

National Law University Odisha, Cuttack

ICT Department

IT Equipment Policy

1.0 Scope

The following concerns the use of computers, computer equipment and non-consumable peripherals (hereinafter referred to as 'equipment') belonging to the National Law University Odisha (hereinafter referred to as 'NLUO') by persons (employees or otherwise) authorized to do so (hereinafter referred to as 'user').

They shall apply in respect of all laptops, desktops, servers, printers, scanners, optical disk drives, UPSs, networking equipment, and other peripherals and equipment of like nature owned by NLUO.

2.0 Responsibilities

Each user is responsible for ensuring the security, and proper usage and condition, of the equipment in his/her custody, and undertakes to use the same in the manner prescribed herein. Any failure to do so shall render the user liable to consequences including but not limited to compensating NLUO for monetary loss, and revocation of user privileges.

3.0 Use of Equipment

3.1 Restrictions on Usage

Every user shall endeavour to restrict usage to official purposes only.

3.2 Prohibited Usage

The use of equipment for illegal or immoral purposes is strictly prohibited. These include, but are not limited to, generating, transmitting or propagating abusive material; generating, transmitting, propagating, storing or accessing pornographic material; downloading or otherwise accessing copyrighted material without authorization; generating or propagating spam; hacking or otherwise intruding into computer systems or networks without authorization; committing any act otherwise prohibited by law; and committing any act that violates the privacy of any other person, institution, or similar entity.

3.3 Installation of Software

Users shall not install in any equipment any unauthorized software, including but not limited to pirated software; software intended to be used for illegal, immoral or unethical purposes; and software that has a possibility of being malicious or otherwise a security threat.

3.4 Security Measures

Users shall undertake to implement appropriate security measures (such as setting passwords, locking user screens when not in use etc.) in order to prevent access by unauthorized persons.

3.5 External Media

To the extent feasible, users shall not connect the equipment to any external media, including USB flash drives, external hard disk drives, optical media including DVD-Rs and DVD-RWs, and network drives located outside NLUO premises.

3.6 Software Updates etc.

The Information and Communication Technology Department of NLUO (hereinafter referred to as the 'ICT Department') is responsible for undertaking all regular preventive maintenance of all equipment.

In the January, April, July, and October of every calendar year, ICT Department shall examine all equipment in order to install all necessary security patches and other software upgrades. Users of laptops are required to extend their full cooperation to the ICT Department in this regard.

4.0 Concerning Laptops

4.1 Issue of Laptops and Other Equipment

The ICT Department, with the prior approval of the Registrar, shall issue laptops to authorized individuals. The ICT Department shall maintain records of the above in the IT Issue Register.

At the time of issuing of the laptop, each user shall submit to the ICT Department a duly filled and signed copy of the Declaration located in Annexure 1.

4.2 Use of Laptops within NLUO Premises

Users shall undertake to store laptops not in immediate either store in a locked drawer or undertake other suitable measures to secure laptops within NLUO premises which are not in immediate use.

4.3 Use of Laptops outside NLUO Premises

When a user takes a laptop outside NLUO premises, s/he is required to keep the laptop at all times either in hand or sight, or in a secure or locked location.

4.4 Theft

In case a laptop is lost or stolen, the user is required to report the matter to the ICT Department of NLUO within 24 hours.

If the laptop is lost or stolen outside NLUO premises, then in addition, the user is required to lodge a report with the local police, specifying in the report vital information such as the make, model and serial number of the laptop. A copy of the same is to be furnished to the ICT Department as expeditiously as possible.

4.5 Other Equipment

The above shall also apply to all equipment of a portable nature.

5.0 Damage to Equipment

5.1 Routine Repair and Maintenance Costs

NLUO shall bear all costs of maintenance of equipment and repairing damage caused to equipment through normal, authorized use.

5.2 Damage Caused by Negligent Use or Wilful Misuse

Users shall be liable to compensate NLUO for damage caused to equipment, and consequent repair and other costs, by the negligence or any willful act committed by them (including the installation of malicious or other unauthorized software). This extends to damage of all types, including but not limited to physical damage, damage to OS and other software, damage to data structures, damage to other computer systems and equipment belonging to NLUO.

In each such case, the matter shall be referred to appropriate authorities, who shall then decide on suitable monetary and other consequences to be imposed on the user.

Monetary consequences may extend to obtaining from the user the cost of repairing the damage OR the depreciated cost of the equipment (whichever is less), or deducting the same from the user's monthly salary.



2)

Users undertake to indemnify NLUO in every manner against monetary and other consequences arising from the use of equipment for illegal, immoral or unethical purposes. Such acts shall also subject users to appropriate disciplinary action.

Any physical damage to any equipment shall be presumed to be caused due to negligence unless proved to the contrary.

6.0 Lifespan of Equipment

Under normal circumstances, and unless otherwise specified, the useful working life of all equipment shall be estimated to be sixty months.

Notwithstanding the above, if after the completion of forty-two months any equipment develops any problem of a recurring nature, or involving high repair costs, or in any other manner rendering repair cost-ineffective or infeasible, then NLUO may consider subjecting the equipment to planned obsolescence process.

7.0 Printer Usage

7.1 Usage by Faculty Members

Each faculty member may use the faculty printer to obtain a maximum of 200 printouts per month.

In exceptional circumstances, a faculty member may request the ICT Department for more printouts after submitting appropriate reasons in writing.

The ICT Department shall maintain a register for monitoring faculty printer usage, and also incorporate other appropriate measures to curb wasteful and other inappropriate use of all University printers.

7.2 Usage by Non-Teaching Staff

Members of the non-teaching staff shall use the faculty printer and other University printers only for official purposes

8.0 Return of Equipment

Users are required to surrender to the ICT Department any or all equipment in their possession if their employment with NLUO is terminated, or if the NLUO administration requests their return for any reason whatsoever.

The above shall also apply to individuals intending to absent themselves from NLUO for a period of nine months or more, whether on lien or on the basis of any other arrangement.

The above shall also apply to individuals not employed by NLUO on a full-time basis who have been issued any equipment, such as laptops, owned by the University.

9.0 Eligibility for Issue of Laptops

The following persons are eligible for being issued laptops:

- Hon'ble Vice – Chancellor
- Registrar
- Finance Officer
- Faculty Members of University
- Assistant Registrar
- IT Department (System Administrator / System Analyst / Scientific Officer etc.)
- IT Support Team, for maintaining campus wide network and configuring IT appliances
- Any other Officers if approved by university Administration

10.0 Percentage Of Depreciation

The Percentage of depreciation is to be calculated as follows:

	Elapsed Time	Percentage of depreciation	Percentage of original cost payable by employee
1.	0 days to 45 days	0%	100% of the original value
2.	46 days to 6 months	10%	90% of the original value
3.	6 months to 1 year	20%	80% of the original value
4.	1 years to 2 years	35%	65% of the original value
5.	2 years to 3 years	50%	50% of the original value
6.	3 years to 4 years	65%	35% of the original value
7.	4 years to 5 years	80%	20% of the original value
8	Beyond 5 years	90%	10% of the original value

Note:

1. Residual value after 5th year will be 10% of the original price.
2. The original value shall include:
 - a) Purchase cost of Laptop
 - b) Software license cost if any
 - c) Warranty extension cost if any
 - d) Miscellaneous costs if any at the time of purchase OR after purchase. [Excluding repairing cost if any]



Annexure 01: Declaration in respect of University Provided Laptops

Date: _____

I declare that I have read carefully in its entirety the IT Equipment Policy of NLUO, particularly the provisions pertaining to laptops. I undertake to abide by its mandates in letter and in spirit.

Name:

Designation:

(SIGNATURE)

