



Laptop Provision Policy

Effective Date: June 01, 2022

Policy# HRD / SU-1003

Next Review Date: June, 2023

1. Purpose

The purpose of this document is to implement standard official laptop allocation, purchase, usage and cost sharing mechanism of Superior University.

2. Scope

This policy will be applicable to all permanent faculty (teaching) & staff members (non-teaching).

3. Process Owner

Human Resource Department (HRD) and Integrated Business Services (IBS) will be responsible for the implementation of this policy.

4. Equipment

The equipment includes Laptop, Laptop Charger and Laptop Bag.

5. Eligibility Criteria & Laptop Provision

All teaching staff shall be eligible to avail the Laptop as per policy, whereas eligibility of non-teaching staff shall be based on their nature of job and requirements generated by the related Dean / HOD, which will be evaluated and approved by HR Department. The provision of laptop shall be as per below mentioned specifications:


Cadre	Equipment
Dean/ Director	HP/Dell Core i7 11th Generation, 8GB RAM, 500GB SSD
Managerial staff	HP/Dell Core i5 11th Generation, 8GB RAM, 500GB SSD
Teaching staff	HP/Dell Core i5 11th Generation, 8GB RAM, 500 GB SSD
Administrative staff	HP/Dell Core i5 6th or above Gen, 8GB RAM, 500GB SSD

The employee can request for different / upgraded laptop exceeding his/her prescribed laptop specifications (mentioned above), but he/she shall have to pay the exceeding amount, which is the difference of fixed laptop amount (mentioned in Annex 1) and requested Laptop Market Price. The exceeding amount shall be deducted from the employee's salary through HR Department.

6. Ownership and Care

The ownership of the Laptop shall remain with the employee. The laptop shall be considered employee's primary computer for work purpose and he/she must exercise reasonable care in its safekeeping. After completion of three (3) years period, the laptop will be in the permanent possession of the employee and the employee shall be eligible for the acquisition of new laptop as per specifications mentioned in the "Laptop Provision Policy" at that time.

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7. Access, Configuration and Backup

Employee shall be solely responsible for maintaining the confidentiality of any data stored or accessed on his/her laptop along with the backup. It is the responsibility of the employee to get the laptop configured within 10 working days from the date of issuance of Laptop from IBS department.

8. Laptop Life

The useful life of the laptop will be Three (3) years. After 3 years, the employee shall be eligible for the provision of the new laptop as per policy.

9. Repair & Maintenance

All the maintenance and repair related to Laptop due to whatsoever reason, shall be responsibility of the Employee.

10. Replacement

In case the new laptop requisition due to any reason (theft, permanent breakage etc.) before the completion of three (3) years or if employee leaves the Superior University before the completion of three (3) years of the laptop purchase, an amount equal to residual value shall be deducted (Laptop Amount mentioned in Annex A divided by 36 months multiply by remaining months of laptop useful life). The amount shall be deducted either from next salary or final settlement (whichever the case maybe).

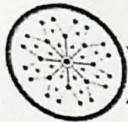
11. Undertaking

Employee must sign an undertaking attached as Annex B to comply with the Laptop Provision Policy.

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Annexure B



SUPERIOR UNIVERSITY

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LAPTOP UNDERTAKING FORM

Employee Name		Department	
Employee Code		Sub Department	
Date of Joining		Designation	
Handing Over Date		Cadre	

DISCLAIMER

- I have read, understand and agree to the laptop provision Policy.
- I will use this laptop as my primary computer for work purpose.
- It is my responsibility to get my laptop configured from IT within 10 working days.
- I am responsible for maintaining the health of the laptop.
- I acknowledged that the laptop will be in my ownership as per policy & I will be responsible for its maintenance & breakage in case of mishandling/accident/unfortunate happenings.
- In case of resignation & return of the services, the company holds the rights to claim the residual value for asset permanent possession.




- Equipment
- Model Number
- Serial Number
- Generation
- Other Specification
- Other Accessories

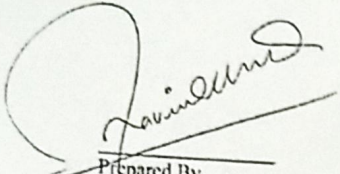
Employee Signature

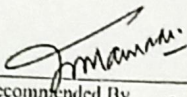
HR PDS Signature

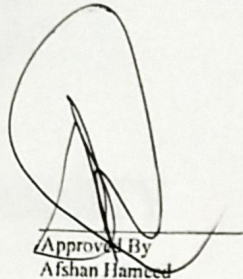
BIGGER. BOLDER
SUPERIOR

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 Prepared By
 Naveed Ahmad
 Deputy Director HR
 The Superior Group


 Recommended By
 Mudassar Kamran 22/6/22
 Registrar
 Superior University Lahore


 Approved By
 Afshan Hamid
 Director HR
 The Superior Group