



Policy # LUMS/IST/ASSET/02/17

LUMS Computer Allocation and Disposal Policy

Version 1.1

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1 Purpose

This policy governs the allocation of computers to faculty and staff, and their disposal.

2 Scope

The policy applies to all permanent and contractual employees of LUMS.

3 Policy Guidelines

3.1 Allocation to Faculty

The University will allocate a standard Windows laptop to incoming faculty. Faculty wishing to upgrade features of the standard laptop, buy a more powerful laptop, or buy a Mac, may do so by pooling in additional funds from their grants.

3.2 Allocation to Staff

The University will allocate computers (desktops or laptops) according to the job role of the staff member. The computer will be allocated from a standard approved set of machines.

3.3 Computer Replacement

3.3.1 Faculty and Staff

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

3.4 Returning a Computer when Leaving LUMS

Employees leaving LUMS must return their computer(s) to IST at the time of clearance, unless they wish to buy back their computer (as per the LUMS Computer Buyback Policy).

3.5 Computer Buyback

Please refer to the LUMS Computer Buyback Policy.

3.6 Computers of Expired Grants

When a grant expires, computing equipment will either be returned to the donor, or transferred to LUMS, depending on the terms of the agreement. For equipment transferred to LUMS, it will be re-allocated to the PI for official use, if the PI wishes to retain it. Otherwise, it will be transferred to the IST stores for re-allocation or disposal via Main Stores.

3.7 Approval Hierarchy for Computer Purchases

Computer purchases from both internal and external grants, must first be approved by the Office of Research (OR), then by IST.

Purchases that are not from grants must be approved by IST.

3.8 Multiple Computers

The University will allocate only one computer per employee. Additional computers will require approval of IST and COO (this does not apply to computers from grants). Employees who already have multiple computers (except from grants) will be required to return them to IST or email IST to request an exception from the COO.

3.9 Laptop theft and/or Damage

3.9.1 Theft

Employees whose laptop is stolen on campus should immediately report to LUMS Security.

Employees whose laptop is stolen off campus must file a police report (FIR) and forward a scanned copy via email to IST, HR, Finance and GAS

3.9.2 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 assessment. Charges for repair will be borne as follows:

Table 1: Damage Responsibility and Charges

Bearer	Circumstances
LUMS	If the damage is not due to negligence and is 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.