

JIGME NAMGYEL ENGINEERING COLLEGE

College Laptop Scheme 2018

1. The Scheme:

To pay a lump sum amount of Nu. 40,000/-(actual bill amount whichever is lower) to teaching faculty and staff to purchase a laptop on their own as per the TERMS and CONDITIONS below.

The main objective of the scheme is to enhance teaching learning delivery and to allow the faculty and staff to buy the device of their choice.

The terms of reference is categorized into three sections. The first section addresses the 'Issuing Policy,' the second section presents the 'Maintenance Policy' and the third section discusses the 'Return Policy.'

The details of all the policies are stated in following sections and all the laptop recipients must READ **CAREFULLY and UNDERSTAND**. You are accepting the following **TERMS and CONDITIONS** once you are issued a new laptop and agree to abide by them.

2. Who is eligible?

- i. Laptops will be provided to full-time teaching faculty.
- ii. In case of a contract faculty member, his/her contract period must be at least of 2 years.
- iii. Laptops will be provided to staff (non-teaching) as per requirement approved by College Management Committee.

3. Issuing Policy

3.1. All the faculty who are assigned for teaching and staff (refer Section 2(iii)) are eligible for Nu. 40,000/- (actual bill amount whichever is lower) to purchase a laptop for a duration of **FIVE YEARS**.

3.2. Physical verifications of the laptop will be done by IT Service Unit. Then the amount (actual bill amount or Nu. 40,000/- whichever is lower) will be

reimbursed by the Accounts and Finance Section. The original bills shall be returned to the user and a copy kept at the Accounts and Finance Section.

- 3.3. If the user provides a fictitious bill, the concerned individual will **NOT** receive funds for the purchase of laptop for two terms.
- 3.4. The College shall not give any funds for a second laptop for the next FIVE years hence mentioned here as **ACTIVE period**.
- 3.5. The Accounts and Finance Office shall take the responsibility to pay the amount for purchase of laptop and keep all the necessary records.
- 3.6. ACTIVE period will START after the necessary purchase bills are submitted to the Accounts and Finance Office.
- 3.7. The warranty such as repairs, replacements, or theft resulting from users being careless becomes a user responsibility. College shall not bear any costs, whatsoever.
- 3.8. The user must duly sign the "Declaration Form" which states the "Laptop Scheme for Faculty/Staff: Terms of Reference. 2016".
- 3.9. The College shall not be held liable for an installation of illegal pirated software onto the device by the users.
- 3.10. Those who are confirmed to leave the College for higher studies or long term training, the period/duration of study shall not be counted as ACTIVE. The ACTIVE period will restart from the day he/she re-joins the College.
- 3.11. If a user is resigning or leaving from the College or leaving upon superannuation, he/she will **HAVE to PAY** the laptop cost minus the depreciation amount to the College as per section 3.12.
- 3.12. The depreciation will be calculated upon the actual bill amount or Nu. 40,000/- whichever is lower.

The depreciation is determined as below:

 - a. 15 % at the end of first year.
 - b. 30% at the end of second year
 - c. 60% at the end of third year.
 - d. 80% per annum beyond three years.
- 3.13. Selected group of teaching faculty such as the President, Deans, HoD's, ADM, and Controller of Examination will only retain the desktop in addition to a new laptop.

3.14. The College shall not issue Laptop peripherals such as HDMI-VGA converter, Mouse, external keyboard, external speakers, USB Hub and External HDD.

4. Maintenance Policy:

- 4.1. Users are solely responsible at all times for the care of their Laptops.
- 4.2. The ITSU shall not be responsible to perform any kind of maintenance, replacement and/or repair for the Laptop.
- 4.3. All the maintenance, repair and/or replacement must be made by the users only.

5. Return Policy:

- 5.1. The Laptop and its accessories purchased under the College Laptop Distribution Scheme **WILL BE** the property of individual users irrespective of conditions on the completion of maturation period (i.e. 5 years).
- 5.2. Users **MUST** pay the depreciation charge of the Laptop (refer section 3.11 & 3.12) if he/she is resigning from the College or upon superannuation.
- 5.3. Failure to pay the depreciation charge will result in withholding payments such as PF, gratuity or any other benefits until all the settlements are made.

6. Summary:

Jigme Namgyel Engineering College shall pay Nu. 40,000/- or actual bill amount (whichever is lower) to purchase a new Laptop to the teaching faculty or staff for a duration of at least FIVE years under the College Laptop Scheme.

At the time of distribution, the recipient (users) shall be required to sign the “Delivery Form”. The Accounts and Finance Office will keep all the necessary records.

Individuals are held responsible for any kind of implications resulting from Cyber Crime through the use of the College Laptops.

The College reserves the right to modify the “College Laptop Scheme 2018” terms of references.

DECLARATION

To,
The President
Jigme Namgyel Engineering College
Dewathang
Samdrup Jongkhar: Bhutan

Subject: **Laptop Scheme for Faculty/Staff 2018**

Dear Sir,

This is to inform you that I have received a sum of amount Nu. -----
for the purchase of a new laptop for teaching and learning purposes. I have also gone
through the Laptop Policy, 2018 of our College and have fully understood the same.
I declare that I will adhere to the College Laptop Policy in the manner as stated in
the Policy.

Thanking you,

Name:

Designation:

Department:

(SIGNATURE)

Date: