

Annexure - Process related to the LUMS Computer Policy

1 Computer Allocation and Purchase Approval Process

The following Approval matrix will apply for computer acquisition.

Fund Type	Order of Approvals Needed
Internal Grant	1. Dean 2. OR 3. IST- Head Operations – standard computers 4. HoD IST – For non-standard computers 5.
External Grant	1. OR 2. HoD IST
All other fund center purchases	1. HoD of User Department 2. IST- Head Operations – standard computers 3. HoD IST – For non-standard computers 4.

Note: Internal funds include [all](#) internal grants and overhead funds. The computer purchased for grants may be clearly bifurcated between LUMS-funded or Sponsored grants and IST will tag the computer in the system, accordingly.

2 Upgrades to Hardware

Any request for a computer hardware upgrade will require a check by IST to ensure its need, followed by IST- Operations Head approval.

3 Procedure for Procurement

3.1 For New Positions

The procedure followed for new positions will be as follows:

- a. During the annual budget planning cycle, HRD will provide Finance with a list of new positions identified in the annual Manpower activity held with each department.
- b. Finance will allocate the required budget, according to the information provided by the Human Resources department, and transfer the budget to the respective departments.

- c. The respective department will share the computer details with Finance Asset team to create asset IDs to raise PR and follow up with Procurement to procure the computers.
- d. LUMS Warehouse will receive the computers and assign an asset tag(s).
- e. IST will issue, prepare, and distribute the computers when they arrive, according to the official list of new positions.

3.2 Annual Replacements for Existing Computers

The procedure followed for the replacement of existing computers is as follows:

- a. IST will work with Deans and HoDs to determine the number of computers to be replaced, and submit the budget requirement to Finance during the budget planning cycle;
- b. Finance will review and approve an amount to be transferred to IST for the replacements;
- c. IST will raise PR and follow up with Procurement to procure the computers;
- d. IST will issue, prepare, and distribute the computers when they arrive, according to priority.

4 Computer Return upon Clearance

An employee must return their computer to IST in order to obtain clearance as per LUMS Standard Clearance process. IST will re-assign the computer as per institutional priority; either to the same department with the approval of the respective Head of Department. Departments may return it to IST or may keep it for an incoming replacement.

The same clearance process will be applied to the computers purchased for the grants unless it is returned to the donor/sponsor as per the Research contract.

5 Clearance Process for Computers Purchased for the Grant.

The allocation and disposal of the computing equipment purchased from sponsored grants will be dealt with according to the Research agreements. In case the equipment is transferred to LUMS will be allocated to IST stores for re-allocation or disposal as per LUMS Computer Policy.

The IST, Finance, and OR will coordinate for handling the disposal process according to the Sponsored Research agreement and update their records accordingly.

6 Laptop theft and damage

6.1.1 Theft

- 1. Employees whose laptop is stolen on campus should immediately report it to LUMS Security.
- 2. Employees whose laptop is stolen off campus must file an original police report (FIR) and forward a scanned copy via email to:

- a) IST
- b) HR
- c) Finance

6.1.2 Damage

Employees whose laptop is damaged and becomes unusable must email IST with an explanation of the circumstances in which it got damaged and submit the machine to IST for diagnostics. Repair charges will be borne as follows:

Bearer	Circumstances
LUMS	If the damage is not due to negligence and the damages are not covered by warranty.
Vendor Warranty	If the damage is not due to negligence and it is covered by warranty.
User	If the damage is due to negligence.