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



Policy on Waste Disposal Landfill

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POLICY ON WASTE DISPOSAL – LANDFILL

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)
POLICY ON WASTE DISPOSAL – LANDFILL

1. Preamble

Vinayaka Mission's Research Foundation (Deemed to be University) [VMRF (DU)] recognizes that waste sent to landfill consumes finite land resources and may contribute to pollution and greenhouse-gas emissions. The University is committed to an integrated waste-management approach that prioritizes prevention, reduction, reuse, recycling and recovery before final disposal. Landfill shall be treated as the last practical option for eligible residual waste, rather than the default route for all waste generated on campus.

2. Short Title and Commencement

a. This policy shall be called as "Policy on Waste Disposal – Landfill" in University Operations.

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

3. Purpose

This Policy establishes the institutional framework for identifying, segregating, collecting, storing, transporting, measuring and arranging final disposal of waste that cannot reasonably be prevented, reused, recycled, composted, recovered or otherwise processed through an appropriate lawful route. It aims to reduce landfill-bound waste while protecting public health, occupational safety and the environment.

4. Scope and Applicability

This Policy applies to all VMRF (DU) campuses, constituent colleges, hospitals, healthcare facilities, research centres, laboratories, libraries, offices, hostels, cafeterias, kitchens, retail outlets, maintenance areas, construction or renovation activities under University control, and University-sponsored events.

It applies to students, faculty, employees, researchers, clinicians, visitors, contractors, cleaners, caterers, vendors and other service providers. This Policy principally governs non-hazardous residual solid waste. Biomedical waste, hazardous chemical waste, e-waste, batteries, radioactive waste, sewage, construction and demolition waste, and other regulated waste streams must be managed under their specific applicable procedures and legal requirements; they must not be sent

to a municipal landfill through the general-waste stream unless expressly permitted by law and the relevant procedure.

5. Policy Statement

VMRF (DU) shall minimize the quantity of waste sent to landfill by promoting source reduction, reuse, recycling, composting and other lawful recovery options. Waste shall be segregated at the point of generation, collected and stored in designated areas, and transferred only through the applicable authorized municipal system or other authorized waste-management operator. Only residual waste that is eligible for landfill disposal under applicable law and local arrangements may be sent to an authorized facility. Open dumping, littering, open burning and unauthorized burial of waste are prohibited.

6. Objectives

- To prevent and reduce waste generation across University operations.
- To increase diversion of recyclable, compostable and recoverable materials away from landfill.
- To ensure segregation at source and prevent mixing of residual waste with recyclable or regulated waste.
- To ensure that residual waste is collected, transported and disposed of through lawful and environmentally sound arrangements.
- To maintain reliable records of waste generation, recycling, composting, recovery and landfill disposal.
- To build awareness and accountability among the campus community and service providers.
- To use waste data and periodic audits to establish realistic targets and drive continuous improvement.

7. Definitions

- **Landfill-bound residual waste:** Non-hazardous waste remaining after practicable prevention, reuse, recycling, composting and other lawful recovery options, and eligible for disposal at an authorized landfill.
- **Waste generator:** Any individual, department, facility, vendor or activity that produces waste.

- **Waste segregation:** Separation of waste at the point of generation into the categories required by applicable rules and University procedures.
- **Waste diversion:** Waste directed to reuse, recycling, composting, material recovery or another appropriate lawful route instead of landfill.
- **Authorized waste-management facility/operator:** A municipal or other operator or facility permitted, recognized or designated under applicable requirements to collect, process, recover or dispose of the relevant waste stream.

8. Waste Management Hierarchy

The University shall apply the following hierarchy, subject to legal, health, hygiene and operational requirements:

- **Prevention:** Avoid unnecessary materials, printing, packaging and disposable items.
- **Reduction:** Use materials efficiently and purchase only what is needed.
- **Reuse:** Repair, refill, donate or reuse items where safe and appropriate.
- **Recycling and material recovery:** Segregate clean, recyclable materials and transfer them to suitable collection or recovery channels.
- **Organic waste processing:** Compost or otherwise process suitable food and garden waste through an appropriate on-site or authorized off-site system, where feasible.
- **Other lawful recovery or treatment:** Use a suitable authorized route where available and permitted.
- **Landfill:** Send only eligible residual waste to an authorized landfill or designated disposal facility.

9. Procedures

9.1 Identification and Segregation at Source

- All departments and facilities shall identify the main waste types generated by their activities and follow the University's approved segregation instructions.
- Waste shall be separated at source into the streams prescribed by current Indian rules and local-authority instructions. Where the applicable Solid Waste Management Rules require four-stream segregation, the University shall implement the required wet, dry, sanitary and special-care waste streams, using the definitions and handling procedures prescribed by those rules.

- Clearly labelled, appropriately located containers shall be provided and maintained. Signage should use simple wording and, where helpful, symbols or examples.
- Recyclable paper, cardboard, metals, glass and plastics shall be kept separate and sufficiently clean and dry for the relevant collection route, where practicable.
- Suitable food and garden waste shall be directed to composting or other approved organic-waste processing rather than landfill, where a safe and feasible route exists.
- Sanitary waste and special-care waste shall be wrapped, contained, stored and handed over according to the applicable rules and local collection arrangements.
- Hazardous, biomedical, chemical, radioactive and other regulated waste shall never be placed in general landfill bins. E-waste and batteries shall be collected separately through their applicable authorized channels.

9.2 Waste Reduction and Diversion

- Departments should prioritize digital records, duplex printing, reusable serviceware and reduced packaging.
- Procurement should consider durability, repairability, minimal packaging and recyclable or returnable packaging where suitable.
- Cafeterias and event organizers should plan to reduce food waste and disposable items and arrange collection of recyclable and organic waste.
- Furniture, equipment, books, textiles and other usable items should be considered for reuse, repair, redistribution or donation under University procedures before disposal.
- The University should assess feasible options for composting, material recovery and other lawful diversion routes in coordination with facilities and authorized operators.

9.3 Collection and Internal Transportation

- Facilities or the designated waste-management unit shall establish collection schedules and routes appropriate to the quantity and type of waste generated.
- Waste shall be moved in suitable covered or otherwise appropriate containers to designated temporary storage or waste-collection areas.
- Waste shall not be allowed to accumulate in a manner that attracts pests, creates odour, obstructs access or poses a health, fire or environmental risk.
- Staff and contractors handling waste shall use appropriate protective equipment and follow safe-handling procedures.

- Where mixed or incorrectly segregated waste is identified, the responsible unit should be notified and corrective action taken; hazardous or potentially infectious material must not be manually resorted without an approved safe procedure.

9.4 Temporary Storage

- Designated storage areas shall be kept orderly, accessible to authorized collection personnel, protected from avoidable weather exposure and maintained to prevent litter and leakage.
- Different waste streams shall be kept separate in accordance with the applicable procedures.
- Storage duration and collection frequency shall be appropriate to the waste type, hygiene needs and local requirements.
- The designated unit shall inspect storage areas periodically and record significant deficiencies and corrective actions.

9.5 Transfer and Final Disposal

- Only residual waste eligible for landfill disposal may be transferred to an authorized landfill or designated facility.
- The University shall coordinate with the local body or authorized waste-management operator for collection, transportation and final disposal.
- Contracts or service arrangements should define collection frequency, waste categories accepted, reporting requirements, evidence of transfer and responsibility for compliance.
- Where available, the University shall retain collection slips, weighbridge tickets, receipts, transfer notes or other records that identify the date, quantity, waste category and receiving operator or facility.
- Waste shall not be openly burned, dumped on vacant land, buried on campus or discharged into drains, water bodies or surrounding land.
- The University shall not knowingly transfer waste to an unauthorized operator or misclassify regulated waste as ordinary residual waste.

9.6 Special and Regulated Waste

This Policy does not replace the University's specific hazardous-waste, biomedical-waste, e-waste, battery, radioactive-material or other regulated-waste procedures. Such waste must be identified, segregated, packaged, labelled, stored, transported and handed over in accordance

with the relevant Indian legal requirements and the University's approved procedures. Landfill disposal is not an acceptable default route for these streams.

10. Roles and Responsibilities

- University Administration / competent authority: Approve the Policy, provide resources and review institutional performance.
- Designated Waste Management / EHS / Sustainability unit: Coordinate implementation, issue segregation guidance, organize awareness activities, inspect waste-management arrangements and consolidate data.
- Facilities and housekeeping teams: Maintain bins and storage areas, follow collection schedules, report segregation problems and coordinate collection with authorized operators.
- Heads of departments, colleges, hospitals and laboratories: Identify waste streams in their units, ensure compliance with relevant procedures and nominate staff for coordination where required.
- Procurement and Stores: Consider waste generation and packaging when purchasing goods and communicate relevant requirements to suppliers.
- Contractors, vendors, caterers and service providers: Follow the Policy, applicable law and contractual waste-handling requirements.
- Students, faculty, staff, visitors and other waste generators: Minimize waste, segregate it correctly, use designated containers and report problems or unsafe practices.

11. Training and Awareness

The University shall provide or promote periodic training for personnel involved in waste generation, collection, housekeeping, storage and transfer. Awareness activities may include induction sessions, signage, digital communications, workshops and campus campaigns. Training shall explain the waste hierarchy, local segregation instructions, safe handling, prohibited disposal practices, and the separate routes required for regulated waste.

12. Monitoring, Records and Reporting

The designated coordinating unit shall arrange periodic waste audits and maintain records using consistent methods. Where feasible, waste quantities should be measured by weight; where weighing is unavailable, a documented and consistently applied alternative may be used.

- Total waste generated, by category where data are available.

- Quantity of recyclable material collected or transferred for recycling.
- Quantity of organic waste composted or otherwise processed.
- Quantity of residual waste sent to landfill or designated final-disposal facilities.
- Estimated landfill-diversion rate, with the calculation method documented.
- Collection records, operator details and disposal/transfer evidence where available.
- Training sessions, inspection findings, segregation issues and corrective actions.

A baseline shall be established before setting numeric reduction targets. The coordinating unit should propose achievable annual targets for approval by the competent authority and include progress in the University's relevant sustainability or environmental reports.

13. Compliance and Corrective Action

All covered persons and service providers are expected to comply with this Policy and applicable law. Non-compliance may lead to corrective instructions, retraining, revised work arrangements, contractor follow-up or action under applicable University rules and contractual terms. Any statutory breach shall be handled in accordance with applicable law. Incidents involving hazardous, infectious or otherwise regulated waste shall be escalated immediately through the relevant safety and waste-management procedures.

14. Review and Amendment

The policy owner shall review this Policy at least annually, or sooner when required by changes in law, local-authority arrangements, audit findings, operational changes or incidents. Review shall consider waste quantities, landfill diversion, contractor performance, stakeholder feedback and the availability of lawful recovery options. Amendments shall be submitted to the competent University authority for approval.

15. Related Policies and Legal Framework

- Applicable Solid Waste Management Rules and amendments in force in India, including any transition or commencement provisions relevant to the University.
- Applicable municipal and local-authority solid-waste collection and disposal requirements.
- University Policy for Minimization of Plastics.
- University Policy for Waste Disposal – Hazardous Materials.
- University procedures for biomedical waste, e-waste, batteries, radioactive materials, construction and demolition waste, and other regulated waste streams, as applicable.

Note: The regulatory references and implementation details must be verified by VMRF (DU)'s designated compliance/legal team against the current official rules and local-authority requirements before approval.

Annexure I — Landfill Waste Transfer Register

Date	Origin / department	Waste category	Quantity / unit	Collector / operator	Receiving facility	Record / receipt no.

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