

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification
No.F-9-36/2006-U.3 (A) dated 25th May 2007**



CONDEMNATION AND DISPOSAL OF ASSETS POLICY 2021



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT. 1956)
TAMAKA, KOLAR - 563103, KARNATAKA, INDIA

Name of the Policy/ Guidelines	CONDEMNATION AND DISPOSAL OF ASSETS POLICY 2021	
Short Description	Process of Condemnation and Disposal of Condemned Assets	
Scope	This policy is applicable to all teaching and non-teaching staff of SDUAHER	
Policy status	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Revised
Date of approval of Version 1		
Policy No.	SDUAHER/KLR/POLICY/031	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date	14 th September 2021	
Approval Authority	Vice Chancellor	
Responsible officer	Registrar	
Name of the Policy/ Guidelines	CONDEMNATION AND DISPOSAL OF ASSETS POLICY 2021	
Details of Revision	Date of Revision	Approved by



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Manual

SDUAHER reserves right, to add, delete, amend modify, interpret, change or suspend the operation of any of these procedures without assigning any reason thereof and such interpretation shall be final and binding upon all the employees



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1. **Introduction:** SDUAHER has a high volume of Assets accumulated over the years. These assets can be classified as under:-

- (a) Medical Equipment's / Hospital Stores.
- (b) IT Hardware.
- (c) Furniture.
- (d) Electrical and Mechanical items.

2. **Aim:** The aim of this Policy is to lay down the guidelines for "Accounting" "Maintenance", Condemnation and Disposal of various assets of SDUAHER.

3. **Definitions:**

- (a) **Condemnation:** A process of assessing the assets which are produced before the committee whether they are serviceable or unserviceable.
- (b) **Disposal:** A Process of liquidating the assets which are declared as unserviceable.
- (c) **SDUAHER** means Sri Devaraj Urs Academy of Higher Education and Research Centre, Tamaka, Kolar.
- (d) **Registrar:** Registrar of SDUAHER, Kolar.
- (e) **Governing Body:** Governing body of SDUAHER, Kolar.
- (f) **Condemnation body:** Means committee constituted for the specific purpose.
- (g) **Disposal Committee:** Means committee constituted for the specific purpose.

4. **Accounting of Assets:** All departments will maintain the complete accounting of assets held in their charge covering the complete details in the Assets register of the department as per appendix 'A'.

A Log book has to be maintained for each asset containing history from induction to disposal.

5. **Maintenance of Assets:** All departments will maintain the assets held in their charge to achieve maximum life of each equipment. In this connection a detailed maintenance record will be maintained including details of AMC /CMC /PM records and the same will be produced along with the history of the item when ever required by the authorities and also to the condemnation committee.



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6. Identification of Assets for condemnation:

All assets which are on charge of each department should always be in a serviceable condition. Any item that needs to be subjected to condemnation should meet the following criteria.

- a) Should have completed minimum prescribed life.
- b) Due to fair wear and tear only. (bonofide use)
- c) Should not have been Unserviceable due to negligence, mishandling or unfair wear and tear.
- d) Should have been declared as BER (Beyond Economic Repair) by the service engineer and biomedical engineer jointly.
- e) Should be obsolete / No support from the maintaining agencies for AMC/CMC/ labour contract.
- f) Suitable replacement for the item to be condemned has to be identified.
- g) Budget should have been catered for procurement of replacement item.

7. Central Condemnation committee: Condemnation committee will be published by the Academy twice in a year during 2nd and 4th quarters for condemnation of stores. The committee for various groups of stores will be as under:-

8. Medical Equipment's/ Hospital stores.

- | | | |
|------------------|---|--|
| Chairman | - | One of the HoD from clinical department. |
| Members | - | 1.1 x Specialist from Radiology.
2.1 x Specialist from Surgery.
3.1 x Specialist from Anesthesiology.
4.1 x Specialist from Pathology.
5.1 x Specialist from ENT.
6.1 x Specialist from Pediatrics. |
| Member Secretary | - | Bio Medical Engineer. |



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The summary / list of items to be placed before the condemnation committee will be prepared and coordinated by Bio Medical Engineer .The suggested proforma will be as per the appendix B”. A minimum 2/3 members and compulsory presence of Chairman and Member secretary is mandatory to complete the quorum.

9. IT Hardware

- Chairman - IT Professor from Doddaballapur.
Members - 1. 1 x Specialist from Community Medicine.
2. 1 x Specialist from Medicine/Major Dept.
3. 1 x Electrical Engineer
4. 1 x Physiotherapist / Librarian
Member Secretary - Senior I.T Manager

A minimum 2/3 members and compulsory presence of Chairman and Member secretary is mandatory to complete the quorum

The summary / list of items to be placed before the condemnation committee will be prepared and coordinated by Senior IT Manager. The suggested proforma will be as per the appendix “C”.

10. Furniture :-

- Chairman - One of the HOD
Members - 1. Dy. Medical Superintendent
2. Vice - Principal
3. 1x Warden.
4. Junior Engineer (Civil Works).

Member Secretary - AEE (Civil Works)

A minimum 2/3 members and compulsory presence of Chairman and Member secretary is mandatory to complete the quorum. The summary / list of items to be placed before the condemnation committee will be prepared and co-ordinates by Asst Executive Engineer (Civil works) . The suggested proforma will be as per the appendix “D”.



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11. Electrical and Mechanical Items.

- Chairman - HOD from Doddaballapur.
Members - 1. 1x Community medicine Specialist
- 2. 1 x AEE (Electrical)
- 3. 1 x DMS.
Member Secretary - AEE (Electrical)

A minimum 2/3 members and compulsory presence of Chairman and Member secretary is mandatory to complete the quorum

The summary / list of items to be placed before the condemnation committee will be prepared and coordinated by Asst Executive Engineer (Electrical). The suggested proforma will be as per the appendix "E".

12. The Condemnation committee will carefully examine each item with reasons for condemnation. The committee will also suggest mode of disposal for each item.

13. The General guide lines for sentencing and disposal of unserviceable items will be as under:-

- (a) Medical Equipment's - Should be explored the possibility for buy back against the new Equipment.
- (b) IT Hardware - All the Hard discs are to be destroyed in presence of condemnation committee and balance items may be disposed by auction as IT scrap.
- (c) All other metal item - To be auctioned as scrap.
- (d) All cloth items - To be converted as cotton rags and can be used for cleaning and dusting purpose.
- (e) All wooden items - To be converted as fire wood and be auctioned.
- (f) Plastic items - To be auctioned as scrap.
- (g) Glass item broken - To be destroyed and buried.
- (h) Infected cloths & other items - To be burned in the incinerator.



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14. The chairman and all member will sign the proceedings and will be submitted to Registrar for approval.
15. On approval of this proceedings by Registrar of the Academy, the same will be ratified by the Board of Management.
16. On approval of condemnation proceedings all the items marked as unserviceable will be moved to the salvage stores held by GM (IPMAS).
17. A separate disposal committee will be constituted to dispose all the stores that have been declared as unserviceable. The committee will be as under:-

- | | | |
|--------------|---|-----------------------------------|
| (a) Chairman | - | Deputy Registrar |
| (b) Member | - | 1. Deputy Medical Superintendent. |
| | | 2. Assistant Executive Engineer. |
| | | 3. Estate Manager. |
| | | 4. Bio Medical Engineer. |
| | | 5. IT Manager. |

Member secretary - Assistant Executive Engineer

A minimum 2/3 members and compulsory presence of Chairman and Member secretary is mandatory to complete the quorum

18. The committee will ensure the following before proceeding to Auction the salvage stores.
 - (a) All approvals from regulating authorities like AERB and etc has been obtained.
 - (b) Approvals if required from NGT/Pollution control board has to be obtained.
 - (c) Adequate publicity to be given before auction of stores. Considering the values of stores, an advertisement may be published in local newspaper. All vendors may be given an opportunity to physically see the stores "As on where it is basis " before quoting their bids.



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- (d) On completion of auction, the amount received has to deposited with Finance Section of Academy before movement of auctioned stores out of campus.
- (e) No movement of stores will be allowed after working hours.
- (f) The chairman of the auction committee will issue gate pass only after retrival of complete cost from the vendor.

19. The security team under the directions of Chief Facility Officer will have a regular watch during the completes process of condemnation of stores.

20. Distribution of condemnation committee proceedings: The condemnation proceedings will be prepared in quintuplicate and after approval will be distributed as under:-

- (a) Finance Section - For accounting of Assets value.
- (b) PI & S - For reducing of Assets from central Inventory.
- (c) Hon'ble Registrar - For records in master file.
- (d) M.S office/ Sr. IT manager/ - For futuristic planning of assets.
GM (IPMAS)
- (e) Department concerned - For records.



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APPENDIX "A"

(Refer Para 4 of C & D Policy 2021.)

ASSET REGISTER

DEPARTMENT :-

Sl. No	Item	Make & Type	Date of Purchase	A/Unit	Qty	Purchase Cost	Whether on	Agency maint the eqpt	Present condition.	Remarks
							CMC/AMC			



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APPENDIX "B"

(Refer Para 8 of C & D Policy 2021.)

MEDICAL EQUIPMENTS / HOSPITAL STORES FOR CONDEMNATION

Sl. No.	Item	Make & Type	A/Unit	Qty produced	Date of purchase	Purchase Cost	Qty Serviceable	Qty Repairable	Qty Unserviceable	Reason for condemnation	Mode of disposal



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APPENDIX “C”

(Refer Para 9 of C & D Policy 2021.)

IT HARDWARE FOR CONDEMNATION

Sl. No.	Item	Make & Type	A/Unit	Qty produced	Date of purchase	Purchase Cost	Qty serviceable	Qty Repairable	Qty Unserviceable	Reason for condemnation	Mode of disposal



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APPENDIX "D"

(Refer Para 10 of C & D Policy 2021.)

FURNITURES FOR CONDEMNATION

Sl. No.	Item	Make & Type	A/Unit	Qty produced	Date of purchase	Purchase Cost	Qty serviceable	Qty Repairable	Qty Unserviceable	Reason for condemnation	Mode of disposal



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APPENDIX “E”

(Refer Para 11 of C & D Policy 2021.)

ELECTRICAL & MECHANICAL ITEMS.

Sl. No.	Item	Make & Type	A/Unit	Qty produced	Date of purchase	Purchase Cost	Qty serviceable	Qty Repairable	Qty Unserviceable	Reason for condemnation	Mode of disposal