



Lahore University of Management Sciences

LUMS Computer Purchase Policy

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Policy Owner: Head of Department – Information Systems & Technology

Approval Authority Director – Information, Systems & Technology
Signature:

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Author	Version Number	Change Reference	Date
Iffat Chaudhry	00	Review the old policy and initiate its updates	18-09-2023
Khubaib Nazir	00	Discuss the old policy and update it with the current situation	10-10-2023
Hamza Habib	00	Meeting to discuss the draft policy related to Grants	16-10-2023
Faisal Kheiri, Talal Javed, Mirza Zunair Zafar & Khubaib Nazir	00	Meeting to discuss the draft policy	14-11-2023
Talal Javed	00	Reviewed and shared feedback on how to get this approved	11-06-24
Faisal Kheiri	00	Review and signoff	31-07-2024

APPROVALS:

Name	Designations	Signature	Date
Faisal Kheiri	Director - IST		31-07-2024

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1. Purpose

This policy defines the criteria upon which computers (and tablets) are allocated to LUMS employees, when they must be upgraded and/or replaced, and what happens to these assets when an employee leaves.

2. Scope of Policy

This policy is applicable across the University and individually applies to all permanent or contractual employees of LUMS including staff and faculty.

3. Policy Statement

LUMS provides computers (desktops, laptops, tablets, etc.) according to the job description of the employee. However, no employee is automatically entitled to a computer based only upon their rank or designation. Multiple computers may be allocated to an employee as required in Job Description. Computers purchased for individual employees will be assigned to the respective employees, whereas the computer purchased for common/shared places will be allocated to the respective “shared places.”

4 Computer Replacement

Computers will be replaced (subject to budget availability) as per the below cycle:

User / Facility	Replacement Cycle and Conditions
Faculty & Staff	On a needs basis after inspection by IST
Teaching Labs	6 years
Computing Labs & Classrooms	7 years

5 Computer Return upon Clearance

An employee must return their computer to IST in order to obtain clearance as per LUMS Standard Clearance process.

6 Computer Buyback

LUMS will not allow any employee to buy back computers reaching the disposal age. These computers will be disposed of as per the LUMS Assets Disposal policy.

7 Laptop Theft and Damage

The theft and damage of computers will be handled by IST, HR and Finance as per the standard operating process of LUMS.

8 Waiver of Policy

The Director – IST may waive a part or whole of the policy subject to any conditions or restrictions as they may deem fit and appropriate.

9 Exemptions and Revisions

The University, its officers, or any other person or entity associated with them shall have no liability whatsoever for any losses, damages, claims, legal costs, or other expenses that a person may suffer or incur, whether directly or indirectly (including any loss of profit or damage to reputation) by reason of any proceedings instituted or measures taken pursuant to these procedures.

The provisions of this Policy may be revised or amended by the University from time to time in its sole and absolute discretion provided that any such revision or amendment in the Policy shall not apply to any proceedings that have commenced or affect the validity of any decision made, action taken, direction given, proceedings taken, instrument executed, penalty or punishment imposed or anything done lawfully and conclusively prior to the said revision or amendment.

10 Roles and Responsibilities of Policy Implementation

Roles and responsibilities with respect to the personnel involved in policy are described in the attached Annexure.

11 Title of Position with Maintenance Responsibility

The IST- Governance, Risk, and Compliance shall be responsible for maintenance of the Policy including its periodic review and approval of any subsequent modifications to the said policy.

12 Non-Compliance with Policy

Disciplinary process by the University shall be initiated in case non-compliance of policies and procedures is identified.

13 Related Documents/Policies

- Annexure – Processes related to LUMS Computer Policy

14 Distribution and Physical Security

Access to policies and procedures on the intranet portal shall be restricted and access shall be provided by the Policy Owner through the LUMS Access Management Process. For further information, refer to the Access Management Policies and Procedures. However, in case a hard copy is required, printing rights shall be granted to the respective stakeholder as part of the standard Access Management Process.

Where there is a change in responsibility of an employee, the copy/access that the employee has of the policy document should be handed over to the new employee and this action shall be documented in the previous employee's handing over notes. When an employee leaves the employment of LUMS, then the copy of/access to the policy document should be returned to/revoked by the Head of Department/IST Department prior to his departure.

15 Contacts

Contact	Designation	Phone
Mr. Khubaib Nazir	IST- Head of IT Operations	8175
Mr. Talal Javed	IST- Head of Data Analytics, Governance & Security	8171