



Ref. No. KU/2024/Reg./NH/105

Dated 10.07.2024

OFFICE ORDER

Subject: Policy on Minimisation of Extended Use and Disposal of Materials at Kalinga University, Raipur

With the objective of promoting **resource conservation, waste minimization, responsible consumption, cost efficiency, and sustainable campus operations**, Kalinga University hereby implements the **Minimisation Policy for Extended Use and Responsible Disposal of Materials** to encourage efficient utilization of University resources and reduce unnecessary consumption, replacement, and disposal.

The policy aims to promote the **extended use, reuse, repair, maintenance, refurbishment, repurposing, recycling, and responsible disposal** of materials, equipment, furniture, office supplies, and other resources wherever technically, economically, hygienically, and operationally feasible. The initiative contributes particularly to **SDG 9 (Industry, Innovation and Infrastructure)**, **SDG 12 (Responsible Consumption and Production)**, and **SDG 13 (Climate Action)** by promoting resource efficiency, waste reduction, sustainable consumption, and environmentally responsible institutional operations.

Under this initiative:

- 1. Minimisation of Resource Consumption:** The University shall promote efficient use of materials and resources and encourage departments to avoid unnecessary consumption and wastage.
- 2. Extended Use:** Suitable materials, equipment, furniture, office items, and other resources shall be used for their intended useful life and, wherever feasible, beyond their initial period of use, subject to safety and functionality.
- 3. Reuse and Repurposing:** Wherever feasible, usable items shall be reused, repurposed, reassigned, or transferred to other departments before new items are procured.
- 4. Repair and Maintenance:** Regular maintenance, servicing, repair, and refurbishment shall be encouraged to extend the functional life of University assets and reduce premature replacement.



5. **Minimisation of Replacement:** Replacement of materials, equipment, furniture, and other assets shall be based on actual need, condition, functionality, safety, and operational requirements rather than unnecessary or premature disposal.
6. **Responsible Procurement:** Procurement decisions shall, wherever feasible, consider durability, repairability, reusability, serviceability, expected useful life, resource efficiency, and environmental impact.
7. **Recycling and Recovery:** Materials that are no longer required for their original purpose but remain suitable for recovery or recycling shall, wherever feasible, be channelized through appropriate recycling and resource-recovery mechanisms.
8. **Responsible Disposal:** Items that have reached the end of their useful life and cannot be safely reused, repaired, refurbished, or recycled shall be disposed of through appropriate and authorized procedures.

The **Minimisation Policy for Extended Use and Responsible Disposal of Materials** demonstrates Kalinga University's commitment to responsible consumption, resource conservation, waste minimization, and sustainable institutional operations. Extending the useful life of materials and reducing unnecessary disposal helps conserve raw materials and energy, minimize waste generation, reduce procurement-related environmental impacts, and promote efficient utilization of University resources.

The University shall encourage all concerned stakeholders to follow the principles of **minimise, reduce, reuse, repair, maintain, refurbish, repurpose, recycle, and responsibly dispose** in their day-to-day institutional activities.

All concerned departments, administrative personnel, students, faculty members, housekeeping staff, maintenance personnel, procurement personnel, contractors, vendors, and other stakeholders are hereby directed to ensure the **effective, responsible, and timely implementation** of this Office Order and to comply with the University's prescribed resource-management and waste-minimization procedures.

Dr. Sandeep Gandhi

REGISTRAR
KALINGA UNIVERSITY
KOTNI, NEAR MANTRALAYA
RAIPUR (CHH.)



KALINGA UNIVERSITY

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