



IT Asset Distribution Policy

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1.0		Initial version	IT Services	IT Asset Distribution committee	

Objective:

The objective of this policy is to ensure the optimum utilisation of AUD's IT (Information Technology) assets.

1. Policy Guidelines:

1.1 Laptop Allocation

1. Laptop with standard configuration as approved by ITAC of the University / TEC of GNCTD shall be allocated to:
 - (a) All the regular faculty of the University,
 - (b) All the regular officers of the University in the Pay Level of 11 or higher (7th CPC),
 - (c) Each school (one laptop) for their academic activities,
2. Laptop may be allocated to any employee of AUD with special permission, on functional grounds, of the Vice Chancellor. However such employee(s) shall be allocated either desktop or laptop.
3. Employee(s) working in different capacities shall be issued one laptop for discharging the official responsibilities.

1.2 Desktop Allocation

1. Desktops with standard configuration as approved by ITAC of the University / TEC of GNCTD shall be allocated to:
 - (a) All the employee(s) of the University on functional requirement basis,
 - (b) Employee(s) working in offices located at different AUD campuses, one desktop per campus shall be issued.

Note:

* The employees having official laptop shall not be issued with desktop. However, One Desktop in addition to official laptop shall be issued to Vice Chancellor, PVC, Registrar, COF, Dean, Director, Librarian, Proctor and OSD.

1.3 Printer Allocation

1. One mono multi-functional printer shall be allocated to the Vice Chancellor, PVC, Registrar, CoF, Dean, Director, Proctor and OSD. Employee(s) working in different capacities shall only be provided with one mono multi functional printer.
2. One Heavy Duty mono Printer cum copier may be issued to office / division which have print requirements of 3000 pages per month continuously for a quarter.
3. Color printer may be issued, on functional requirement, after approval from Vice Chancellor of the University.
4. One mono multifunctional network printer shall be installed in one room with sitting arrangements upto 5/6 employees
5. In case multiple schools / divisions employees are sitting in one room, only one network printer shall be installed per room for 5 to 6 employees.

Following points are applicable to the all the IT assets.

- Standard configuration of IT assets as approved by ITAC of the University / TEC of GNCTD shall be allocated to the employees of the University. Any specific requirement has to be approved by competent authority.
- IT assets as already available in the University shall be issued first. In case of non-availability of any asset, the same may be issued after due codal formalities followed in the University.
- Safety & security of the IT assets would be the responsibility of the employee. In case of theft of a laptop happened outside University / physical damage due to any reason, no replacement / claim for laptop shall be provided by the university.
- This policy shall be applicable from the date of its approval. However the allocation of IT assets done before the said date shall continue as it is. In case any old asset becomes faulty and needs replacement, then the assets shall be replaced and issued as per the IT allocation policy.
- IT asset shall be issued for camp office as per approval from Vice Chancellor.
- In case an employee is transferred from one office to another, the IT assets (desktop and printer if any) issued to her/him, shall be returned to IT services division.

- The IT assets of project shall be maintained by the budgetry provisions of the respective projects during the project period. After its completion, the concerned official / school / center / division shall handover the list of IT assets to IT services division for maintenance from University budgetry provisions. For exceptions if any, approval may be sought from the Vice Chancellor via Dean, Research & Consultancy.
- The requirement of IT assets which are not mentioned in this policy, shall be referred to the IT asset allocation committee to accept, deny or modify those requests based on the functional analysis of the requirement and availability of IT assets in the University.
- The IT asset shall be taken back at the time of no dues due to superannuation/ resignation/ joining any other organization for employment while retaining Lien with AUD/ as per instruction by competent authority.