

Laptop Policy 2024

Introduction

1. The laptop policy shall be available to all employees as per the eligibility criteria mentioned in the policy
2. An eligible employee can purchase a laptop and claim reimbursement as per the terms mentioned in the policy
3. Laptops purchased by an eligible employee after 1st June 2024 shall be covered under this scheme, subject to the terms of the policy

Laptop Scheme for Employees

This scheme is to provide a laptop for a full-time employee at the University. This scheme aims to provide one computing device exclusively for each eligible employee of the University, thereby enhancing productivity in teaching, research, and administration. This scheme shall be open to all full-time employees. An employee meeting the criteria will receive a laptop under this scheme for use in accordance with the University's IT Policy.

Terms and Conditions:

1. General Terms
 - 1.1. This policy shall be applicable at Schools/Departments/Centers based on a notification from the University.
 - 1.2. Clauses in the policy shall only be applicable at Schools/Departments/Centers where the policy is implemented.
 - 1.3. Purchase of the laptop can be done by the employee or initiated centrally through the ICTS Department.
 - 1.4. Employee should agree to abide by all the Terms and Conditions of this scheme.
2. Eligibility: Who can avail of this scheme.
 - 2.1. Only a full-time employee can avail of this scheme. Application to be forwarded through the Department/Centre Head or Chairperson, subject to clauses 2.2 and 2.3.
 - 2.2. Any Employee with a desktop provisioned to him/her can use this scheme only if the desktop is over five years old.
 - 2.3. If an employee is currently provisioned a desktop that is not older than five years, they may request a laptop, on the condition that their current desktop can be reassigned for alternate administrative or academic purposes. In such cases, a recommendation from the Head of ICTS of the campus is required.
 - 2.4. Teaching Staff : The University shall not provision a desktop to a teaching staff

- after notification of implementation of this policy at a School/Department/Centre.
- 2.5. Non-teaching staff : Only Non-teaching staff with a desktop exclusively provisioned to him/her for official work is eligible to apply for the scheme.
 - 2.6. Non-teaching staff : The total cost of the computer including all taxes should not be more than double the monthly gross salary drawn by the employee.
 - 2.7. A desktop provisioned to an employee shall be returned to the ICTS Department once a laptop is provisioned or purchased under this scheme.
 - 2.8. A desktop shall be provisioned to a Teaching Staff in his/her office or laboratory only through funds from external research project funding or internal research funding approved by a competent authority after implementing this policy. All such purchases shall be through the ICTS Department.

- 2.9. The purchase of laptops through research funding, internal or external, shall not be considered for funding under this policy.
 - 2.10. The employee shall have exclusive rights to use the laptop for official purposes at his/her discretion.
 - 2.11. The employee is allowed to use the laptop for his/her personal use subject to the terms of the University IT Policy.
 - 2.12. Employee shall ensure the physical security of the laptop.
 - 2.13. Employee should take proper backup and ensure data security while handing over the laptop to the vendor or their agents for service requirements.
 - 2.14. The Employee shall be responsible if the laptop is lost, stolen or damaged while in their possession.
3. Purchase by employee:
- 3.1. An employee can purchase the laptop.
 - 3.2. Before the purchase of the laptop by the employee, he/she shall obtain approval from the HR Department and subject to Clause 2.
 - 3.3. The full payment for such a purchase has to be completed by the employee.
 - 3.4. The laptop cost shall be considered at Rs. 70,000 or the actual cost, whichever is less, including all applicable taxes for all terms in this policy.
 - 3.5. The university shall fund 60% of the cost mentioned in Clause 3.4.
 - 3.6. The employee must submit the original purchase invoice in their name, mentioning the Serial Number of the purchased laptop. The ICTS Department shall verify the same before the funding is released.
 - 3.7. If the Employee ceases to be a full-time employee of Amrita Vishwa Vidyapeetham before completing 60 months from the date of laptop purchase, a pre-mature exit fee, as mentioned in Clause 5, will be applicable. The invoice date shall be used for calculating the remaining months required to complete 60 months from the laptop purchase date.
 - 3.8. All laptop maintenance and upgrade processes and expenses shall be taken care of by the employee.
 - 3.9. Under this policy, an employee shall utilise the benefits only once every five years unless they opt for the premature exit options outlined in Clause 5.
4. Purchase of laptop by ICTS :
- 4.1. The make and model of the laptop shall be evaluated and decided by ICTS Department. However, the employee can suggest a specific make and model based on his/her preference.
 - 4.2. All laptops shall be purchased along with a 5-year manufacturer warranty.
 - 4.3. The Central Purchase Department shall release a Purchase Order for the laptop, and the respective Schools will release payment.
 - 4.4. All invoices shall be in the name of Amrita Vishwa Vidyapeetham and paid by the University in full.
 - 4.5. Withdrawal from the scheme by the employee is not allowed once the PO is released for purchase.
 - 4.6. The purchase shall be initiated periodically based on the demand.

- 4.7. The possession of the laptop shall be transferred to the employee immediately upon delivery by the manufacturer or their agency. ICTS shall secure a receipt for this transfer through an internal delivery challan.
- 4.8. The laptop shall be deemed to be in possession of the employee from the time the delivery challan is issued.
- 4.9. The cost of the laptop shall be considered at Rs. 70,000 or actual cost, whichever is less, including all applicable taxes for all terms in this policy.
- 4.10. The university shall fund 60% of the laptop cost mentioned in Clause 4.8.
- 4.11. The employee will disburse 40% of the laptop's cost, as specified in Clause 4.8, through 36 equal monthly instalments commencing from the month they take possession of the laptop. These equated monthly instalments shall be deducted from the monthly salary of the employee by the HR Department.
- 4.12. If the cost of the laptop is higher than the cost mentioned in Clause 4.9, the excess amount shall be deducted from the monthly salary of the Employee by the HR Department along with the first or first two month's monthly instalment mentioned in Clause 4.11.
- 4.13. An Employee can have only one laptop provisioned to him/her at any given point in time.
- 4.14. The ownership of the laptop shall vest with the University for five years from the date of purchase of the laptop.
- 4.15. The ownership shall be transferred to the Employee upon completion of 60 months from the date of purchase.
- 4.16. In the event of the Employee ceasing to be a full-time employee of Amrita Vishwa Vidyapeetham before completing 60 months from the date of provisioning of the laptop, the Employee shall make the payments remaining for the 36 months as mentioned in Clause 4.11, if any, and also a pre-mature exit fee as mentioned in Clause 5.
- 4.17. The Employee is allowed to take the laptop outside Amrita Vishwa Vidyapeetham premises with the proviso that they take proper care of the equipment while it is in their possession.
- 4.18. The Employee shall be responsible if the laptop is lost, stolen or damaged while in their possession.
- 4.19. In case of laptop loss, the Employee is liable to pay the balance amount outstanding towards the Employee's share and the pre-closure amount as mentioned in clause 5.
- 4.20. For laptops purchased through ICTS, any hardware problems with the laptop can be reported to the ICTS Department through proper support mechanisms or the employee can directly raise a support request with the manufacturer.
- 4.21. Any repair or consumable items not covered under the manufacturer warranty shall be charged to the Employee, and such expenses will have to be borne by the Employee.
- 4.22. Any upgrade or modification to the laptop configuration during the warranty period shall be informed to the ICTS Dept., and the expenses for such upgrades or modifications shall be directly paid by the Employee. Upgrades and modifications that may void the manufacturer's warranty should not be done by the employee.

5. Pre-mature Exit Fee:

- 5.1. An employee will have to pay a premature exit fee if he/she ceases to be a full-time employee of Amrita Vishwa Vidyapeetham or would like to exit the scheme before the completion of 60 months from the purchase of the laptop.
- 5.2. The premature exit fee shall be calculated based on the remaining months required to complete 60 months from purchasing or provisioning the laptop, as the case may be. The following formula shall apply:

$(60\% \text{ of the cost of laptop} / 60) \times \text{Number of months remaining to complete 60 months.}$

- 5.3. Refer to Annexure – I for illustrations on repayment schedules.

6. Use Policy :

- 6.1. The employee shall abide by all the IT policies of Amrita Vishwa Vidyapeetham while using the laptop.
- 6.2. Should the employee engage in activities that breach Amrita Vishwa Vidyapeetham IT or HR policies using the laptop, the individual alone will bear responsibility for such actions and will face consequences based on the severity of the violation.
- 6.3. Amrita Vishwa Vidyapeetham bears no responsibility or liability for any direct or indirect loss or damage suffered by the employee resulting from the use of the laptop



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Annexure – I

Illustrations on purchase and repayment schedules

A	Date of purchase	15th March 2022
B	Cost of Laptop including all taxes	Rs. 64,240.00
C	University subsidy (B x 60%)	Rs. 38,544.00
D	Employee contribution (B x 40%)	Rs. 25,696.00
E	Employee monthly contribution (D ÷ 36)	Rs. 714.00
F	Per month pre-mature exit-penalty (C ÷ 60)	Rs. 642.40

Illustration 1 : If the employee is relieved on 20th June 2023

Number of months for which the employee has already paid his contribution	15
Remaining months' payment by employee	21
Number of months remaining to complete 5 years	45
Balance of Employee share (Rs. 714 x 21)	Rs. 14,994.00
Exit penalty (45 x Rs. 642.40)	Rs. 28,908.00
Total dues to be paid by the Employee	Rs. 43,902.00

Illustration 2 : If the employee is relieved on 20th June 2026

Number of months for which the employee has already paid his contribution	36
Remaining months' payment by employee	0
Number of months remaining to complete 5 years	8
Balance of Employee share	0
Exit penalty (8 x Rs. 642.40)	Rs. 5,139.20
Total dues to be paid by the Employee	Rs. 5,139.20