VINAYAKA MISSION'S
RESEARCH FOUNDATION
(Deemed to be University under section 3 of the UGC Act 1956)



Disposal Policy Extension to Services

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DISPOSAL POLICY : EXTENSION TO SERVICES

Drafted by	Dy. Director-Research
Verified by	Director I/c, Accreditation & Ranking
Passed by	Vice-Chancellor
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VINAYAKA MISSION'S RESEARCH FOUNDATION (DEEMED TO BE UNIVERSITY)

DISPOSAL POLICY: EXTENSION TO SERVICES

1. Preamble

Vinayaka Mission's Research Foundation (Deemed to be University) (VMRF (DU)) recognises the importance of responsible waste management in reducing environmental pollution, conserving natural resources, protecting public health, and promoting sustainable development. The University is committed to minimising waste generation, encouraging reuse and recycling, and ensuring the safe and environmentally responsible disposal of waste generated through its academic, administrative, healthcare, catering, and other service-related activities.

This policy extends the University's waste management practices to all internal and outsourced services, including service providers, contractors, vendors, and suppliers. It promotes compliance with applicable environmental regulations, responsible procurement, waste segregation, and continuous improvement in waste management practices.

2. Short Title and Commencement

a. This policy shall be called as **"Disposal Policy:Extension to Services**" in University Operations.

b. This policy shall come into force from the date of approval of the Executive Council of the University.

3. Purpose

The purpose of the Disposal Policy – Extension to Services of VMRF (DU) is to establish an effective and environmentally responsible waste management system across all university services, including outsourced services, suppliers, and contractors. It aims to minimise waste generation through source reduction, reuse, and recycling; ensure the safe segregation, handling, and disposal of general, hazardous, biomedical, and electronic waste; promote compliance with applicable environmental regulations; and encourage sustainable procurement and responsible resource utilisation. The policy also seeks to improve awareness, monitor waste management practices, and support sustainable development.

4. Scope and Applicability

This policy applies to all departments, schools, colleges, administrative offices, laboratories, healthcare facilities, hostels, libraries, cafeterias, canteens, catering services, events, sports facilities, maintenance operations, and other service areas of VMRF (DU).

It also applies to outsourced service providers, contractors, suppliers, vendors, facility management agencies, housekeeping agencies, waste collection agencies, and other organisations providing services within the University premises or on behalf of the University.

All students, faculty members, administrative staff, employees, visitors, and service personnel are expected to cooperate with the implementation of this policy.

5. Policy Statement

VMRF (DU) shall promote responsible waste management throughout its operations and extend these principles to all outsourced services and supply-chain activities. The University shall encourage waste prevention, segregation at source, reuse, recycling, and environmentally sound disposal. Service providers and suppliers shall be expected to comply with the University's waste management requirements and applicable environmental legislation.

Waste that cannot be avoided or reused shall be managed through appropriate collection, treatment, recycling, recovery, or disposal arrangements. Hazardous, biomedical, electronic, and other regulated waste shall be handled separately and transferred only through authorised or appropriately registered agencies, as applicable under relevant regulations.

6. Objectives

- To establish an effective and environmentally responsible waste disposal system across all university services.
- To minimise waste generation through source reduction, reuse, recycling, and sustainable alternatives.
- To monitor and measure waste generation, segregation, recycling, and disposal, and establish achievable waste-reduction targets.
- To ensure the safe handling and disposal of general, hazardous, biomedical, electronic, and other regulated waste streams.
- To ensure that outsourced service providers and suppliers comply with the University's waste management requirements and applicable regulations.
- To promote awareness and training among students, faculty, staff, contractors, and service providers regarding responsible waste management.
- To support the University's commitment to Sustainable Development Goals, particularly SDG 12 (Responsible Consumption and Production), SDG 13 (Climate Action), and SDG 17 (Partnerships for the Goals).

7. Definitions

Waste Disposal: The collection, handling, treatment, recovery, and final disposal of waste in accordance with applicable regulations.

Waste Minimisation: The reduction of waste generation through efficient resource use, reuse, recycling, and avoidance of unnecessary materials.

Disposable Items: Products intended primarily for single use before being discarded, including cups, plates, cutlery, packaging, and other consumables.

Hazardous Waste: Waste possessing hazardous properties that require specialised handling, storage, treatment, or disposal.

Biomedical Waste: Waste generated during the diagnosis, treatment, immunisation, or related activities of healthcare facilities, requiring management under applicable biomedical waste regulations.

E-Waste: Discarded electrical and electronic equipment and components.

Service Providers: Internal departments or external organisations responsible for providing services to the University.

Sustainable Alternatives: Reusable, recyclable, or otherwise environmentally preferable products that reduce waste and resource consumption.

8. Environmental Responsibility and Waste Management

8.1 Waste Minimisation

All university departments and service providers shall take reasonable measures to reduce waste at its source. Unnecessary consumption, excessive packaging, avoidable printing, and the unnecessary use of disposable products shall be discouraged. Reusable materials and resource-efficient practices shall be promoted wherever practicable.

8.2 Segregation and Collection

Waste shall be segregated at the point of generation into appropriate categories, such as biodegradable, recyclable, non-recyclable, hazardous, biomedical, and electronic waste, as applicable. Clearly labelled collection containers shall be provided in relevant service areas. Different waste streams shall not be mixed in ways that compromise safety, recycling, or regulatory compliance.

8.3 Recycling and Reuse

The University shall encourage the reuse and recycling of paper, cardboard, metals, glass, plastics, and other suitable materials. Departments and service providers shall cooperate with authorised recycling agencies and maintain appropriate records of recyclable materials collected and transferred.

8.4 Hazardous and Biomedical Waste

Hazardous and biomedical waste shall be identified, segregated, labelled, stored, transported, treated, and disposed of in accordance with applicable regulations and the University's relevant waste management policies. Such waste shall not be mixed with general waste. Appropriate protective measures and authorised disposal arrangements shall be maintained.

8.5 Electronic Waste Management

Discarded computers, laboratory equipment, electrical appliances, batteries, and other electronic items shall be collected and stored safely. E-waste shall be transferred to authorised or registered recyclers or dismantlers, as applicable, with appropriate documentation and records.

9. Responsible Disposal of General Waste

Waste that cannot be reused or recycled shall be collected and disposed of through approved arrangements in accordance with applicable regulations. Open dumping, unauthorised burning, littering, and disposal into drains, water bodies, or other unsuitable locations shall be prohibited.

10. Extension to Outsourced Services and Suppliers

10.1 Contractual Obligations

Relevant contracts, work orders, and service agreements shall incorporate appropriate waste management requirements. Service providers shall be required to follow waste segregation, collection, storage, recycling, and disposal procedures applicable to their activities.

10.2 Supplier Responsibility

Suppliers and vendors shall be encouraged to minimise packaging, avoid unnecessary disposable materials, use recyclable or reusable packaging where feasible, and provide environmentally preferable products. Procurement decisions shall consider waste generation, durability, reuse, recyclability, and applicable environmental requirements.

10.3 Catering and Event Services

Catering services, canteens, cafeterias, conferences, meetings, and university events shall promote reusable service equipment wherever feasible. Food waste shall be minimised, and suitable biodegradable and recyclable materials shall be segregated for appropriate recovery or disposal. Single-use items shall be avoided where practical and permitted by applicable requirements.

10.4 Housekeeping and Facility Management

Housekeeping and facility management agencies shall ensure proper segregation, internal collection, temporary storage, and transfer of waste. Personnel shall be trained in the safe handling of waste and the use of designated collection systems.

10.5 Documentation and Traceability

Service providers responsible for waste collection, transportation, recycling, or disposal shall maintain relevant records, including waste quantities, collection dates, transfer documentation, and details of authorised receiving facilities, as applicable.

11. Roles and Responsibilities

University Administration: Approve the policy, provide institutional support, allocate appropriate resources, and ensure that implementation is integrated into university operations.

Relevant Environmental or Sustainability Committee/Cell: Coordinate implementation, promote awareness, monitor performance, and recommend improvements.

Estate, Facilities, and Housekeeping Departments: Arrange waste collection, segregation infrastructure, temporary storage, and coordination with approved waste management agencies.

Procurement and Stores Departments: Incorporate suitable environmental and waste management requirements into purchasing specifications, contracts, and supplier selection processes.

Laboratories and Healthcare Facilities: Ensure that hazardous, biomedical, chemical, and other regulated waste is managed under the relevant specialised policies and applicable regulations.

Outsourced Service Providers and Contractors: Comply with applicable policy requirements, train their personnel, segregate waste correctly, minimise waste generation, and maintain required records.

Suppliers and Vendors: Minimise packaging and avoid unnecessary disposable materials while complying with relevant environmental requirements.

Faculty, Staff, Students, and Visitors: Use designated waste collection facilities, avoid littering, and participate in waste reduction and awareness initiatives.

12. Training and Awareness

VMRF (DU) shall promote awareness programmes, training sessions, workshops, and communication activities on waste minimisation, segregation, recycling, safe handling, and responsible disposal.

Personnel engaged in housekeeping, laboratory operations, healthcare services, catering, facilities management, and waste handling shall receive training appropriate to their duties. Outsourced agencies shall ensure that their personnel understand and follow the relevant procedures.

13. Monitoring, Records and Reporting

The University shall monitor the implementation of this policy through periodic inspections, service-provider reviews, waste records, and internal reporting. The responsible departments shall maintain data, where applicable, on waste generation, recycling, disposal, supplier compliance, and awareness activities.

The following indicators are proposed for monitoring:

- **a.** Quantity of general waste generated per year.
- **b.** Quantity and percentage of waste segregated and sent for recycling or recovery.
- **c.** Quantity of hazardous, biomedical, and electronic waste transferred through authorised channels, as applicable.
- **d.** Number or percentage of service agreements incorporating waste management requirements.
- **e.** Number of suppliers and service providers assessed for compliance with waste management requirements.
- **f.** Quantity or proportion of disposable materials reduced through reuse and sustainable procurement.
- **g.** Number of waste management training and awareness programmes conducted annually.
- **h.** Number of inspections, audits, and corrective actions completed.

Baseline data shall be established by the relevant departments before setting numerical reduction targets. Targets shall be approved by the competent authority and reviewed periodically in light of performance, feasibility, and regulatory requirements.

14. Compliance and Corrective Action

All relevant university departments and service providers shall comply with this policy and applicable environmental requirements. Non-compliance shall be documented and addressed through corrective action, retraining, contractual remedies, or other appropriate measures in accordance with university procedures and applicable law.

Serious incidents involving unsafe handling, unauthorised disposal, leakage, or environmental contamination shall be reported promptly to the designated university authority, and appropriate containment and corrective measures shall be initiated.

15. Review and Amendment

This policy shall be reviewed periodically, preferably annually, by the designated responsible authority or committee. Reviews shall consider implementation records, audit findings, changes in applicable regulations, technological developments, and opportunities to reduce waste and improve service-provider performance.

Recommendations for revision shall be submitted to the competent authority for approval. The University shall encourage feedback from departments, students, staff, service providers, and other relevant stakeholders to strengthen waste management practices.

16. Approval and Commencement

This policy shall come into effect from the date of approval by the competent authority of Vinayaka Mission's Research Foundation (Deemed to be University). All relevant departments, employees, contractors, service providers, and suppliers shall follow the applicable provisions of this policy.