



M.K.E.S. COLLEGE OF LAW

DISPOSAL POLICY

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DISPOSAL POLICY

M.K.E.S. College of Law follows the policies laid down by the management for disposal of obsolete and damaged goods. There is a manager appointed by the management who is responsible for declaring an asset or a damaged goods to be surplus. Departments transfer any item regardless of costs or value to sell, scrap or transfer to another outside entity for recycling. Only Manager can declare a property as surplus. Any disposal of an asset with a market value of more than Rs.10,000 should take prior approval of the Principal and the Chairman of the Trust. Money received from the disposal of an asset is utilised for the development of the college.

There are number of ways for disposal of Computers and its accessories.

- > Recycle — It is given to Local Recycling Centre.
- > Sell — If Computer is in working condition, the manager takes the initiative of selling it
- > Donate — Sometimes an old Computer is given to charities and institutions in need.