GURU JAMBHESHWAR UNIVERSITY OF SC. & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
A$^+$ Grade NAAC Accredited University

Internal Quality Assurance Cell

A copy of the duly approved '*Computer/Laptop/Other Peripherals/Software Purchase Policy*' of GJUS&T, Hisar is forwarded to the followings for kind information / Circulation among quarter concerned, please.

Endst No.531-540   **Dt. 18.06.2024**

Director, IQAC

CC:

1. **Deputy Registrar Purchase/General.**
2. Director, PDUCIC with the request to upload the policy under Policies Tab on the University Website.
3. OSD to Vice Chancellor for kind information of the Vice Chancellor.
4. PS to Registrar for kind information of the Registrar.

PROCEEDINGS OF THE MEETING OF THE CONSTITUTED COMMITTEE HELD ON 25.01.2024 AT 10:30 AM IN THE DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING FOR MAKING/REVIEWING COMPUTER/LAPTOP/OTHER PHERIPHERALS/SOFTWARE PURCHASE POLICIES OF THE UNIVERSITY.

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The following were present: -

1. Prof. O.P. Sangwan, Chairman, Dept. of CSE   ....Convenor
2. Dr. Mani Shreshtha, Haryana School of Business   Member
3. Dr. Ramesh Kumar, Dept. of Physics   Member
4. Sh. Mukesh Kumar, Director, PDUCIC   Member
5. Sh. Ashok Kaushik, Assistant Registrar (Purchase)   Member

The agenda of the meeting was to discuss and prepare policy and procedures for the purchase of computer equipment, peripherals, and software at Guru Jambheshwar University of Science & Technology, Hisar.

The Committee noted the Haryana Govt. Policy and procedure for procurement, replacement disposal of old and obsolete Telecommunication & Computer/IT Products, Electronics Items etc. as conveyed bearing Nos. 3/20/2000/3SIT/2769 dated 06.10.2015 and 3/20/2000/3SIT/6652 dated 18.5.2018, as followed by the University. The Committee discussed the existing policies and procedures and identified areas that needed improvement. In the present scenario, the rates of all Laptop, Computers and peripherals devices are very high and the proposed rates given in the above referred Haryana Govt. policy are not feasible for the University Departments/Offices. After detailed deliberations and discussions, the Committee prepared a new policy and procedures for the purchase of computer equipment, peripherals, and software at Guru Jambheshwar University of Science & Technology, Hisar.

The policy and procedures were prepared with the aim of promoting transparency, fairness, and objectivity in the procurement process. The Committee ensured that the new policy and procedures were consistent with the Haryana Govt. Policy and procedure for procurement, replacement disposal of old and obsolete Telecommunication & Computer/IT Products, Electronics Items etc., as adopted by the University. The policy and procedures were also reviewed to ensure that they were in line with other relevant policies or guidelines related to procurement and purchasing at the University. The Committee sought input and feedback from relevant stakeholders, such as IT staff, faculty members, and other

departments or units involved in purchasing computer equipment, peripherals, and software. The feedback was incorporated into the policy and procedures to ensure that they were practical, effective, and responsive to the needs of the University.

The Committee, therefore, prepared policy and procedures for the purchase of computer equipment, peripherals, and software at Guru Jambheshwar University of Science & Technology, Hisar. The policy and procedures is attached herewith **Annexure-A** for consideration.

The meeting ended with a vote of thanks to Chair.

(O.P. Sangwan) (Mani Shreshtha) (Ramesh Kumar)

(Mukesh Kumar) (Ashok Kaushik)

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE and TECHNOLOGY, HISARशिक्षित भारत   विकसित भारत
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POLICY FOR PROCUREMENT OF COMPUTER EQUIPMENT, PHERIPHERALS AND SOFTWARE

Introduction:

The purpose of this policy is to establish guidelines and procedures for the procurement of computer equipment, peripherals, and software for the Guru Jambheshwar University of Science and Technology, Hisar. This policy applies on the all employees, departments, and Branches of the University.

Scope:

This policy covers the following:

1. Procurement of computer equipment, peripherals, and software with licence.
2. Approval process for purchasing computer equipment, peripherals, and software as per University Purchase Guidelines.
3. Standards for computer equipment, peripherals, and software.
4. Warranty/AMC/Maintenance of equipment.
5. Disposal of computer equipment, peripherals, and software, as per University e-Waste Policy.

Procurement:

All computer equipment, peripherals, and software must be purchased through the University. Indenting Department/Office must follow the procurement process outlined by the University policy. The procurement office shall maintain an updated list of authorized vendors for computer equipment, peripherals, and software.

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The financial limits for computer equipment, peripherals and software/entitlement of mobile phone instruments and the recurring charges are governed by the instructions issued by the University from time to time. As for the computing equipment's these limits are fixed as under:-

Sr. No.	Item	Entitled categories of University officer (s)/E	Financial limits (Rs.)
i)	Laptop/ Note book/ Ultra-book/ Chrome-book/ Convertible/ Notepad/ Tablets/ Phablet or devices of similar categories.	Class-I	75000/-
		Class-II	60,000/-
ii)	Desktop Computers/All-in-One computers	Class-I	60,000/-
		Class-II	50,000/-
iii)	Laser Printer and Laser Printer-cum-Scanner-cum-Fax-cum-photocopier (multifunctional Devices)	Class-I and II	35,000/-
iv)	UPS	University employees	Rs. 7500/-
Note: The above price limits are inclusive of all taxes, peripherals and the AMC, wherever applicable.			

Approval Process:

All requests for the purchase of computer equipment, peripherals, and software must be approved by the competent authority. The request must be submitted in writing and include the following information:

1. Description/specializations of the item(s) requested
2. Estimated cost
3. Funding source
4. Details of already procured equipment.
5. Justification for the purchase

Once the request is approved by the competent authority, the indenting department/office initiate purchase process. The Department/Office shall ensure that the requested items meet the University's standards.

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Standards:

All computer equipment, peripherals, and software purchased by the University must meet the following standards:

1. Compatibility with existing University systems and infrastructure.
2. Compliance with University security policies.
3. Compatibility with University software standards.
4. Compliance with applicable laws and regulations.
5. Procurement of Laptop/Computer or other devices will be with licensed software.
6. Energy efficiency and environmental sustainability.
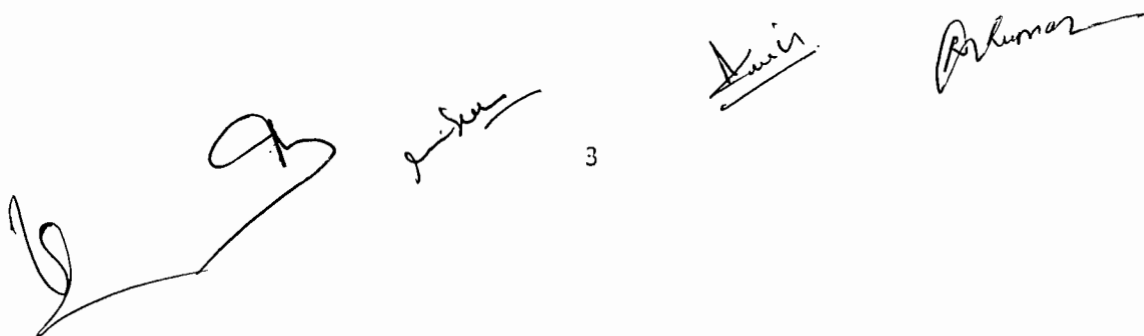
Maintenance:

All computer equipment, peripherals, and software must be maintained according to the manufacturer's recommendations and University standards. Departments are responsible for ensuring that their equipment is properly maintained with licensed software.

Disposal:

All computer equipment, peripherals, and software that are no longer needed must be disposed of according to University e-Waste policies and procedures. Departments are responsible for ensuring that their equipment is properly disposed off. The University shall ensure that the disposal process is environmentally sustainable and complies with all applicable laws and regulations of Central/Haryana government under University e-Waste policy.

Conclusion:

This policy provides guidelines and procedures for the purchase, approval, standards, maintenance, and disposal of computer equipment, peripherals, and software at Guru Jambheshwar University of Science and Technology, Hisar. Compliance with this policy will help ensure that the University's computer systems are secure, reliable, energy-efficient, environmentally sustainable, and efficient.

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