Sushant
University

IT Facilities - Maintenance

- IT policy and SOP
- Samples
- E-waste management documents

Sushant University
Erstwhile Ansal University Gurugram

Policies & Procedures

IT Department
09-February-2021

Disclaimer

Final Decision:

In Case of any differences of opinion or interpretation of Rules and Regulations or any other issue the decision of Vice-Chancellor / Registrar would be Final and Acceptable to all.

Contents

Standard Operating Procedure

Instruction for Teachers and Students

- Log-on with your username and password for your use only. Never share your username and password.

- Students must close all open windows, applications, and log out before leaving the lab.

- Everyone will adhere to the copyright laws to avoid Cyber Crime.

- Computer users should not unplug and switch mouse. For left-handed students. Simply move the mouse to the left side of the keyboard and replace on right side when done. Computer Rules

- Chewing gum, food, or drinks are not allowed in the computer lab or anywhere near a computer.

- Respect the equipment. Do not remove or disconnect parts, cables, or labels.

- Internet use is limited to teacher for assigned activities or classwork. If teacher needs Internet Service for the Students, he / she may request the Technical Staff for making the provision.

- Personal Internet use for chat rooms, instant messaging (IM), or email is strictly prohibited.

- Do not download or install any programs, games, or music. (This is against out Acceptable Use Policy.)

- No Internet/Intranet gaming activities allowed.

- If by mistake you get to an inappropriate Internet site, turn off your monitor immediately and raise your hand.

- CD-ROMs, or other multimedia equipment are for schoolwork only. Do not use them for playing music or other recreational activities.

- Do not personalize the computer settings. (This includes desktop, screen saver, etc.).

- Students should only send the print command to the printer once approved by the Teacher / technical Staff.

- Do not run programs that continue to execute after you log off.

- Log-off — leave the computer ready for the next person to use. Pick-up your materials and push in the chair.

- Teachers must instruct students for Internet Safety.

- Teachers should verify URL's are accessible and appropriate prior instructional activities.

- Teacher must remain in the lab during the class / practical and is responsible for maintaining the discipline.

- Teacher must submit an Online Trouble Tickets OR must make an entry in the Register placed in Labs for any computer with missing or damaged hardware or peripherals. General Procedures

- Teachers are expected to closely monitor student activity by frequent screen checks. If using the Internet— use URL's that you have visited and have found to be appropriate for the assignment and student's age.

- Teachers should report for any non-functioning equipment to IT Dept via the online Support medium or make an entry in the Register for Computer Staff to look into it.

- Teachers, should when using computer labs clean the whiteboard, turn off the digital projector if available, and return the room key after doors have been locked. Doors to computer labs must be locked when not in use.

TCS ION Ticketing Service for Maintenance

Sushant University has a powerful Ticketing Service through TCS ION ERP System called **IT Helpdesk Ticketing Portal**. This Service is enabled for Students, Faculties and Staff Members whosoever is facing any Maintenance / IT Related Issues, can raise a Ticket on this System.

IT related maintenance issues are categorized under any of the following categories:

A: IT Related ->| Hardware | Software | Laptop | Printer | Other (Email Etc.)

B: ERP Related -> | Login Issue | Timetable Issue | Attendance Issue | Exam Issue | Fees Issue | Report Generation Issue | Other (Enrolment / Backlog Issues)

C. Facility Department related -> |Bookings | Safety and Security | Facility Service| Transport | Others

In this regard, all users are communicated time to time by mail to raise tickets of any IT Related Issues for which a Help file is also shared with them to get familiar with the System.

As soon as a Ticket is raised by the end User, a Ticket Number is assigned to him / her for tracking. At any time, the user can see the status of his / her ticket number. The new ticket is being monitored by the IT Helpdesk Team who attended this Ticket and depending upon the type of issue, assigned the ticket to the concerned Team. The concerned Team takes up the call and attends the Issue. If it is solved then and there, the Team closes the ticket. The End User gets the Status that the issue has been resolved by the IT Team and now the
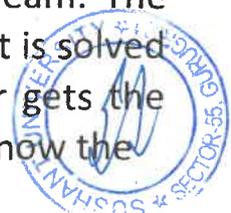
ticket is closed. If the End User is satisfied with the solution, then Ok else he / she can reopen the Ticket to provide complete solution of the issue.

If the Maintenance Team finds that the providing solution may take time, he puts the ticket Status either on "Hold" or "Working".

If the issue is taking more than estimated time, then it is escalated to next higher level team to look into.

This help both, the End Users as well as IT Department, for keeping track of the issues raised and their current status

Finally, after resolving the issues, Tickets are closed.

SOP FOR IT MAINTENANCE

Purpose:

The goal is to provide Sushant University staff /faculty/ student/ any system users, high-quality technical services by the university's IT Team, as well as to help computer users to address their inquiries, fix any computer-related repair / update issues.

Steps involved / Scope of Work

The Sushant University computer software / hardware/network and other assets are all maintained by the IT Team. These involves the following steps:

a. Repair / Update requirement raised by the User through raising a Ticket in TCS ERP.
b. Tickets is attended by IT Helpdesk and requirement is checked for resolution.
c. If no consumables are required, the ticket is escalated to the concerned IT Team to attend and close the ticket after resolution.
d. If any consumables are required for repairing, IT Teams check the availability of the required item in stock. If available, item is immediately replaced and ticket is closed.
e. If required item is not available in stock, then a requirement of consumables is raised for early procurement. In that case, Ticket is updated as "On Hold" till the item is available in stock again.
f. In case of any procurement of consumables are required, IT Dept. invites quotes from the vendor for taking the budgetary approval. Meanwhile a comparative statement is prepared for the consumables and send to purchase committee for the negotiation and deciding the L1 vendor for the supply.
g. Once the purchase committee decides L1 Vendor, a Purchase Order is issued to the vendor for the supply.
h. Once the item is received at University Gate, items are entered at main gate register by the security staff with proper seal / stamp.
i. Then the items are taken in stock inventory by IT Department and issued to the concerned team for immediate replacement and closure of the ticket after the repairing is done.

CENTRE FOR SOFT SKILLS

STANDARD OPERATING PROCEDURE (SOP) FOR ENGLISH LANGUAGE LAB

To ensure disciplined, productive, and effective use of the English Language Lab by establishing standard rules and guidelines for students.

1. General Conduct and Behaviour

- All students must **actively participate** in lab activities and sessions.
- Students will be **evaluated based on active participation, attentiveness, and proper behaviour** during lab sessions.
- Maintain **silence and discipline** to avoid disturbing others.

2. Entry and Identification

- **Entry into the lab is allowed only with valid College ID Cards.**
- Students must **enter their names and details in the log-in register** upon arrival.
- Students should **report to the lab on time** as scheduled. Latecomers may not be permitted.

3. Use of Equipment

- Students must **handle all computers and lab equipment with care.**
- **Headphones should only be used for listening to the assigned English language software.** Any other usage is strictly prohibited.
- **Use of pen drives, CDs, or any external storage device is not permitted** in the lab.
- **Do not unplug, plug in, or change any settings** without permission.
- Report any **malfunctioning or damaged equipment** immediately to the teacher/lab assistant.
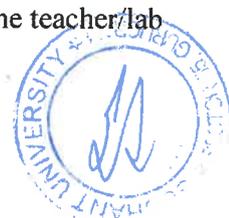
4. Lab Manual

- It is **mandatory for students to bring their lab manuals** for every session.
- Lab manuals must be **signed by the faculty-in-charge regularly**.

5.Digital Etiquette

- Do not **browse unauthorized websites**, play games, or use social media.
- **No food or drinks** are allowed inside the lab.
- **Do not save personal files** or make changes to lab computer settings.
- The **use of mobile phones is strictly prohibited** during lab sessions.

6. Maintenance & Cleanliness

- Keep your station clean and tidy.
- Push in your chair and **log off** the system after use.
- Ensure all accessories (headphones, mic, etc.) are **placed neatly** before leaving.

7. Accountability

- Any **damage or breakage will result in a fine**.
- **Intentional misuse** of equipment may lead to suspension from lab sessions.
- Students are responsible for the **equipment assigned to them**.

STANDARD OPERATING PROCEDURE- SPORTS

Introduction:

Sports have been given prime attention to prepare the youth as dynamic individuals with a spirit of sportsmanship and emphasis on physical fitness. Sports Cell plays a key role in promoting physical activity and organizing sports activities/tournaments. Students are encouraged to shine at various levels in sports to bring name and honors to the college

Need for Games and Sports

1. Participation in sports and games help build a sense of co-operation and team spirit among students.
2. Students learn to cope with difficult situations.
3. Sports and games are helpful in developing mental and physical fitness.

Procedure of Sports Activities Organization

1. Formal permission from the college authorities to arrange programs
2. Information circulation among students about the events.
3. Selection, training and practice sessions for college teams in different sports are organized.
4. Arrangement of venue and logistics.
5. Arrangement of mementos, trophies, medals and certificates.
6. Invitation to the Chief Guest and other guests of honor.

Infrastructure and Sports Facilities Available at SU

1. Badminton court - 1
2. Basket ball court -2
3. Volley ball court -1
4. Cricket Ground -1
5. Box Football ground – 1
6. Lawn tennis ground – 1
7. Gymnasium -1

SOP FOR IT FACILITIES & UPDATIONS

1. Purpose

The goal is to offer Sushant University staff/faculty members / any system users high-quality technical services by the university's information Technology Team, as well as to help computer users find the right source to address their inquiries, fix any network or computer-related issues, update in-house applications, assist them with particular needs, and aid them in finding appropriate computer-related resources. The information technology team's goal is to offer chances for improving and enhancing Sushant University operations via the application and incorporation of technological breakthroughs in hardware and software.

2. Organizational Description/Scope of Work

The Sushant University computer network, software and hardware inventory, and other technology are all maintained and overseen by the IT Team, which also offers technical help. The University IT Team invites all departments to collaborate so as to plan for the institution's future computer environment. Additionally, we believe that by being aware of the crucial role the IT Team plays in preserving the dependability and integrity of computer resources, our staff works with all to develop University's future computing environments.

3. Responsibility and Role of the IT Team

The IT Team conceptually plans the finest technological solutions to achieve the team's and University's aims. Systems are installed, maintained, and upgraded as needed by the IT team. The ability of the IT Team to adequately handle new devices and apps frequently necessitates the addition of additional resources, the installation of which may take some time but executed successfully. The IT Team balances the workload of services among IT resources available. The IT Team supports and maintains

a. Internet Access & E-mail
b. Computer/Laptop Hardware
c. Software and Applications
d. Copiers/Scanners related all peripherals
e. Video and Audio equipment
f. Maintain network security and performance; establish workable directory structure, network security, and disk space allocation, etc.

g. Set up user accounts according to established policies, procedures, and limitations.

h. Track all problems or issues through Ticketing Service.

i. Plan new requirements whenever needed.

j. Perform network maintenance, changes, and upgrades.

k. Enhance network by assessing new software and hardware products that would increase network performance and expand network services.

l. Implement disaster recovery plans; runs system backups and disaster recovery operations.

m. Develop procedural documentation or policies as needed.

n. Provide technical training to University staff/faculties.

o. Train and update staff with respect to security systems.

p. Prepare reports and makes recommendation to ensure the optimum efficiency of equipment and systems in accordance with departmental needs.

q. Maintain stock of expendable and non-expendable computer equipment, materials, system, application, and supplies sufficient to ensure continuous and uninterrupted operation of systems; communicates with vendors regarding purchases.

r.. CCTV's have been placed in all the corridors, lobbies, auditorium, AV rooms, all labs, library, hostels, canteens, and at places that are commonly accessed by the users.

v. The CCTV surveillance system is in place to track and prevent the entry of anti-social elements and ensure safety & security to all (staff, students, faculty, parents, visitors, etc).

5. Software

The IT team is responsible for maintaining all software on the systems. The following processes is followed with regard to software:

a. The IT Team maintain a current list of Licensed / Open Source / and recommended software.

b. To ensure software is compatible and not destructive to the computer systems, the IT Team approves any and all software programs.

c. If a user is recommending a software that is not on the maintained list, the user will need to provide requirement approval to IT Team to take the matter forward for the procurement

d. The IT Team checks if software is qualified as being compatible with the system.

e. If software is not qualified as being compatible with the system, software cannot be installed.

f. If a software program exceeds the specifications of the user's computer system, the user will be notified to look for alternative software or to get approved the funds to upgrade the system.

g. All software is installed either on computers or on the servers must have a valid license.

h. Users may contact the IT Team to obtain additional guidance, quotes and advice on any software.

k. Types of Software used at the Sushant University of:

i. Standard software is that software (open source and licensed) which is made available to users by the IT Team. The IT Team installs all software, and may upgrade it when new releases become available. If training is required for newly purchased software a work procedure.

ii. Departmental funded software is software that is used by one or more departments or teams that are specific to that particular program.

The University does not encourage the use of pirated software.

6. Hardware

The IT team is responsible for maintaining all software on the systems at Sushant University. The following processes is followed.

a. The IT Team maintain a list of hardware.

b. To ensure hardware is compatible and not destructive to the computer systems, the IT Team ensures any and all hardware programs.

c. If a user is interested in hardware that is not on the maintained list, the user need to provide a budgetary approval-cum-requirement to IT department for further processing.

d. The IT Team is responsible for maintaining all hardware.

7. Campus Networking

- Router / Switches configuration files is maintained by network team and is secured by providing access rights given by Network Administrator only to authorized users.
- An external firewall maintained by Administrator to manage network from the external untrusted networks.
- Network components used for network security is configured properly and quarterly tested by Network Administrator. The backup of these configurations is taken quarterly or when any changes made to the system.
- Documentation related to Network devices, configuration and diagram are properly maintained and updated when required.

- Appropriate tools are used to manage and monitor network health on monthly basis. Proper logs are also maintained which specify type of network, bandwidth limits, inbound & outbound traffic etc.
- Wi-Fi Network Device like access points are controlled through Controllers and also to limit the source and type of traffic. Wherever technically feasible, single points of failure in network is minimized.
- The Network Administrator evaluates each network component to determine whether any upgrade is required or not.
- Password, Firewall, Antivirus, Remote Access and logical access control Policy is followed strictly to access the network devices / services.
- Network devices sometime configured to display logon banners which provide adequate warning against unauthorized logon attempts. These banners give least information about the network and system to the user.

9. Prohibited hardware and software

The following hardware and software which are not permitted, and the IT team monitors their installation on the systems:

a. Hardware or software that makes any portion of the network unstable.
b. Hardware or software that is used for illegal purposes
c. Hardware or software which are licensing issues / which legally prohibit its use.
d. Any hardware or software that causes any part of the network to become unstable is always instantly removed from the network, and the system is then eith removed or reset to its default settings.

10. Portable Devices

The users of portable devices are responsible for such devices and is held accountable for the care of such devices. The term "portable device" includes but is not limited to the following:
a) Laptops
b) External hard disk drives
c) USB data devices
d) Portable music players
e) Storage media – CD/DVD/SD/mini SD/memory sticks
f) iPads
g) Mobile phones – basic and smartphones

When not in use, these devices are stored appropriately at a place, The IT Team keep track of all devices that have been issued and keeps an eye on how they are being used.

11. Replacement Plan

The Sushant University pursue a five-year plan for replacing its computers. Using this strategy, it is always possible to replace outdated computers that are now connected to the University Network.

An Approval Note with a request is sought for a quote and why the computer must be replaced must be sent to the Management by the IT Team if a system needs to be upgraded before the scheduled computer replacement date.

12. Relocation of Computers or Printers

All computer systems and accessories which needs to be moved, is the responsibility of the IT team. To prevent delays in the setup / movement procedure, a mail is requested from user to send to the IT Support email address at least Two business days before the relocation. The user must get in touch with the IT Department Head in the event of an emergency.

13. Website

The Sushant University website is made in such way that can give access to outsiders to know the details about the institution, its activities, and entity. The University Website is subject to the following:

a) Departments / Schools are responsible for ensuring their webpage Contents to be updated at least every 30 days.

b) All content submitted to IT Department / Website Vendor for updating / for posting on the website should be checked and well verified by the concerned authority.

c) Copyrighted material for posting is accompanied by a properly executed release from the author and/or photographer.

d) Soft copies of properly verified web content is always required when posting on the University Website.

e) The website calendar is provided for University events only.

f) Links to websites found to be under construction or inactive is always updated/removed. No links to personal websites is posted.

14. Disposal of Electronic Equipment

The IT team gets rid of old electronic devices. An IT Work Order / email approvals are taken by the IT Team to dispose of the e-wastes/ device. The IT Team collects all out-of-date equipment at least 30 days before disposing. A list is made and provided to authorized environmentally friendly recycling vendors to quote for. After due approval from the Management Items are disposed and a certificate of recycling is obtained from the Recycler vendor.

15. Data Backup/Disaster Recovery Plan

The Sushant University's servers, which are kept at a centralized Place in the campus, are fully automated backup services provided by the IT team. Data backups are created only to help with disaster recovery, not to store them for later retrieval. The Recovery Plan for Sushant University details the steps taken by the IT team for technology disaster recovery as well as the stages of the process for retrieving important data. The plan for the IT Team ensures that operations may be quickly and successfully recovered and minimizes interruptions to crucial processes.

16. Maintenance

The IT Team plans Annually for the maintenance / upgrade of the Hardware/Software / Network and checks for problems.

17. Security

A top goal of the IT Team is the security of the computer system at Sushant University. The following are elements of the security monitoring process used by the IT Team:

a) Each Department / School determines what data is to be considered public, confidential, or for official use only.
b) The IT Department will then review all security alerts.
c) The IT Department setup logs and review them to monitor possible security breaches.
d) The IT Team maintain backups as needed to recover from deliberate security threats and damage.
e) The IT Team uses email security software (Antivirus) to protect the network from email threats in the form of viruses and SPAM.
f) The IT Team logs onto the Firewall to monitor mail activity to detect email threats.
g) The IT Team can log on to the Firewall server remotely to ensure the network's security is effective.
h) The Firewall is equipped with content filtering which allows for control of the users Internet access to the web. This service is used to monitor user's website visits and block inappropriate websites.
j) If a user is suspected of security violation, the user is tracked and blocked on the system.

18. User Accounts, Email & Passwords

All University User's email addresses and accounts are assignedby IT Team..which is updated time to time and the IT team keeps track of them. The IT Team also keeps track of and upgrades all system passwords as necessary for every individual user. At the time of hire, every new employee / student is given an email address with a password. It s

also suggested to the user that after Every six months, all computer users must change their passwords.

19. Internet Access

The internet gives users access to a wide range of information, some of which may be valuable and some of which may not, and it is not a safe way to communicate. The user is in charge of making sure that the Computer, Intranet, and Internet Use Policy of Sushant University is adhered to. Through monitoring and filtering software, the IT Team keeps an eye on user activities to block access to websites that are forbidden or in violation of University's regulations.

20. Quote Requests

Any IT Related requirement in the University is sent to the IT Support email address by the user. After reviewing by IT Team, if a quote is needed for any software or peripherals, Approvals are taken and the Work Order is provided to the vendor as per user's required specifications.

SAMPLE

FOR COMPUTER AND

IT MAINTENANCE

Sample of Screenshots following the steps mentioned above

Ticket is raised by the user
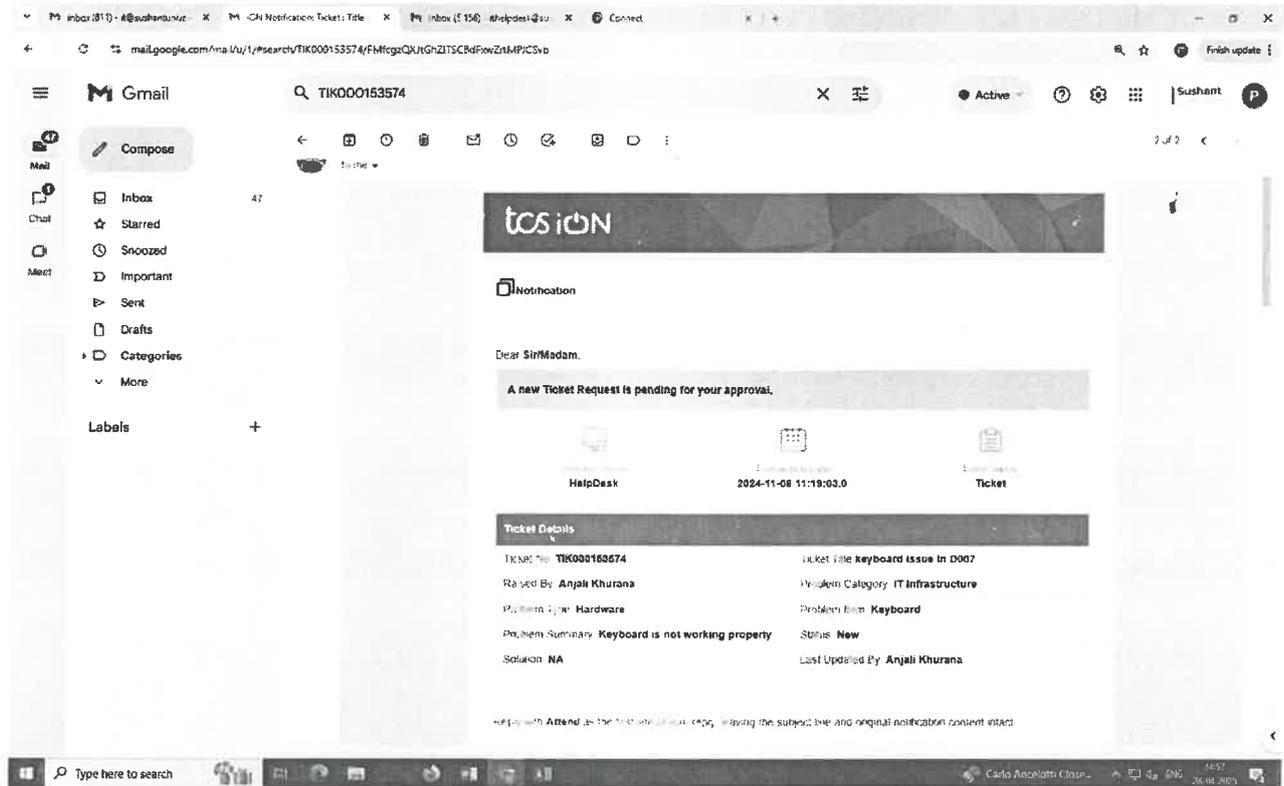
Ticket is attended by the Helpdesk Team
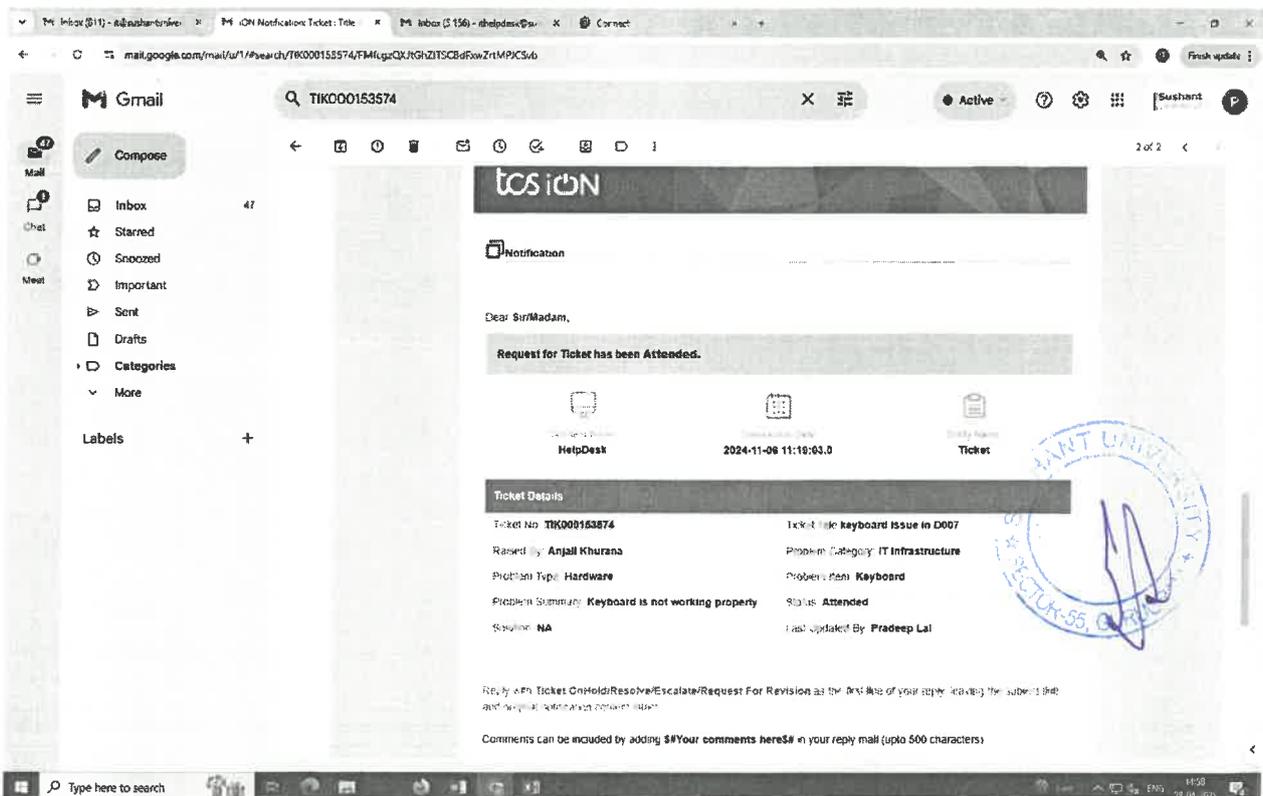
Ticket forwarded to the Concerned Team
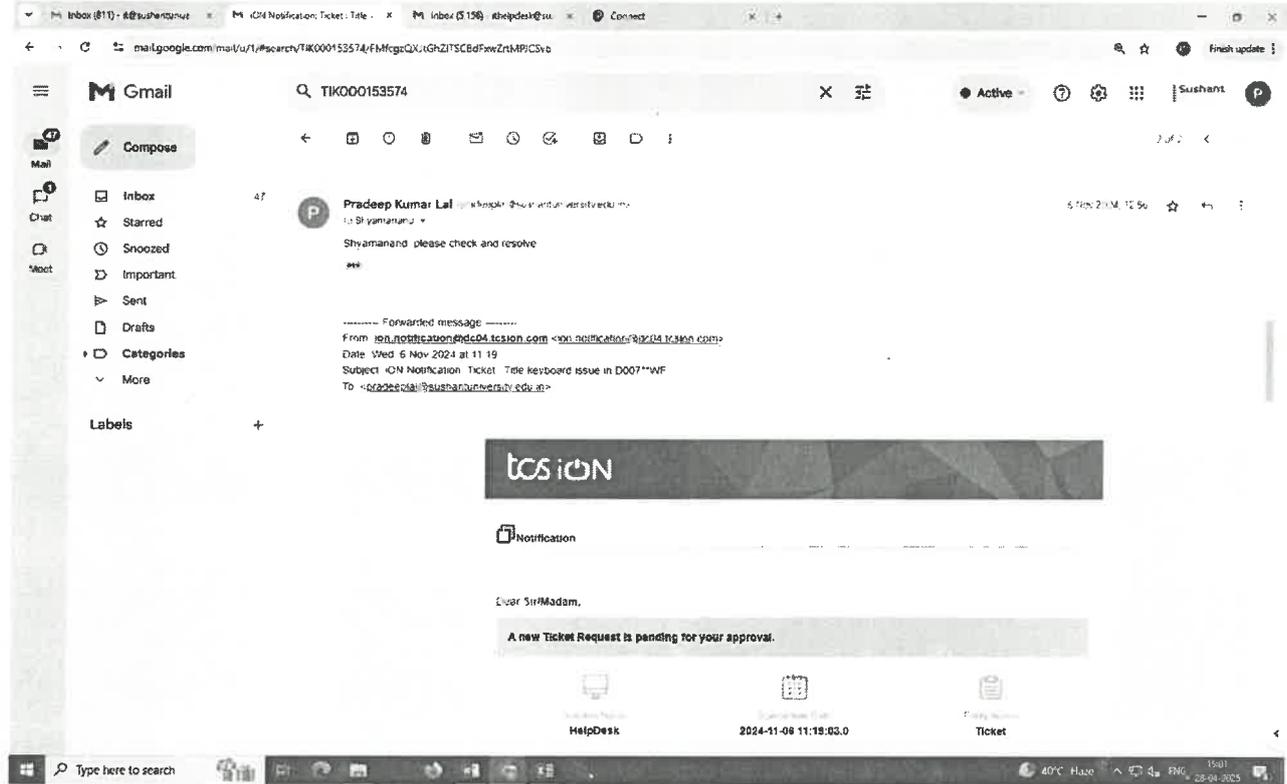
Keyboard replaced from Stock, Hence Ticket is Closed after resolution

Another Ticket is raised by the User regarding System is Dead

Ticket Attended by the Helpdesk Team

Ticket Escalated to the Concerned IT Team for assessment

After Team assessment, SMPS Found Faulty (Need Procurement). Quotation for other accessories also called for Budgetary Approval of all items in one go

	SHIPPER		RECEIVER	
	INOSPIRE Softwares		Sushant University	
	Plot No 126, Vikas Nagar		Gurgaon - Haryana	
	Gurgaon, Haryana-122001			
	GSTIN : 06AMMPL6913D1Z3			

Quotation No.	INS-1596
Quotation Date	14-08-2021
Validity	20-08-2021

S.N.	Description	HSN Code	Qty.	Unit Rate	Amount
1	Lapcare SMPS	8471	20	530	10,600
2	Dell USB Mouse	8471	25	220	5,500
3	Toolkit(Laptop)	8471	1	400	400
4	Toolkit(Dekstop)	8471	1	400	400
5	RJ 45 Connector box	8471	1	350	350
6	Cable Tie	8471	2	200	400
7	VGA to HDMI Connector	8471	5	850	4,250
8	CMOS Battery	8471	10	20	200
9	D-link LAN Tester	8471	1	1,000	1,000
10	Laptop Battery for HP 240 G5	8471	6	1,300	7,800
11	Laptop Battery for 348 G4	8471	4	1,300	5,200
12	Laptop Charger for HP 240 G5	8471	6	950	5,700
13	VGA Cable 3 Meter	8471	10	220	2,200
14	HDMI Cable 5 meter	8471	10	300	3,000

Terms & Conditions
Delivery -within 2 day time
Payment Terms - within 15 days.
Warranty- Standard warranty as per OEM

Total	47,000
SGST @ 9%	4,230
CGST @ 9%	4,230
Grand Total	55,460

Budgetary Approval Processed

SUSHANT UNIVERSITY, SECTOR – 55, GURGAON

SU/IT/08/001

Office Note

Dated: August 23, 2021

University
Gurgaon

Sub: Budgetary Approval for IT Consumables for the Maintenance / Service.

We require the following IT Consumables on high priority for the regular maintenance and making all the labs fully operational before the start of the next session which is commencing from 06/09/2021. Few items are required for providing smooth services to all on a regular basis. List of IT Consumables required are as Follows.

A. IT Consumables for Regular Maintenance:

1.	SMPS for Desktops	-	20 Nos
2.	Dell USB Mouse	-	25 Nos
3.	D-Link LAN Tester	-	01 Nos
4.	HDMI to VGA Converter	-	05 Nos
5.	Toolkit for Laptop	-	01 Nos
6.	Toolkit for Desktop	-	01 Nos.
7.	RJ 45 Connector	-	01 Pkt.
8.	Cable Tie	-	02 Pkts.
9.	CMOS Battery (Desktop)	-	10 Nos.
10.	VGA Cable (3 Mtrs)	-	10 Nos.
11.	HDMI cable (5 Mtrs)	-	10 Nos.

B. Laptop Accessories:

We also require Laptop Accessories for providing un-interrupted services to high level officials (Deans / Directors / HODs / Registrar Etc.) who are using University Laptops. IT Department do not have any Laptop battery and charger in stock. Few Laptops Batteries and Chargers are required to replace on priority as the users are facing issues while working with it. Few Laptop Accessories will be kept in IT Stock for the replacement in case of any urgency. List of laptop Accessories are as Follows.

1.	HP 240 G5, Core i3 Laptop Battery	-	06 Nos.
2.	HP 348 G4, Core i5 Laptop Battery	-	04 Nos.
3.	Laptop Charger	-	06 Nos.

We have invited quotations from the suppliers of IT Consumables which are attached herewith for the reference.

It is therefore requested that a Budgetary Amount of Rs. 54,000/- (All Inclusive) be approved so that a comparative statement can be prepared and put forth before the Purchase Committee for the negotiation and finalization at the earliest.

Submitted for kind consideration and necessary approval please.

Asst System Manager

Head-IT

CFAO

Registrar

Vice Chancellor:-

On urgent request, the required item supplied by vendor immediately and issued to IT Team for replacement and closing the ticket. Remaining items supplied by the vendor later.

Dear Sir/Madam,

Request for Ticket has been Resolved By Expert.

HelpDesk	2021-08-31 12:36:26.0	Ticket

Ticket Details

Ticket No: **TIK00060464**	Ticket Title: **Desktop not Working**
Raised By: **Pradeep Lal**	Problem Category: **IT Infrastructure**
Problem Type: **Hardware**	Problem Item: **Desktop**
Problem Summary: **System not up... need assembly**	Status: **Resolved By Expert**
Solution: **NA**	Last Updated By: **Abhishek Antil**

Reply with Reopen as the first line of your reply leaving the subject line and original notification content intact.

Comments can be included by adding $#Your comments here$# in your reply mail (upto 240 characters)

For example : $#Action taken by J R#$#

You can also click on the button(s) below to take a direct action or to add a comment and take action.

[Reopen]

Purchase Order Issued for Supply of Consumables

SUSHANT UNIVERSITY (Annexure C)
(Erstwhile ANSAL UNIVERSITY)
SECTOR-55, GURUGRAM-122003

PURCHASE ORDER

Vendor Name & Address

Purchase Order Number: SU/2021-22/PO/ 1 5 6 4
Date: 04.09.2021

INOSPIRE SOFTWARE
Plot No – 126, Vikas Nagar
Gurgaon.

Kind Attn: Mr. Ravi.
Subject: Supply of IT Consumables.
Dear Sir,

This is with reference to your quotation dated 14/08/2021 and your discussion held with the purchasing committee on 03-09-2021 you regarding the supply of IT Consumables for the University, we are pleased to place the order for the following items:

S.No	Item /Description	Rate/Unit	Qty	Disc.	Total
1.	SMPS (Lapcare)	Rs. 530	20 Pcs	0.00	Rs. 10600.00
2.	USB Mouse - DELL	Rs. 220	25 Pcs	0.00	Rs. 5500.00
3.	Toolkit (Laptop)	Rs. 400	01 Pcs	0.00	Rs. 400.00
4.	Toolkit (Desktop)	Rs. 400	01 Pcs	0.00	Rs. 400.00
5.	RJ45 Connector Box	Rs. 350	01 Box	0.00	Rs. 350.00
6.	Cable Tie	Rs. 200	02 Pkt	0.00	Rs. 400.00
7.	VGA to HDMI Connector	Rs. 850	05 Pcs	0.00	Rs. 4250.00
8.	CMOS Battery	Rs. 20	10 Pcs	0.00	Rs. 200.00
9.	LAN Tester (D-Link)	Rs. 1000	01 Pcs	0.00	Rs. 1000.00
10.	Laptop Battery for HP 240 G5	Rs. 1300	06 Pcs	0.00	Rs. 7800.00
11.	Laptop Battery for HP 348 G4	Rs. 1300	04 Pcs	0.00	Rs. 5200.00
12.	Laptop Charger for HP 240 G5	Rs. 950	06 Pcs	0.00	Rs. 5700.00
13.	VGA Cable - 3 Mtrs	Rs. 220	10 Pcs	0.00	Rs. 2200.00
14.	HDMI Cable – 5 Mtrs	Rs. 300	10 Pcs	0.00	Rs. 3000.00
	Total Amount:				Rs. 47,000.00
	Discount in purchase committee meeting				7,000.00
	Total After Discount:				Rs. 40,000.00
	GST (18% Extra)				Rs. 7,200.00
	Grand Total:				Rs. 47,200.00

Terms & Conditions:

1. Delivery: 02 Days.
2. All the items will be supplied / Repaired F.O.R. Sushant University (Erstwhile Ansal University), Sector -55 Gurugram, Haryana.
3. The items will be accepted only in the proper working conditions. If not, the University will have the right to return the items.
4. Payment Terms: 2-3 Weeks after the supply and submission of Invoice.
5. Kindly mention our GST No. 06AAATC0747N1ZO in the Invoice.

For Sushant University (Erstwhile Ansal University)

Authorised Signatory

Items received through Gate Entry and Stock Entry

 INOSPIRE

INOSPIRE Softwares
Plot No 126, Vikas Nagar
Basai Road, Gurgaon Haryana, 122001 India
GSTIN : 06AMMPL6913D1Z3
Contact : +91 8740969356
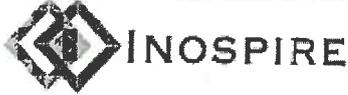
Tax Invoice
Invoice# INV-2021-220

Bill To
Sushant university
(Erstwhile Ansal University)
Sector 55, Gurgaon, 122003, Haryana, India
GSTIN : 06AAATC0747N1ZO

Ship To
Sushant university
(Erstwhile Ansal University)
Sector 55, Gurgaon, 122003, Haryana, India
GSTIN : 06AAATC0747N1ZO

Invoice Date :	08-09-2021
Payment Terms :	Net 15
Invoice Due Date :	23-09-2021
P.O.# :	SU/2021-22/PO/

Place Of Supply: Haryana (06)

Sr. No	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Lapcare SMPS	8471	20	530.00	10,600.00
2	USB Mouse - Dell	8471	25	220.00	5,500.00
3	Toolkit - Laptop	8471	1	400.00	400.00
4	Toolkit - Desktop	8471	1	400.00	400.00
5	RJ45 Connector Box	8471	1	350.00	350.00
6	Cable Tie	8471	2	200.00	400.00
7	VGA to HDMI Connector	8471	5	850.00	4,250.00
8	CMOS Battery	8471	10	20.00	200.00
9	LAN Tester (D-Link)	8471	1	1,000.00	1,000.00
10	Laptop Battery for HP 240 G5	8471	6	1,300.00	7,800.00
11	Laptop Battery for HP 348 G4	8471	4	1,300.00	5,200.00
12	Laptop Charger for HP 240 G5	8471	6	950.00	5,700.00

ANSAL UNIVERSITY
Date 17/09/21   16:50
Sr. No. 1499   Bill No. 9021-22
Sign of Security   [handwritten signature]

Sr.No	Item & Description	HSN/SAC	Qty	Rate	Amount
13	VGA Cable - 3 Meters	8471	10	220.00	2,200.00
14	HDMI Cable - 5 Meters	8471	10	300.00	3,000.00

Sub Total		47,000.00
Discount		(-) 7,000.00
CGST9 (9%)		3,600.00
SGST9 (9%)		3,600.00
Total		₹47,200.00

STOCK REGISTER

IT DESCRIPTION _IT Consumables_

PAGE NO _Reg No - R3, Page - 5, S.No - 22(a) to 22(n)_

ENTERED BY: _Pardeep W. Saini_
(Name & Sign.)

AUTHORISED PERSON _Abhishek Anil_
(Name & Sign.)

DATE _4/10/2021_

Total in Words: **Rupees Forty-Seven Thousand Two Hundred Only**

Notes

Thanks for your business.

Bank Name : Inospire Softwares
Account No : 918020086611424
IFSC Code : UTIB0000576
Bank Address : Axis Bank, B- 294-295 (A), Aggarwal Enterprise Building, RIICO Chowk, Bhiwadi- 301019

Terms & Conditions

1.All goods returned for replacement/credit must be saleable condition with original packing.
2.Software Licenses / E-licenses are Non-cancellable.
3.We are covered under MSME Act 2006, hence as per this law, if the above invoice is not paid within due date, notwithstanding anything contain in the agreement you will be liable to pay compound interest with monthly rests at three times of the bank rate notified by the Reserve bank. Our MSME UAN No - HR05D0023742
4.No TDS would be deducted on these Software's as per notification No - 21/2012 S.O.1323(E) dt. 13.06.2012.

TDS Declaration

We do hereby declare that the company has already deducted TDS/Withholding tax from payment against acquisition of software /s invoiced to you in accordance with sub-clause (a)/ (b) of clause (ii) of Notification No. 21/2012 [F.No.142/10/2012-SO(TPL)]. We further declare that Software transferred to you wide invoice number as mentioned above has been transferred to you without any modification.By virtue of said Notification you are exempted from deducting TDS on Payment/Credit against our invoice/s.

Thank You,

Your's Sincerely,

Thank You

What is E-waste Management

E-waste or **Waste** Electrical **and Electronic** Equipment (WEEE) are loosely discarded, surplus, obsolete, broken, electrical or electronic devices. ... Improper dismantling and processing of **e-waste** render it hazardous to human health and our ecosystem. Therefore, the need of proper **e-waste management** is realized and worked upon.

E-waste" is a popular, informal name for **electronic** products nearing the end of their "useful life. Many of these products can be reused, refurbished, or recycled in an environmentally sound manner so that they are less harmful to the ecosystem.

Widely used Waste Disposal Methods

- **Landfilling:** This is the most common methodology of waste disposal. But in case of E-waste should be highly avoided as the landfilling/ dumping of E-waste leads to contaminating earth with a very long decay cycle and with some harmful materials also many of rare earth metals are used in PCB/chip manufacturing are also waster so the sole objective of recycling e-waste is to not let the electronic waste end up in landfills.
- **Incineration**: It is a waste treatment **process** that involves the combustion of organic substances contained in waste materials. **Incineration** of waste materials converts the waste into ash, flue gas and heat. Should be avoided for e-waste to save the environment of pollution.
- **Composting and Vermicomposting:** This method is useful for the disposal of biodegradable waste.
- **Recycling** of e-waste.
- **Reuse** of electronic devices.
- **Refurbishing** of electronic devices.
- **Acid Bath:** Acid bath involves soaking of the electronic circuits in the powerful sulphuric, hydrochloric or nitric acid solutions that free the metals from the electronic pathways.

Some Examples of E-Waste

E-waste is a popular, informal name for **electronic** products nearing the end of their "useful life." Computers, televisions, VCRs, stereos, copiers, and fax machines are common **electronic** products. Many of these products can be reused, refurbished, or recycled.

What are the Effects of E-waste?

When improperly disposed of, the heavy metals, plastics and glass in **e-waste** can pollute the air or seep into waterways or be dumped in the land remain there for years.

E-waste can have a damaging **effect** on the soil of a region. As **e-waste** breaks down, it releases toxic heavy metals. Such heavy metals include lead, arsenic, and cadmium. In addition to its damaging effect on the environment, These toxins can enter the human food supply, which can lead to birth defects as well as a number of other health complications.

What are the aim and objectives of e-waste?

Very simply put: Reduce, **Reuse**, **Recycle**, **Repurpose**. Minimize **waste** to landfill, incentivize sustainable and environmentally conscious design choices and second-life potential, and ultimately increase recycling rates year on year.

The 4 R's

— Reduce, Reuse, Repurpose, Recycle.

— **Five** actions that can make our organization and ourselves a better steward.

Importance/Benefits of E-Waste Management

The most obvious, yet greatest benefit of **recycling e-waste** is the **positive impact** it has on our environment. Many **electronic** devices contain heavy metals like lead and mercury, which can be extremely **harmful** to both land and water.

Recycling done can recovers valuable materials from old electronics that can be used to make new products

Recycling **e-waste** also conserves natural resources, significantly decrease the demand for mining heavy metals and save natural resources by extracting fewer raw

materials from the earth thus directly/indirectly saving on **energy in producing them** and reducing the greenhouse gas emissions/pollution emitted from manufacturing or raw rare earth materials

Some of the Ways to Reduce E-Waste

1. Donate or Sell Working Electronics.
2. Use Your Old Mobile Phone as a GPS Device.
3. Recycle via a Retailer.
4. Check E-Cycling Centers in Your Area
5. Organize Your Electronics.
6. Knowhow of the Laws of the land About Battery Disposal (as they are a hazard to life as well)
7. Consume Less in Order to **Reduce** Your **E-Waste**.
8. Store Your Data Online/cloud.

Sushant University IT E-Waste Disposal Policy

Sushant University does the auditing of IT Assets every year to determine the asset's life, their working status and further usability. Based on the assessment, assets lists are categorized in the following ways.

1. Usable Assets, which are up to the marks and have longer life in terms of usage.
2. Assets that are becoming outdated but reusable further for some more time after few required upgradations.
3. Assets which are totally Outdated / Can't be used in anyway / Dead

IT Department prepares the list of assets and sends the detail to the management for final decision with its recommendation i.e. what steps to take further. With the recommendations like -

1. To upgrade the reusable items (Budgetary approval is processed for the upgradation)
2. Donate/ Sell amongst faculty staff to be delivered to the needy.
3. Discard the Outdated / Dead items forever and updating the stock register.
   - It is in this regard that all electrical/ electronic items like phones, computers, telecom equipment, consumer electronics, monitors, IT equipments and

accessories, storage media and UPS which form a part of property of the University and are no longer utilizable in the University are disposed of as e-waste. This is done by the University collaborating with any authorized Govt. or Private agencies which have the licensing to carry out such work. These Private / Govt. agencies have their compliance certification by the Central Board of Pollution Control (CBC). The University has signed a collaborative agreement with these companies such that the E-waste is disposed of on a regular basis and always in process of empaneling more.

- Vendor picks the items and sends the items to their plant for recycling.
- After recycling successfully, university gets an e-waste certificate from the vendor, which shows that items have been recycled successfully, and comply with the e-waste management policy.

List of Agencies Onboarded:

1. BRP InfoTech Private Limited
2. Karo Sambhav Private Limited
3. AQ Recycling Pvt Ltd.

(Head-IT)   (Registrar)   (Vice Chancellor)