



## Specifications and Terms of Ownership for Computer Machines

Cat.	Designations / Appointments	Justification and recommendation from IT Dept & Head required	Specifications entitled		Ownership duration and payoff amount	
1	(a) Principal Officers of the University: Scale 13 (b) Deans of Faculty (c) Principals of College	Not required	Type of Machine(s)	1 x Laptop (New) 1 x Desktop (Branded-New)	Both	<b>Duration:</b> 2 years <b>Payoff amount:</b> 60% of PP <b>Mode:</b> Salary deduction (at once)
			Processor	Up to Intel Core i3 (Latest generation)		
			Clock speed	Up to 3.2 GHz		
			RAM	Up to 8 GB		
			Hard disk	Option 1: Up to 128 GB SSD with 1 TB HDD Option 2: Up to 500 GB SSD only		
			Sound	Built-in and/or standard specs only		
			Graphics			
			WiFi/NIC			
			Memory card reader			
			DVD-RW			
			Camera + Mic			
			Display size	Standard LED Up to 19 inches (New)		
			Touch screen	Optional (if within price range)		
			Keyboard/Mouse	Optional Backlit (if within price range)		
			Printer*	Optional (Dedicated) - Double sided laser		
			Price	Up to Rs. 75,000/- (inclusive of taxes & exclusive of printer)		
2	(a) Chairperson/Head of department (b) Faculty: Professors (c) Non-teaching/Admin Staff: Scale 11 & 12	Not required	Type of Machine(s)	1 x Laptop (New) 1 x Desktop (Branded-New)	Either of one	<b>Duration:</b> 3 years <b>Payoff amount:</b> 50% of PP <b>Mode:</b> Salary deduction (at once)
			Processor	Up to Intel Core i3 (Latest generation)		
			Clock speed	Up to 2.8 GHz		
			RAM	Up to 4 GB		
			Hard disk	Option 1: Up to 128 GB SSD with 500 GB HDD Option 2: Up to 256 GB SSD only		
			Sound	Built-in and/or standard specs only		
			Graphics			
			WiFi/NIC			
			Memory card reader			
			DVD-RW			
			Camera + Mic			
			Display size	Standard LED Up to 19 inches (New)		
			Touch screen	No		
			Keyboard/Mouse	Standard		
			Printer*	Optional (Dedicated) - Single sided standard laser		
			Price	Up to Rs. 65,000/- (inclusive of taxes & exclusive of printer)		



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3	(a) Faculty: Assoc. and Asst. Prof (b) Non-teaching/Admin Staff: Scale 8 to 10	Not required for (a) Mandatory for (b)	Type of Machine	1 x Desktop (Branded-New)	Only	<b>Duration:</b> 4 years <b>Payoff amount:</b> 40% of PP <b>Mode:</b> Salary deduction (in 2 equal installments)
			Processor	Up to Intel Core i3 (Latest generation)		
			Clock speed	Up to 2.4 GHz		
			RAM	Up to 4 GB		
			Hard disk	Option 1: Up to 500 GB HDD only Option 2: Up to 128 GB SSD only		
			Sound	Built-in and/or standard specs only		
			Graphics			
			WiFi/NIC			
			Memory card reader			
			DVD-RW			
			Keyboard/Mouse			
			Display Size/Monitor	Standard LED Up to 19 inches (New)		
			Printer*	Optional (Network Sharing 2:1) - Single sided standard laser		
Price	Up to Rs. 50,000/- (inclusive of taxes & exclusive of printer)					
4	Faculty: Demonstrators, Instructors, Lecturer, Senior Lecturer	Mandatory	Type of Machine	1 x Desktop (Branded-New)	Only	<b>Duration:</b> 4 years <b>Payoff amount:</b> 30% of PP <b>Mode:</b> Salary deduction (in 3 equal installments)
			Processor	Up to Intel Core i3 (Latest generation)		
			Clock speed	Up to 2.2 GHz		
			RAM	Up to 2 GB		
			Hard disk	Option 1: Up to 500 GB HDD Option 2: Nil		
			Sound	Built-in and/or standard specs only		
			Graphics			
			WiFi/NIC			
			Memory card reader			
			DVD-RW			
			Keyboard/Mouse			
			Display Size/Monitor	Standard LED Up to 19 inches (New)		
			Printer*	Optional (Network Sharing 4:1) - Single sided standard laser		
Price	Up to Rs. 40,000/- (inclusive of taxes & exclusive of printer)					



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5	Non-teaching/Admin Staff: Scale 3 to 7	Mandatory	Type of Machine	1 x Desktop (Branded-Refurbished) Only	<b>Duration:</b> 2 years <b>Payoff amount:</b> 30% of PP <b>Mode:</b> Salary deduction (in 4 equal installments)
			Processor	Up to Intel Core 2 Duo (Latest generation)	
			Clock speed	Up to 2.6 GHz	
			RAM	Up to 2 GB	
			Hard disk	Option 1: Up to 500 GB HDD Option 2: Nil	
			Sound	Built-in and/or standard specs only	
			Graphics		
			WiFi/NIC		
			Memory card reader		
			DVD-RW		
			Keyboard/Mouse		
			Display Size/Monitor	Standard LED Up to 19 inches (New)	
			Printer*	As per requirement (Preferable Network Sharing) - Single sided standard laser	
			Price	Up to Rs. 30,000/- (inclusive of taxes & exclusive of printer)	
6	Faculty / Admin Staff having extraordinary requirements and/or special scope of work requiring high end specifications	Mandatory	<b>Type of Machine:</b> Desktop or Laptop (a) Review of requirements by IT department against actual scope of work (b) Provision in Budget (c) Recommendation by Director Information Systems and approval by Registrar		<b>Not applicable</b>

\* Printer is excluded from ownership of the employee. It shall remain property of the University till serviceable limits.  
 Only following brands are approved for commissioning: HP, Dell, Lenovo, Asus, Acer, Samsung and Viper.  
 Prices shall be reviewed every year based on market survey after national budget, and before University budget presentation in Syndicate/Senate.

**Terms of Ownership:**

- Employee shall either purchase the machine when ownership is due on prescribed rate and installment plan 'or' shall keep on using the system as University property. In later case, he/she shall not be eligible for requisition of new machine.
- If an employee decides to purchase the machine past ownership duration, the payoff amount shall keep on reducing by 5% per annum till it reaches 10% of the Purchase Price (PP).
- Servers and printers of all kinds are exempted from this schedule and will be deposited in store for utilization by a less resource department 'or' sold through auction. University employees shall not participate in such auctions.
- Any other IT related equipment such as cameras, mics, scanners, fax etc. shall not be procured without justification, review by IT dept, recommendation of specifications by Director Information Systems, and approval of Registrar. Such equipment is exempted from this schedule and shall remain property of the University till serviceable limits.