



MOHAMED SATHAK A.J. ACADEMY OF ARCHITECTURE

34, Old Mahabalipuram Road, IT Highway, Egattur, Chennai 603 103

Phone: 044 - 27470391 - 92 - 93 - 94 Email: admin@msajaa.com



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CONDEMNATION COMMITTEE

The following staff members of the institution are appointed as the chairperson and members of INSTITUTION LEVEL CONDEMNATION COMMITTEE. This committee has been instituted to guide the condemnation and disposal of goods with planning and defining protocols of condemnation and disposal of the same as enclosed. All the goods are condemned on the decision of the committee and approval of the management.

Composition of SCC (Standing Condemnation Committee):

Sr.no.	NAME	DESIGNATION IN THE COMMITTEE	DESIGNATION IN THE INSTITUTION
1	Prof. T.Sathish Kumar	Chairperson	HOD - MSAJAA
3	Dr. Shanmugavalli K R	Member	PROFESSOR - MSAJAA
4	Mr. Jaggesh	Member	System Admin Head - MSAJAA
5	Mr. Syed Hameed Basha	Member	System Admin- MSAJCE

Dr. Ranees Vedamuthu

Director



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Policy Guidelines for Condemnation & Disposal

1. Applicability

Electronic Products / (ICT) Equipment

- PCs
- Servers
- Laptops /Note-book/Tablet
- Printers
- Scanners
- UPS
- Data Communication Equipment/ LAN switches/routers/data cables.
- Dumb Terminals Etc.

Other Items

- Drafting Boards
- Chairs/Stool/Table / Other furniture's
- Construction Waste

2. Grounds for Condemnation

The Products/ ICT equipment can be condemned on the following grounds:

2.1. Technically or physically obsolete

2.1.2) completed it's life-span/deteriorated and technology outdated affecting performance and output that is expected out of it.

- 1) Servers/PCs/dumb terminals/printers- 5 years
- 2) Laptop/Notebook- 4 years or till the fitness of such device is certified.
- 3) UPS excluding battery- 5 years
- 4) Battery of UPS- 1 year after warranty period.
- 5) Printers - 5 years
- 6) Data Communication Equipment/LAN switches/routers/data cables etc. 5 years.

2.2. Beyond Economical Repairs (BER)

Products/Equipment can be declared BER when these cannot be upgraded or maintained economically/ warrant extensive repairs and replacement of sub-assemblies / accessories and the combined cost of which exceeds a certain percentage (50%) of the current cost of an equivalent system. The same can be ascertained from the vendor who is giving AMC (*Annual Maintenance Contract*) support.



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2.3. Non-repairable

Products/Equipment can be condemned due to the non-availability of spare parts.

2.4. Physically damaged

Products/Equipment that have been damaged beyond repair due to fire or any other reason beyond human control can be condemned as Physically Damaged.

3. Mode of Condemnation

The mode of Condemnation may be done either by **Buyback** or **Disposal**, as decided by the Standing Condemnation Committee.

Buyback

If SCC decides to choose the Buyback mode of Condemnation, the proposal for purchasing new Products/ ICT Equipment under buyback mode will be sent by the Department to the management for obtaining NOC. The Buyback rates for specific products as finalized in the ongoing Rate Contract shall be applicable. If the Buyback rates are not specified in the Rate Contract then the SCC will decide the Buyback rates based on their assessment, after comparing similar Rate Contract in the past and consultation with the Vendor.

Disposal

If SCC decides to choose the disposal mode of Condemnation, the concerned Department can dispose of it through Tender, Auction, or Scrap depending on the assessed residual value of the Products/Equipment.

Such equipment shall be disposed of strictly following the guidelines attached. Once the equipment has been condemned it should be removed from its primary use and kept in the area allocated for scrapped equipment within 1 week from the date of condemnation. The department will also ensure the removal of service and inventory labels from such equipment. AMC, if any, for such equipment/instruments should be stopped with the effective date of scrapping. All data including the operating system must be removed after taking proper backup and preserved by the user of the equipment.

4. Procedure for Condemnation

- 1) The department condemnation committee will review the condemnation notes and recommend the condemnation of equipment as per approved guidelines.
- 2) All procedures and rules of the government on the maintenance of records for condemnation of non-consumable items will be adhered to in these cases.
- 3) Condemnation Conveners of the department will prepare Products/ ICT Equipment condemnation report which should be individually numbered having Products/Equipment



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description including, Serial Number, Asset Register Number, Purchase Date, Purchase Price, Reason for Condemnation and any additional information.

4) The condemnation report so prepared shall be put up for approval by the SCC. The condemnation will be done only after approval is obtained from the authority with such powers. It is suggested that such Scrapping Committee meet twice a year during the months of May-June and Nov. - Dec. to avoid piling up of unusable IT items.

4. Responsibility Matrix

Responsibility	department/ conveners	SCC (Standing Condemnation Committee)
Identification of Products/ ICT Equipment to be condemned	<input checked="" type="checkbox"/>	
Preparation of Condemnation report	<input checked="" type="checkbox"/>	
Review and approval of Condemnation report		<input checked="" type="checkbox"/>
Mode of Condemnation (Buy-back/ Disposal)		<input checked="" type="checkbox"/>
Process of Condemnation	<input checked="" type="checkbox"/>	

Conveners for Condemnation Process	Ar. Shilpa Das & Ar. Manimeghalai
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