

# **Standard Operating Procedure (SOP) for provision of Laptops to all Teaching Faculties of Rajiv Gandhi University**

## **1. SPECIFICATIONS OF LAPTOPS:**

- 1.1 For the purpose of this policy; Laptop, Notebook, Tablet, Netbook Computer, Notepad, Ultra-note book are considered in the same class. They are referred to as 'Laptop' in this policy.
- 1.2 The codal life of the laptop provided under this policy will be considered as Three (3) years.
- 1.3 The Laptop to be provided to the eligible faculty members shall be treated as official equipment of the Rajiv Gandhi University in possession of the faculty members.
- 1.4 The University is entitled to purchase the laptop issued to the faculty members as per the specifications and configurations, as decided by the designated committees from time to time.
- 1.5 Safety, Security (including official data) and upkeep of the laptop shall be the responsibility of the officer concerned.
- 1.6 The Laptop shall be completely owned by the Rajiv Gandhi University till such time the Faculty member deposits its residual value or codal life is over and the Faculty member takes ownership of the same as laid down in this policy.
- 1.7 This policy shall be applicable to all faculty members of Rajiv Gandhi University.

## **2. ELIGIBILITY & CEILING OF EXPENDITURE:**

- 2.1 For procuring Laptop:
  - 2.1.1 Procurement of laptop shall be done by the University directly from the Original Equipment Manufacturer (OEM) or their authorized outlet/distributors after a negotiation or through a rate contract, as decided by the ICT Procurement Committee with express approval of the competent authority.
  - 2.1.2 The ICT Procurement Committee shall club the cost of Laptop, accessories, Standard software, AMC contract/extended warranty etc. over the specified life of the Laptop and the total amount shall be claimed through a single invoice subject to the terms and conditions as well as monetary limit laid down in this policy.

- 2.1.2.1 The payment for purchase of the laptop shall be done in Indian Currency (Rupee). Any claim in which payment shall be made in any currency other than Indian Rupee will not be entertained.
- 2.1.2.2 The delivery of the device(s) has been taken in Any claim in which deliver has been taken outside India will not be entertained.
- 2.1.3 ‘Laptop’ shall include its Accessories and Standard Software bundled in the package as per the specification of the Original Equipment Manufacturer (OEM) that is essential for the running of devices towards discharge of official functions /duties. Additional accessories may be purchased along with the Laptop or anytime later during its codal life separately.
- 2.1.4 The complete onus of ensuring and certifying authenticity, usability and working conditions of the laptops/ its peripherals / pre-loaded software at the time of purchase and transfer of laptop to faculty members shall lie with the Computer Center of the University and not with the sanctioning authority.
- 2.1.5 ‘Laptop’ is an official equipment in addition to the Desktop PC in Office or any other computing devices provided except under this policy.
- 2.1.6 Only one such purchase shall be allowed once in 4 years. Next procurement for serving faculties shall be allowed only after completion of 4 years from the last purchased date as mentioned in his/her service book.
- 2.1.7 The eligibility and the total cost ceiling for purchase and maintenance of Laptop (including the equipment bare cost, warranty/extended warranty, accessories, Standard software, AMC contract cost, repair & maintenance etc during its codal life) exclusive of applicable taxes shall be as indicated below:

<b>Eligibility for Teaching Faculties</b>	<b>Cost ceiling amount for Official Laptop (exclusive of applicable taxes)</b>	<b>Other Provisions</b>
All confirmed regular teaching faculties who have successfully completed their probation.	Rs. 1,00,000/- inclusive of cost of warranty/ extended warranty	Subject to the condition that the cost of the accessories shall not exceed an amount of Rs 25,000 (Twenty-Five

<p><i><b>NB.:</b> Faculties in 'Confirmed' shall not include regular faculties on probation, faculties holding adhoc or temporary capacity in faculty positions or looking after the current duties of any faculty members without being confirmed or any visiting faculties, faculties given extensions after superannuation etc.</i></p>	<p>and standard software(s).</p>	<p>Thousand) inclusive of all Taxes.</p>
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2.2 Repair & Maintenance:

- 2.2.1 The university shall take into account the scope of warranty/extended warranty and/or AMC contract available for the Laptop, covering the whole codal life, while incurring expenditure on its repair & maintenance during its codal life to avoid any Reimbursement claim of any duplicate expenditure shall be summarily rejected.
- 2.2.2 The expenditure of the minor repair, to a maximum amount of Re. 2000/=, shall be borne by the faculty members whereas the expenditure with respect to any major repair and replacement will be borne by the university during the codal life of the laptop,
  - 2.2.2.1 Provided that the major repair or replacement has not been caused by the negligence / mishandling / unauthorised uses of the faculty members;
  - 2.2.2.2 Provided that such repair or replacement shall be verified, reported and authenticated by the authorised person from the Computer Center of University.
- 2.2.3 The major repair / replacement shall be undertaken by the Computer Center of University within 1 month from the date of such reporting of the problem by the faculty member unless otherwise provided by the service provider.
- 2.2.4 If the cost of repair /replacement is more than 70% of the residual value of the laptop then the repair and replacement of such laptop shall be cancelled and a

new laptop shall be issued in place of the former with a provision of data transfer, if possible, technically without any additional expenditure.

### **3. ACCOUNTING & DISPOSAL:**

- 3.1 The Laptop shall continue to be in possession of the faculty member and cannot be returned to the university under any circumstances. It has to be carried by the faculty member with him/ her upon transfer, deputation, retirement and leaving the organisation permanently etc., by paying the residual value of the laptop.
- 3.2 The university shall ensure the entry of the details of such transfer of laptop in the Service Record & LPC of the faculty member provided with the laptop. In addition, the university shall maintain necessary records as may be required to be provided to the officer at the time of transfer/ deputation/ posting to another office/ retirement etc.
- 3.3 On completion of codal life period of the Laptop, the entry shall be deemed to be removed from the service record of the faculty member. Subsequently, the faculty member shall request for a purchase new Laptop, as per his/ her eligibility as per the policy at that time, whose details shall then be entered in the Service Record of the faculty member.
- 3.4 In case of termination / suspension of the faculty member, he / she has an option to be exercised: –
  - 3.4.1 To handover the Laptop as owned by the faculty with due entries made in the service book & LPC; or
  - 3.4.2 To pay the residual value of the laptop as on that date of termination / suspension so that the entry shall be removed from his/her service record.
- 3.5 The faculty member, leaving the Organization on retirement or on permanent basis shall deposit the residual value of the Laptop with the university to obtain clearance from the organization, and has to own the laptop. Then the Laptop shall be written off from the service record of the concerned faculty.
- 3.6 At the end of the codal life, the university shall transfer the title of the laptop to the faculty, under a notice. The laptop, so after, shall be treated as the property of the individual faculty.
- 3.7 Under no circumstance, the condemnation or write-off etc. of the official Laptops is permitted under this policy.

#### 4. DEPRECIATION OF THE LAPTOP:

4.1 The depreciation rate of the laptop (including accessories) over and beyond the codal life period shall be as under:

Year	Year 1	Year 2	Year 3
Depreciation Rate	50%	30%	20%

4.2 To determine residual value of the Laptop, the actual purchase price of the single invoice or the corresponding ceiling amount, whichever is lower, shall be considered.

4.3 The cost of accessories, even if they have been purchased anytime later during the codal life of the Laptop, shall be treated as if they have been purchased along with the Laptop and their codal life shall also be co-terminus with that of the laptop. The residual value of the accessories shall also be added to determine the residual value of the Laptop.

4.4 To determine depreciation for a part of the year; first, divide the proportionate depreciation prescribed for that year by 12 to determine rate of depreciation per month and multiply this per month depreciation rate with the number of completed months for arriving at a value for that particular month within that year. This shall be proportionally added to the cumulative depreciation prior to that year, to arrive at the final depreciation. However, a chart for calculation of the residual valued of Laptop for completed month-wise is attached herewith for ready reference purpose.

Calculation of Residual Value of Laptops in Percentage		
Running Year	Completed Month(s)	Residual Value in % age
Year 1	1	95.83
	2	91.67
	3	87.50
	4	83.33
	5	79.17
	6	75.00
	7	70.83
	8	66.67
	9	62.50
	10	58.33
	11	54.17

	12	50.00
Year 2	13	47.50
	14	45.00
	15	42.50
	16	40.00
	17	37.50
	18	35.00
	19	32.50
	20	30.00
	21	27.50
	22	25.00
	23	22.50
	24	20.00
	Year 3	25
26		16.67
27		15.00
28		13.33
29		11.67
30		10.00
31		8.33
32		6.67
33		5.00
34		3.33
35		1.67
36		0.00

4.5 Formula to calculate the residual value = (Total value of the laptop inclusive of tax and cost of the peripherals, accessories, AMC, standard software etc. X the percentage given in the table against the completed months of codal life of the laptop)

4.6 Illustrations to determine the residual value of the Laptop (including accessories) where a part year is involved is given below: -

4.6.1 Assuming Single Invoice Value (including Standard Software, AMC & peripherals/ accessories etc.) = Rs. 95,000/- (including taxes)

- 4.6.2 Cost of Accessories purchased within one year = 5000/- (including taxes)
- 4.6.3 Total value of the laptop = Rs.1,00,000/-
- 4.6.4 Depreciation After 1st year = 50%
- 4.6.5 Depreciation after 15 months (i.e., 1<sup>st</sup> Year + 3 Months) = 50% + (30% x 3/12)  
= 57.50%.
- 4.6.6 Residual value after 15 months = Rs.1,00,000 -(57.50/100 \* Rs.1,00,000) = Rs.  
42,500/-.

## **5. DUTIES OF THE FACULTY MEMBERS ISSUED WITH A LAPTOP:**

- 5.1 Every faculty with the university Laptop shall use it only for official purposes in the course of their rightful discharge of their duties and not be used for generating, transmitting, corresponding anything that is unlawful or abusive. This shall lead to the faculty being subject to disciplinary action or any other appropriate action as per the university policy and governing Laws.
- 5.2 Responsibility for maintaining backup copies of personal files shall reside with the user.
- 5.3 The faculty shall not install any unauthorized accessories/software like messengers, chatting software or any malicious software, which may cause problems to the functioning of the Laptop and strictly adhere to University's software usage policy.
  - 5.3.1 The faculty shall be held responsible for the uses of the laptop, the software used by him, websites visited / used, contents of the materials saved in the laptop, etc. He/she shall be responsible for all types of copyright violation or any other types of violations due to the usages of the laptop. The university shall not be responsible for the same at any point of time.
  - 5.3.2 Major reconfiguration of the Operating System, (e.g., alterations to autoexec.bat), or to the Configuration System, shall be treated as negligence if undertaken without due care.
  - 5.3.3 Do not expose Laptop to any Magnetic fields that could damage the contents of the Hard disk.
  - 5.3.4 Misuse of the Internet and E-mail shall be regarded as a serious breach of this policy as well as University Data Protection and Acceptable Usage policies.
  - 5.3.5 Ensure the computer is not used by unauthorised persons.
  - 5.3.6 Storage of photos of any student or staff member or any program undertaken by the department or university in the Cloud shall be strictly prohibited and failure to adhere to this policy shall result in disciplinary action.

- 5.4 University shall not restrict the faculties to access to websites of their choice, but the university shall also expect him/her to exercise good judgement and remain productive at work while using the internet. Any use of university network and connection shall follow confidentiality and data protection policy. He / she shall:
- 5.4.1 Keep their passwords secret at all times.
  - 5.4.2 Log into their university accounts only from safe devices.
  - 5.4.3 Use strong passwords to log into work-related websites and services.
- 5.5 The faculty shall not use university network or laptop to:
- 5.5.1 Download or upload obscene, offensive or illegal material.
  - 5.5.2 Send confidential information to unauthorized recipients.
  - 5.5.3 Invade another person's privacy and sensitive information.
  - 5.5.4 Download or upload movies, music and other copyrighted material and software.
  - 5.5.5 Visit potentially dangerous websites that can compromise the safety of university network and computers.
  - 5.5.6 Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods and more.
- 5.6 All damage and faults shall be reported to the (IT Coordinator) within a reasonable time to permit repair under Warranty conditions. The faculty in possession of a laptop shall have it checked by the authorised personnel of Computer Center in every six months so that the latest patches, security holes, upgrade and other software remain current.
- 5.7 No eligible employee can claim a new Laptop as a matter of right after the codal life.
- 5.8 If a university-owned laptop is stolen, its faculty shall immediately file a theft report with all details as to the time, date, location and any other details with the Registrar. If traveling, the faculty shall report the theft to the local law enforcement agency and to the Registrar of the University with a copy of the FIR filed with the local law enforcement agency. In case of negligence the university shall have every right to deduct it from the salary of the concerned faculty.
- 5.9 If there is damage on account of this the faculty shall be liable to pay the damages at cost to the University/will be deducted from his monthly salary. Any owner violating this would be penalized as per the University policy. This includes, but is not limited to, damage beyond repair due to the neglect, misuse, abandonment, or knowingly and wilfully violating the terms of the University's Laptops Use Policy.



## **6. DUTIES OF THE COMPUTER CENTER, RAJIV GANDHI UNIVERSITY (CC, RGU):**

- 6.1 All purchases made / expenditure incurred shall be as per the University Rules and provisions of the GFR.
- 6.2 With appropriate approval, CC, RGU shall convene the meeting of the ITC Purchase Committee for finalisation of configuration of the laptop, fixing terms and conditions of procurement, get approval for purchase, call for quotations, preparation of comparative statement, placement of work order, inspection and receipt of laptops. They shall certify the authenticity, workability and usability of the laptops, software, peripherals / accessories.
- 6.3 CC, RGU shall maintain the updated, proper record of Laptop users across the university.
- 6.4 CC, RGU shall keep inventory / issue details of the laptops and send all details to the Establishment Branch for recording in the service records of the faculty members.
- 6.5 CC, RGU shall ensure that all the laptops are covered under Annual Maintenance Contract after expiry of the warranty / extended warranty period. If otherwise decided, the center shall obtain insurance coverage for the Laptops to cover the eventualities such as theft, sabotage or damage.
- 6.6 CC, RGU shall ensure that Laptops is protected by Security Data Management Protection Policy for which they shall recall the laptops for updating and return as per schedule.
- 6.7 CC, RGU shall undertake periodical review of the laptops to ensure its workability.
- 6.8 CC, RGU shall undertake any other acts as specified in this policy.

## **7. RESPONSIBLE CARE OF THE LAPTOPS**

### **7.1 General Precautions**

- 7.1.1 Never leave your laptop unattended.
- 7.1.2 Do not place food and/or drinks near your laptop.
- 7.1.3 Carefully insert and remove cords, cables, and removable storage devices (flash drives) from your laptop. Never yank or pull on them.
- 7.1.4 Do not write or draw on your laptops. Do not place stickers or labels on your laptop that are not approved by the CC, RGU.
- 7.1.5 Keep your laptop and other electronic storage media away from magnetic fields, which can erase or corrupt your data. Do not place a magnet near the laptop. It

can erase the hard drive. Keep the laptop away from magnetic fields, which can erase or corrupt the data. This includes large speakers, amplifiers, transformers, and old-style television sets, etc

- 7.1.6 Do not expose your laptop to direct sunlight, extreme temperatures (e. g., in your car) or ultraviolet light (e.g., in a tanning booth) for extended periods of time. Leaving your laptop in your car in extreme heat or cold could cause damage.
- 7.1.7 Use your laptop only on solid, flat, dry surfaces.
- 7.1.8 Do not place food or drink near the laptop. Liquids, food and other debris can damage the laptop. Avoid eating or drinking while using the laptop. Do not keep food or food wrappers in the laptop carrying case.
- 7.1.9 Do not obstruct the vents and do not place the laptop on surfaces such as paper, pillows, bed or carpet. The vents are usually (depending on the model) located on the bottom of the laptop. Obstructed vents will cause the laptop to overheat and could cause damage and possibly fires.
- 7.1.10 Shut down the laptop before transporting it from home or university. Make sure it is always transported in a university provided or approved carrying case or backpack. Privately purchased cases or backpacks MUST be approved by the CC, RGU prior to use.
- 7.1.11 Do not leave the laptop exposed to direct sunlight, ultraviolet light, extreme temperatures, or moisture sources for extended periods of time. Extreme heat or cold may cause damage to the laptop. If the laptop has been in a cold environment, allow the laptop to come to room temperature before use.
- 7.1.12 Shut down the laptop if it will not be used for several days.
- 7.1.13 Shut down the laptop and remove all battery packs if the laptop will be disconnected from external power for more than two weeks. Store battery packs in a cool, dry place.
- 7.1.14 Lock your laptop or log off if you are going to be leaving in unattended.
- 7.1.15 Lock your room or office if you will not be taking your laptop home after work.
- 7.1.16 Do not allow unauthorized people (non-students or faculty members) to use the computer under your logon.
- 7.1.17 Never attempt repair or reconfiguration of the laptop. Do not attempt to open or tamper with the internal components of the laptop; nor should you remove any screws, doing so will render the warranty void.

7.1.18 Carefully insert cords, cables and other removable storage devices to avoid damage to the laptop ports. Ensure cords and cables are not a tripping hazard.

7.1.19 Do not bump the laptop against lockers, walls, car doors, floors, etc. It will eventually break the laptop.

## 7.2 Screen Care

7.2.1 The screens are particularly sensitive to pressure.

7.2.2 Do not place anything on the laptop when it is closed.

7.2.3 Do not touch or poke the screen.

7.2.4 Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, disks).

7.2.5 Take extreme care not to place your fingers directly on the screen when closing the laptop. If pressure is applied to the screen, even close to the edges, crystals can be broken which with damage or ruin the screen.

7.2.6 Do not pick up the laptop by the screen edge. This also causes undue stress and can crack the LCD screen.

## 7.3 Carrying Laptops

7.3.1 Do not carry the laptop around while it is open. Close the laptop securely before moving it.

7.3.2 Care and store your laptop in the provided and approved carrying case.

7.3.3 The laptop must be turned off or in hibernation before placing it in the carrying case.

7.3.4 Do not place an excessive number of additional objects (e.g., folders, textbooks) in the provided and approved carrying case with the laptop. Excessive objects can place too much pressure and/or weight on the laptop screen.

7.3.5 Do not place anything on top of the laptop, even when it is in the carrying case, to help prevent damage to the screen.

7.3.6 Do not leave the laptop in a vehicle for extended periods of time or overnight.

7.3.7 Unplug all cords, accessories, and peripherals before moving the laptop or placing it into the case. Overloading the carrying case will damage the laptop.

7.3.8 Never sit on the laptop.

## 7.4 Cleaning your Laptop

7.4.1 Always disconnect the laptop from the power outlet and disconnect all peripherals before attempting to clean your laptop or any of its components.

7.4.2 Do not spray liquids on your laptop, screen or keyboard.

- 7.4.3 Use a can of compressed air with a straw extension to blow air in and around the keys of the keyboard.
- 7.4.4 Clean your screen with a soft, damp, lint-free cloth (e.g., Swiffer cloth). If the screen requires additional cleaning, use an antistatic screen cleaner or pre-moistened antistatic wipes. Never spray water, cleaning fluids, or chemicals on the screen. The Technology Department provides LCD wipes as needed.
- 7.4.5 Wash your hands frequently when using the laptop to avoid build-up on the Touchpad. Grease and dirt on the touchpad can cause your cursor to jump around on the screen. Clean the touchpad with an alcohol wipe or an LCD cleaner.
- 7.4.6 NEVER use ammonia-based cleaners on any part of the laptop.
- 7.4.7 As always, the laptop can be taken to the IT department for cleaning whenever it is needed.

## 7.5 Battery Care

- 7.5.1 When the laptop is not in use for several minutes, place the laptop in standby mode to extend the battery life.
- 7.5.2 The battery cannot be overcharged.
- 7.5.3 Dim the LCD brightness of your laptop screen to extend the battery runtime.
- 7.5.4 Turn off accessories that are not in use, like your wireless connection, to contribute to longer battery runtime.
- 7.5.5 Once a week, run your battery until it completely dies before recharging it. This helps to prevent the battery from building a memory and will help extend the life of the battery.
- 7.5.6 Be careful not to cause a tripping hazard when plugging in the laptop.
- 7.5.7 For prolonged periods of inactivity, shut down the laptop to conserve the battery.
- 7.5.8 Protect the laptop by using a surge protector whenever possible.

## 7.6 Managing Your File and Saving Your Work

- 7.6.1 Laptops must compulsorily be protected by a username and password.
- 7.6.2 Don't save any file in your desktop or in the drive where the window has been loaded (e.g., in C Drive generally).
- 7.6.3 Keep back-up of the files in your pen-drive or external hard-drive.
- 7.6.4 Keep sensitive file and folder under password-protection.

- 7.6.5 Remember, if the laptop is stolen, lost or damaged, or if it simply malfunctions, it may be impossible to retrieve any of the data from the laptop. Saving the data in one drive will save you a lot of heartache and extra work.

#### 7.7 Physical Security & Theft Prevention

- 7.7.1 The physical security of University provided laptops is the faculty's personal responsibility. He/she is therefore required to take all reasonable precautions, be sensible and stay alert to the risks.
- 7.7.2 Keep your laptop in your possession and within sight whenever possible, just as if it were your wallet, handbag or mobile phone. Be extra careful in public places such as airports, railway stations or restaurants etc. It takes thieves just a fraction of a second to steal an unattended laptop.
- 7.7.3 Never leave the laptop unattended when using it outside the office.
- 7.7.4 Lock the laptop away out of sight when you are not using it, preferably in a strong cupboard, filing cabinet or safe. This applies at home, in the office or in a hotel.
- 7.7.5 Never leave a laptop visibly unattended in a vehicle. If necessary, lock it out of sight in the trunk or glove box but it is generally much safer to take it with you.
- 7.7.6 Carry and store the laptop in a padded laptop computer bag or strong briefcase to reduce the chance of accidental damage.
- 7.7.7 Employees may not take the laptop for repair to any external agency or vendor at any point of time.
- 7.7.8 In case of the loss of laptop be it on/ off University premises, due to negligence of the employee, the University shall recover the cost of the laptop from the employee. It shall be the University's discretion to impose further penalties on account of loss of sensitive University information.
- 7.7.9 If there is damage on account of the above the employee may be liable to pay the damages at cost to the University/the same may be deducted from their monthly salary.
- 7.7.10 University shall maintain the right to conduct inspections of any computer equipment, including all laptop it owns or manages without prior notice to the faculty who is at the time the user or custodian of such computer equipment. Faculty shall submit the laptop for random audit by University in order to check the physical presence as well as the functional usability of the asset.

7.7.11 In case of hand over the asset to University before the expiry of its modal life, the faculty shall ensure the laptop in good condition failing which University is authorized to charge cost. In such cases, the damaged product shall be handover to the faculty after the payment of the cost.

#### 7.8 Data Security Controls

7.8.1 Every faculty is personally accountable for all network and systems access under your user ID, so keep the username and password absolutely secret. Never share it with anyone, not even members of your family, friends, or IT staff.

7.8.2 The laptops are provided for official use for authorized employees. Do not loan the laptop or allow it to be used by others such as family and friends.

7.8.3 Avoid leaving the laptop unattended and logged-on. Always shut down, log off or activate a password-protected screensaver before walking away from the machine.

#### 7.9 Virus Protection

7.9.1 Email attachments are now the number one source of computer viruses. Avoid opening any email attachment unless you were expecting to receive it from that person.

7.9.2 Always virus-scan any files downloaded to your computer from any source (CD/DVD, USB hard disks and memory sticks, network files, email attachments or files from the Internet). Virus scans normally happen automatically if your virus definitions are up to date, but you can also initiate manual scans if you wish to be certain.

7.9.3 Report any security incidents (such as virus infections) promptly to the IT Help in order to minimize the damage.

7.9.4 Respond immediately to any virus warning message on your computer, or if you suspect a virus (e.g., by unusual file activity) by contacting the IT Help. Do not forward any files or upload data onto the network if you suspect your PC might be infected.

#### 7.10 Use of Unauthorized Software /Content

7.10.1 Faculties are required to ensure that they do not download, install or use unauthorized software programs. Unauthorized software could introduce serious security vulnerabilities into the University networks as well as affecting the working of your laptop. Software packages that permit the computer to be 'remote controlled' (e.g., PCAnywhere) and 'hacking tools' (e.g., network

sniffers and password crackers) are explicitly forbidden on University equipment unless they have been explicitly preauthorized by University for furtherance of legitimate purposes of the University.

- 7.10.2 All software or other programs that are downloaded onto the University provided laptop, whether or not they are so downloaded in accordance with the educational needs of the University, or the directions of the University management in this regard, shall immediately become the sole and exclusive property of the University, and henceforth shall only be used in accordance with the directions of the University in this regard. Further, any programs or software that were pre-installed at the time of the possession of the laptop being handed over to the University, shall not be altered or removed, whether permanently or temporarily, in any manner whatsoever save and otherwise than in accordance with the directions of the University in this regard.
- 7.10.3 The faculty shall not install any unauthorized accessories/software like messengers, chatting software or any malicious software, which may cause problems to the functioning of the Laptop and strictly adhere to University's software.
- 7.10.4 As you might expect, University shall not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, pictures, videos or email messages that might cause offence or embarrassment to either the University, its faculties or any third party. No faculty should ever store, use, copy or circulate such material on the laptop and should not visit or attempt to visit any dubious websites. The University's IT staff shall routinely monitor the University network and systems for such materials and track use of the Internet by all faculties. Such IT staff shall report serious/repeated offenders and any illegal materials directly to University management, and appropriate disciplinary processes will be initiated against such faculties.
- 7.10.5 Further, in the event any faculty is unsure of the status of any digital/electronic information that he or she may discover on any laptop system provided to such faculty, the faculty must forthwith and without any further delay communicate the existence of such information to the University's IT team on the assumption that all such information is potentially Confidential Information, and thereafter follow the instructions of the IT team in this regard. Under no circumstances shall the faculty attempt to process such Confidential Information in any manner

whatsoever for his or her own personal usage, and any delay in contacting the IT team in this regard shall be regarded as dereliction of duty by the faculty.

7.10.6 Laptops come with a standardized pre-loaded image and programs. This image / programs shall not be altered or changed in any way. Altering files, changing BIOS settings or hiding directories or files is prohibited.

## **8. LAPTOP AGREEMENT FORM:**

8.1 Every faculty member eligible and agreeing to receive the laptop from the university shall be asked to sign this policy to confirm receipt of their laptop, and to acknowledge that they have read, understood and will comply with the requirements of this policy. The format of the Laptop Agreement Form is given at Annexure - 01:

## **9. ICT MANAGEMENT COMMITTEE (ICT-MC):**

9.1 ICT-MC shall be responsible to define, approve & circulate the specifications of all ICT equipment requirements once in every year. The committee shall meet once every month before the purchase committee. This committee shall administer and review all the functions of the present ICT Purchase Committee.

9.2 Function of the ICT-MC shall be:

- 9.2.1 To define, approve and circulate Standard, minimum, generic specifications of commonly used ICT equipment
- 9.2.2 Vendor Registration & Evaluation
- 9.2.3 Standardization of procurement process – quotation & tender documents with uniform and consistent terms & conditions in concurrence with the purchase policy of the university
- 9.2.4 To define guidelines for maintenance of separate Dead Stock register (Asset Register) for ICT equipment.
- 9.2.5 To define guidelines for management of licenses of various software – Procurement, licenses, Record Maintenance, upgrades, agreements etc.
- 9.2.6 To define guidelines for management of Memorandum of Understanding (MoU) / Service Level Agreement (SLA) with hired IT solution providers, Annual Rate Contract (ARC), Annual Maintenance Contract (AMC), Campus Agreement etc. related to ICT Software, Applications & Equipment.
- 9.2.7 To define and draft Software procurement policy & use of Open-Source Software.



- 9.2.8 To define guidelines for document tendering or e-Tendering process for ICT equipment/solutions
- 9.2.9 To define guidelines for writing off obsolete/outdated ICT hardware & software
- 9.2.10 Annual Internal Audit for verification of regular upkeep of the ICT infrastructure by the User Departments under their control, Network Performance and Security Audit and Information Security Audit.
- 9.2.11 To decide upon the intentional damage etc. by the faculty and the fines / penalties thereof.

10. **Removal of Difficulties:** Any doubt or dispute about the interpretation of the clause mentioned herein this policy shall be referred to the Vice-Chancellor, whose decision shall be final and binding. Notwithstanding anything contained in this ordinance, the Vice-Chancellor shall take such measures as may be necessary for removal of difficulties subject to ratification by the Executive Council.

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## Annexure – 01: Laptop User Agreement Form

### RAJIV GANDHI UNIVERSITY: RONO HILLS, DOIMUKH Laptop User Agreement Form

Name of the Teaching faculty: \_\_\_\_\_  
 Designation: \_\_\_\_\_ Department: \_\_\_\_\_  
 Date of joining: \_\_\_\_\_ Date of Superannuation: \_\_\_\_\_

Details of the Laptop:

Make and Model etc.	Configuration	Identification No. etc. with Invoice details

In accepting the University laptop, I agree to the following conditions:-

1. I understand that I am solely responsible for the laptop whilst in my possession
2. I shall only use the laptop for University related purposes.
3. I shall keep the laptop in good working order and will notify the Computer Center, RGU of any defect or malfunction during my use.
4. I shall not install and / or download any unauthorised software and / or applications or visit any forbidden websites.
5. I shall not allow the laptop to be used by an unknown or unauthorised person(s).
6. I assume the responsibility for the actions of others while using the laptop.
7. I shall abide by the University Acceptable Use, Information Security and Portable Data Device security policies as published on the university Website.
8. Any work saved on the laptop will be deleted prior to the machine's return.
9. If the laptop is lost, stolen or damaged, the incident must be reported to the Computer Center and the Office of the Registrar within 24 hours.
10. If the lost, stolen or damaged laptop and / or accessories is determined to be caused by negligence or intentional misuse, I shall assume the full financial responsibility for repair costs or fair market value of the laptop.
11. I have gone through the Laptop Policy of the university and have fully understood the same. I declare that I will adhere to the University's Laptop Policy in the manner as stated in the Policy. I am aware that any breach of these policies may render me liable to disciplinary action under the University's procedures.

Signed (Receiver)	Signed (Issuer)	Counter Signed by the Registrar
_____ Date Signed ____/____/____	_____ Date Signed ____/____/____	_____ Date Signed ____/____/____

(Office Seal)

(office Seal)