

FACULTY MEMBERS' LAPTOP POLICY

Document no	Revision no	Effective date	page	Document holder
PPSU-17-01		01-08-2017	1 of 5	Administrator

A. PURPOSE.

To provide quality services, the P P Savani University, will incorporate advanced technological tools to impart education. This is one of the quality values of the University. This policy will give clarity on the laptops being used for university work by the faculty members.

B. SCOPE

This policy is limited to the faculty members of all departments working for the P P Savani University Surat, whether through third party contracts or on direct roll. It also covers the laptops being used for the University's work.

C. DEFINITIONS

- UNIVERSITY:** It refers to the P P Savani University, Surat.
- FACULTY:** It refers to the faculty members who are employed, on-roll or through contract, by the P P Savani University.
- LAPTOP:** It is a portable personal computer, which in this policy will only be referred for educational purposes.
- Equated Monthly Installment (EMI):** It is a fixed amount of money, based on the cost of the laptop and the numbers of months fixed to pay the loan that you need to pay the University every month, as repayment of a loan taken, until your loan is totally repaid.
- NETWORK FOLDER:** It is the local sharing drive (faculty members' content and admin drive), where the staff members store their data to operate from different computer systems.
- GOOGLE DRIVE:** It is an online cloud-based storage space of up to 5 TB, which is available throughout official Gmail accounts.



D. TERMS & CONDITIONS FOR FACULTY MEMBERS-OWNED LAPTOPS:

1. PAYMENT:

- A.** The P P Savani University will help the faculty members of all departments, in procuring a laptop, through an interest-free loan.
- B.** The laptop is not, necessarily, to be purchased through the University. A faculty members may purchase the laptop, being used for teaching the students, should be at par or above those specifications given in this policy.
- C.** The faculty members have the liberty of choosing which laptop they wish to opt for. But the University will provide a maximum loan amount of Rs. _____/-, if the laptop costs more than Rs. _____/-, then the concerned faculty members will have to pay the excess sum (beyond Rs. _____/ -), together, at the time of procuring laptop.
- D.** The payment of the above mentioned loan will be done in equated monthly installments (EMI) of maximum 24 months by the faculty members.
- E.** The laptop will be procured in the name of the concerned faculty members. But laptop, which are procured through University, will be owned by the P P Savani University, till the loan is fully paid up by the concerned faculty members.
- F.** For guarantee of full payment of the laptop, the University will collect a no-date cheque, from the concerned faculty members, of an amount equal to the cost of the laptop (as stated in invoice). The cheque will be retained by the school till the payment of all EMIs, of the laptop, is paid up OR will be used, in case any faculty absconds without fully paying all EMIs.
- G.** If a faculty member leaving University before fully paying the loan, then the remaining dues will be adjusted in the full and final settlement statement (last salary before being relieved).
- H.** No new loan will be given for a period of 3 years, starting from the date of issuing previous loan.
- I.** The faculty members need to consult the I.T. administration team, mandatorily, before procuring laptop, to check whether it is within the specifications stated in this policy.



2. USAGE:

The University will be assisting in procuring laptops for better output in educating its students. The laptops must be used in University, keeping the same in mind.

A. The Faculty members are compulsorily required to use the laptop during office hours, for office related work, and not occupy University's personal computers that are available for other staff members.

B. The laptop should not be used for personal work during working hours.

C. Any other operating system or office should not be operated within school premises.

D. If other operating system (OS), office, software and applications are installed, then they need to be licensed versions only.

E. The laptop should be optimally charge before using them during classes.

F. If you have important data on the laptop, such as grades, tests or exams, you must back it up on your network folder or Google drive, regularly, as a safety precaution against hard drive failure.

G. The faculty members will be responsible for usage, safety and ownership of their respective laptops.

I. The University will not entertain any complaints of lending and/or borrowing.

II. The safety and security of the physical safekeeping and content of the laptop is the sole responsibility of the faculty members.

III. Each faculty member is monetarily responsible for any hardware damage that occurs on/off University premises and/or software damage or upgrades (including labor costs). All maintenance related costs will be borne by the concerned faculty member.

H. Faculty members should not attempt to install or change the system's network settings without prior consultation with I.T. administration team.

I. The official use of laptops in University is for:

J. Valuable educational content download (subject content).

II. YouTube access to download & present, education content, in the class.

III. Question paper typing.

IV. Faculty member's resource material can be prepared.

V. PPT preparation and presentation.

VI. Study material preparation for classes.

VII. Maintaining MLS related records (soft copy)

VIII. Google classroom Usage.

IX. Accessing flip learn.

X. ERP system usage.

XI. Any other academic use.



3. THE UNIVERSITY'S I.T. TEAM WILL RANDOMTY CHECK THE FACULTY MEMBER'S LAPTOP FOR USABILITY, GENUINITY OF OPERATING SYSTEM, OFFICE, ANTI-VIRUS, SOFTWARE AND APPLICATIONS, AND IF ANY OF THE ABOVE MENTIONED POINTS ARE NOT FOLLOWED, THEN THE CONCERNED FACULTY WILL BE LIABLE FOR DISCIPLINARY ACTION.

E. SPECIFICATIONS OF LAPTOPS TO BE USED BY FACULTY MEMBERS

The laptops used by the faculty members for University related work, whether bought through school or personally, should be at par with the below mentioned specifications:

Sr. No.	particular	Requirements
i.	Processor:	Minimum core i3/i5
ii.	Screen size:	15.6"(suggested)
iii.	Hard disk (storage space):	Minimum 500 GB (internal)
iv.	RAM:	Minimum 4 GB
v.	VGA port:	Yes
vi.	HDMI port:	Yes
vii.	USB ports:	Minimum2 ports
viii.	LAN port:	1
ix.	WI-FI:	Yes
x.	Audio Out:	Yes
xi.	Microphone in:	Yes
xii.	DVD R/W:	Yes
xiii.	Licensed anti-virus:	Yes(Mandatory and should be renewed)
xiv.	Operating system (OS):	Linux (Ubuntu)
xv.	Office:	Open Office
xvi.	Procure and install any additional software are advised and approved by the management in the future.	
xvii.	If any other OS, Office, software or applications are installed in the laptop, then they need to be licensed versions only.	



F. OTHER ASSISTANCE FROM UNIVERSITY:

The University will also provide certain assistance to make the usage of laptops comfortably and optimum.

- A.** If any faculty member's laptop is under maintenance, then the school will provide the faculty members with a 'spare' laptop for 3 working days. If the 'spare' laptop is required for more than 3 working days, then a lending charge of Rs. 100/-, per day, will be charge to the concerned faculty members. (This will apply to the faculty members who own laptop from the University)
- B.** The University will provide training to the faculty members on basic operations of Linux (Ubuntu) installed systems.
- C.** I.T. team will provide guidance to faculty members before procuring laptop, to check whether the laptop is within the specifications stated in the policies.



Registrar,
P P Savani University

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