE
OF EDUCATION FOR WOMEN
(AUTONOMOUS),
TRIPPLICANE, CHENNAI-600

Attendance for the Environmental Sustainability Monitoring Committee
Meeting held on 4th July, 2019 at 4.30 pm.

Advisory Board

1. Dr. M. Arumugam
Secretary
2. Dr. S. Chamundeswari
Principal
3. Dr. S. Malathi
Associate Professor of Education

Signature

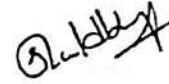


S. Malathi

Faculty Members

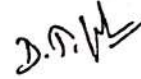
4. Dr. T. Sahaya Saila
Assistant Professor of Tamil-Education
5. Mrs. V.R. Santha Kumari
Assistant Professor of Mathematics-Education
6. Mrs. T. Keziah
Assistant Professor of English-Education
7. Mrs. V. Geethanjali
Assistant Professor of Education
8. Dr. D.T. Vedagnanam
Directress of Physical Education

Signature



T. Keziah

V. Geethanjali



Student Members

9. Ms. S. Srija
B.Ed. Student Representative
10. Ms. M. Gokila Priya
B.Ed. Student Representative

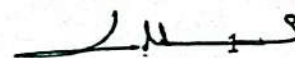
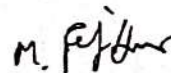
Signature



Administrative Staff Members

11. Mr. R. Paneerselvam
Watchman
12. Mr. M. Rajkumar
Office Assistant

Signature



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

13. **Mr. B. Prabhakar**
Office Assistant
14. **Ms. G.R. Malliga**
Sweeper

B. Prabhakar

G.R. Malliga

Technical Support Members

15. **Mr. E. Dhinakaran**
Plumber
16. **Mr. S. Mahesh**
Electrician

Signature

E. Dhinakaran

S. Mahesh

[Signature]

PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN

CHENNAI-600 005

(Autonomous)

Minutes of the Environmental Sustainability Monitoring Committee Meeting

Minutes of the Environmental Sustainability Monitoring Committee Meeting held at 4.30 pm. on 4th July, 2019 in the Principal's Room.

Members Present

Advisory Board

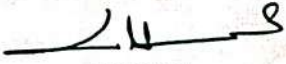
1. Dr. M. Arumugam
Secretary
2. Dr. S. Chamundeswari
Principal
3. Dr. S. Malathi
Associate Professor of Education

Faculty Members

4. Dr. T. Sahaya Saila
Assistant Professor of Tamil-Education
5. Mrs. V.R. Santha Kumari
Assistant Professor of Mathematics-Education
6. Mrs. T. Keziah
Assistant Professor of English-Education
7. Mrs. V. Geethanjali
Assistant Professor of Education
8. Dr. D.T. Vedagnanam
Directress of Physical Education

Student Members

9. Ms. S. Srija
B.Ed. Student Representative
10. Ms. M. Gokila Priya
B.E. Student Representative


PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

Administrative Staff Members

11. Mr. R. Paneerselvam
Watchman
12. Mr. M. Rajkumar
Office Assistant
13. Mr. R. Prabhakar
Office Assistant
14. Ms. G.R. Malliga
Sweeper

Technical Support Members

15. Mr. E. Dhinakaran
Plumber
16. Mr. S. Mahesh
Electrician

The Environmental Sustainability Monitoring Committee met the Advisory Board online on 4th July 2019 at 4.30 pm. to discuss about the maintenance of the College campus.

The meeting commenced with invocation and the Principal welcomed all the members of the Environmental Sustainability Monitoring Committee present for the meeting. Dr. T. Sahaya Saila, Co-ordinator and other members were asked to introduce themselves.

Dr. M. Arumugam, Secretary of the College addressed that the main purpose of constituting the Environmental Sustainability Monitoring Committee is to maintain a clean and healthy campus and the members have to be very committed in implementing and monitoring strategies for conservation of energy and water and waste management in the campus.

Principal oriented the role of the members according to the Institutional Policy Guidelines for Environmental Sustainability Implemented for the welfare of the Institution and informed the members to report to the Advisory Committee every quarterly and student representatives to play a very active role in maintaining the campus clean, green and healthy.

Faculty members were asked to give adequate support to the Administrative Staff and Technical Support Members for managing the campus and ensure that reports and suggestions are submitted without delay. It was also discussed that adequate measures have to be taken to ensure that there is no wastage of any resources in the campus and to reduce waste at source and adopt strategies to recycle waste for better use or to be disposed adhering to safety disposal measures.

Faculty members were also asked to chalk out awareness programmes for maintaining a clean and healthy campus and to take support of the Parent-Teacher Association and Alumni Association in enhancing the campus environment.

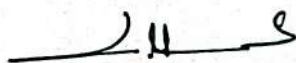
To begin with it was brought to the notice of the Advisory Board that the three phase switches are not in a proper working condition at the Vijayanthimala Block and minor plumbing repairs are to be attended in the restrooms to contain leaking of taps and water wastage.

It was informed by the Co-ordinator Dr. T. Sahaya Salla that the Science Club of our College has planned to organize the Maram Nudum Vizha during the month of August 2021 to bring about awareness on importance of growing trees and maintaining the environment green.

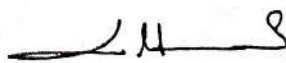
Strategies and practices adopted in the College for disposing of waste was discussed and was suggested to have additional bins at various points in the campus and to make use of the segregated waste by dumping them into the Khamba Unit and feeding into the Vermi Pit to prepare manure that would be very useful for the plants in the campus

All purchase and maintenance requirements for environmental sustainability will be met after the scrutiny for priority, quality and cost by the Purchase and Maintenance Committee and approval of the College Secretary.

The meeting came to an end with a note of thanks.



PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION 3
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.



PRINCIPAL
PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.



N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN
(Autonomous)

CIRCULAR TO NKT STUDENT UNION: 2018-2019

Dated: 12-07-2018

Circular is being circulated to the NKT Student Union: 2018-2019 for the Student Union to work as a team with all students for maintaining a clean and healthy College campus.

Recommendations for maintaining an eco-friendly campus:

- 1. Reducing, reusing, and recycling waste and to cut down waste and plastics;**
- 2. Maintaining Classrooms, Halls, Laboratories and the Library conscientiously;**
- 3. Conserving water and energy by using optimally and choose sustainability;**
- 4. Monitoring cleaning strategies by the Campus Cleanliness Secretary & Assistant Secretary;**
- 6. Organizing Awareness Programmes and Workshops to sensitize the importance of maintaining a clean and healthy campus;**
- 7. Planting trees by students; and**
- 8. Submitting a Report on maintenance of an eco-friendly campus to the IQAC.**

PRINCIPAL
N.K.T. NATIONAL COLLEGE OF
EDUCATION FOR WOMEN
(AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.



N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN
(Autonomous)

CIRCULAR TO NKT STUDENT UNION: 2017-2018

Dated: 05-07-2017

Circular is being circulated to the NKT Student Union: 2017-2018 for the Student Union to work as a team with all students for maintaining a clean and healthy College campus.

Recommendations for maintaining an eco-friendly campus:

- 1. Reducing, reusing, and recycling waste and to cut down waste and plastics;**
- 2. Maintaining Classrooms, Halls, Laboratories and the Library conscientiously;**
- 3. Conserving water and energy by using optimally and choose sustainability;**
- 4. Monitoring cleaning strategies by the Campus Cleanliness Secretary & Assistant Secretary;**
- 6. Organizing Awareness Programmes and Workshops to sensitize the importance of maintaining a clean and healthy campus;**
- 7. Planting trees by students; and**
- 8. Submitting a Report on maintenance of an eco-friendly campus to the IQAC.**

PRINCIPAL

PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS).
TRIPPLICANE, CHENNAI-600 005.

N.K.T. NATIONAL COLLEGE OF
EDUCATION FOR WOMEN
(AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.



N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN
(Autonomous)

CIRCULAR TO NKT STUDENT UNION: 2016-2017

Dated: 15-06-2016

Circular is being circulated to the NKT Student Union: 2016-2017 for the Student Union to work as a team with all students for maintaining a clean and healthy College campus.

Recommendations for maintaining an eco-friendly campus by:

1. Reducing, reusing, and recycling waste and to cut down waste and plastics;
2. Maintaining Classrooms, Halls, Laboratories and the Library conscientiously;
3. Conserving water and energy by using optimally and choose sustainability;
4. Monitoring cleaning strategies by the Campus Cleanliness Secretary & Assistant Secretary;
6. Organizing Awareness Programmes and Workshops to sensitize the importance of maintaining a clean and healthy campus;
7. Planting trees by students; and
8. Submitting a Report on maintenance of an eco-friendly campus to the IQAC.

PRINCIPAL
N.K.T. NATIONAL COLLEGE OF EDUCATION
FOR WOMEN (AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.

PRINCIPAL

N.K.T. NATIONAL COLLEGE OF
EDUCATION FOR WOMEN
(AUTONOMOUS),
TRIPPLICANE, CHENNAI-600 005.