भारतीय प्रौद्योगिकी संस्थान तिरुपति
TIRUPATI
भारतीय प्रौद्योगिकी संस्थान तिरुपति
Indian Institute of Technology Tirupati
एर्पेडु - वेंकटगिरि रोड, एर्पेडु पोस्ट, तिरुपति जिला, अ प्र - 517619
Yerpedu - Venkatagiri Road, Yerpedu Post, Tirupati District, A.P. 517619

IITT/Dean (A&F)/Circular/2026/ 01 — 10 Jul 2026

Circular

With the approval of the Competent Authority, the ***Policy on Issuance, Replacement and Management of IT Assets*** has been framed for implementation in the Institute with immediate effect.

The policy lays down the norms, entitlements, responsibilities and procedures pertaining to the issuance, maintenance, replacement, retention, transfer and disposal of Institute-owned IT assets such as Computers, Laptops, Tablet Computers and Printers. The policy is enclosed.

The following provisions shall govern the implementation of the policy:

Faculty:

1. The institute shall provide a *"**Faculty Computers and peripherals Replacement Grant**" (FCRG)* of Rs. 2,50,000 to eligible faculty.
2. Faculty completing six (6) years of their service at the institute shall be eligible to apply for the grant, as per the provisions of the policy.
3. The grant shall be admissible with effect from 1st January and 1st July for faculty who become eligible during the preceding July-December and January-June blocks, respectively.
4. The grant is to be utilized within one year from allotment.
5. The eligible faculty shall submit the prescribed application form to the Computer Centre.
6. The Establishment Section shall furnish the details of eligible faculty to the Account Section for creation of a *FCRG grant entry* in the ERP to enable procurement of the required devices subject to verification of the submitted application form, in accordance with the policy.
7. Faculty may apply to retain the IT assets (except printers) procured through NFIG or provided by the Computer Centre, subject to the provisions of the policy and the enclosed ***Guidelines for Retention of Computers Beyond their Economic Useful Life (EUL)***.
8. Assets not opted for retention must be returned to the Computer Centre within 15 days of procurement through this grant.

Staff:

1. Institute-issued computers, laptops and tablet computers that have completed their prescribed Economic Useful Life (EUL) may be considered for retention by eligible

employees in accordance with the enclosed ***Guidelines for Retention of Computers Beyond their Economic Useful Life (EUL)***.

2. The list of eligible assets and applicable retention cost will be communicated by the Computer Centre.

3. Employees willing to retain eligible assets shall submit the prescribed application form within the stipulated timeline.

4. The Computer Centre shall consolidate and process the replacement/procurement of computers, printers for staff ordinarily twice every year during the months of January and July.

This Circular shall be read in conjunction with the enclosed *Policy on Issuance, Replacement and Management of IT Assets.*

10/07/2026

Dean, Administration and Finance

Copy to:

- Director's Office
- Dean (P&I)'s Office
- Registrar's Office
- Establishment Section
- Finance and Accounts Section
- Purchase and Stores Section
- All employees of IIT Tirupati

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IITT/Dean (A&F)/Policy Guidelines/2026/01 10 Jul 2026

Guidelines for Retention of Institute-issued IT assets beyond their Economic Useful Life

With approval of the competent authority, following *Guidelines for Retention of Institute-issued IT assets beyond Economic Useful Life (EUL)*, for personal use, have been framed for implementation in the institute with immediate effect.

1. Institute-issued IT assets, such as computers/laptops/tablet computers, that have completed their prescribed Economic Useful Life (EUL) may be made available for retention by the respective employee to whom the asset is currently issued, upon payment of **5% of the original purchase cost** of the asset.

2. Completion of the prescribed Economic Useful Life (EUL) of an IT asset shall not, by itself, confer any right or entitlement for retention. Availability of IT assets for retention shall be subject to the administrative exigencies of the institute, and approval of the Competent Authority.

3. The list of eligible assets for retention by staff and applicable retention cost shall be communicated by the Computer Centre from time to time, based on the Institute's immediate operational requirements.

4. Employees willing to retain eligible assets shall submit the prescribed ***Application Form for Replacement and Retention/Surrender of Institute-issued IT Assets***.

5. Employees shall be responsible for taking a complete backup of all required data from the IT asset(s) before handing it over to the Computer Centre.

6. The Computer Centre shall securely sanitize the storage device of eligible Institute-issued assets before transfer of ownership, wherever applicable.

7. The IT asset(s) shall be transferred on an **"as-is, where-is" basis**.

8. No warranty, maintenance, repair support, spare part replacement, software support, or any other technical assistance shall be provided by the Institute or the Computer Centre after transfer of ownership.

9. The applicable retention amount shall be debited through **salary** after approval of the retention request.

10. The institute shall issue a **Certificate of Transfer of Ownership of IT Assets** after completion of the prescribed formalities and recovery of the applicable retention amount.

11. Upon completion of all formalities, the Finance and Accounts and Purchase and Stores sections, shall update the asset records and initiate necessary write-off/transfer formalities as per Institute procedures.

12. A copy of the ***issued certificate*** shall be submitted to the Security Section while taking the asset from the Institute premises.

13. These Guidelines shall be reviewed periodically, and amendments or revisions thereto, as considered necessary, shall be incorporated.

Banarjee 10/07/2026.

Dean, Administration and Finance

Policy on Issuance, Replacement and Management of IT Assets

Approval dated 10 June, 2026

1. Preamble

With the expansion of IIT Tirupati since 2015, a significant inventory of computing and printing assets has been accumulated. A substantial portion of the IT assets - Desktops, Laptops, and Printers (hereafter referred to as “assets”) procured during the formative years has now exceeded its **Economic Useful Life (EUL)**. The continued use of such technically obsolete hardware leads to reduced performance, incompatibility with modern software, and increased maintenance overhead.

Currently, there is no unified mechanism to govern the complete lifecycle of the assets issued to the employees - from acquisition to disposal. To bridge this gap, this policy is enacted to standardize three critical pillars of IT Asset Management:

1.1. **Lifecycle Management:** Establishing a defined procedure for the Condemnation, Write-off, and Replacement of unserviceable or obsolete equipment.

1.2. **Issuance & Custody:** Defining clear protocols for the allocation of assets to Faculty and Staff, establishing individual custodianship to ensure accountability, and mandating physical verification audits.

1.3. **Service & Maintenance:** Delineating the scope of support provided by the Computer Centre (CC) versus Project-funded maintenance, ensuring clarity on repair liabilities.

This document shall serve as the comprehensive guiding policy for the Stores & Purchase Section and the CC in managing the assets issued to the employees.

This policy applies only to centrally procured and issued IT assets and does not cover assets procured directly by Departments / Laboratories / Project Funds.

Any exceptions to this policy shall require prior approval of the Dean (A&F) / Director.

2. Definitions

- **Asset**: Desktops, laptops, printers, and peripherals issued by the Institute.
- **Custodian**: Individual responsible for the asset issued in their name.
- **Computer Centre (CC)**: Unit responsible for IT asset lifecycle management.
- **Economic Useful Life (EUL)**: Standard operational lifespan of an asset, typically six (6) years unless otherwise specified.
- **Institute** means Indian Institute of Technology Tirupati

3. Entitlement of Assets for Staff

3.1. A computer of standard configuration shall be issued to a regular staff, contract staff, an outsourced staff who holds Junior Executive/Project Assistant or equivalent position or higher, for the duration of their employment.

3.2. A computer may temporarily be issued to apprentice/other such positions solely based on the availability.

3.3. A laptop may be issued in lieu of a computer to eligible staff for discharge of official work based on recommendation of the respective HoS and approval of the Dean (A&F). A form shall be submitted with justification through proper channel.

3.4. The CC shall be responsible for the procurement, issuance, maintenance, and disposal of IT assets for all administrative and staff positions.

3.5. The lifecycle modalities are detailed in the table below:

Asset	Issuance	Repair & Maintenance	Replacement Criteria
Computer	Fixed configuration provided by CC	By the CC	Beyond repair or 6 years whichever is earlier.
Laptop	Issued in lieu of desktop based on approval	By the CC	Beyond repair or 6 years whichever is earlier.
Printer	**Heavy Duty A3 Multifunction Printers:** One per Section/Department. **Compact Desktop Multifunction Printers:** Director, Deans, Registrar, and their offices, and HoD/HoS.	Departments: From the recurring funds. Sections: By the CC	Beyond repair, to be returned to the CC.

3.6. Standard Computer configuration

- 24" FHD display with webcam and built-in speakers
- Latest generation Intel Core i3 processor or equivalent
- 16 GB Memory
- 512 GB SSD Storage
- 3 yr warranty

4. Entitlement for Administrative Positions

4.1. The Computer Centre (CC) shall issue a computer to Administrative Positions (such as Director, Registrar, Deans and Heads of Departments) with one of the following configurations every six (6) years, or earlier if the existing system is declared beyond repair.

4.2. Computer configuration:

- **Mac Option:**
  - 27” FHD Conference Monitor
  - Mac Mini with M4 chip, 16 GB Memory, 512 GB SSD Storage, 3 years warranty
- **Windows/Linux Option:**
  - 27” FHD Conference Monitor
  - Mini PC with latest generation Intel Core i5 or equivalent processor, 16 GB Memory, 512 GB SSD Storage, 3 years warranty

4.3. For Faculty Advisors, the issuance of a computer of standard configuration is based on recommendation of the respective Dean and approval of the Dean (A&F).

5. Entitlement for Faculty

5.1. Institute provides a grant of **₹2.5 lakhs** every 6 years using which **desktop/laptop/printer/equivalent device with accessories** as required can be procured.

5.2. As the configurations and cost of repair/maintenance can widely vary, the CC shall only provide technical support post warranty, but cannot provide any financial support or replacement.

6. Beyond repair

An asset shall be considered beyond repair if:

i. the asset spare parts declared not available by the OEM or its authorized service center or agency/company providing maintenance services, OR

ii. the asset declared End of Life (EOL) by the OEM, OR

iii. total repair costs (inclusive of the previous cost of repairs) exceeding 50% of purchase value

7. Handling of Assets after EUL

For assets that have reached or exceeded their EUL, one of the following shall apply:

a. Computers/Laptops may be retained by the employee by paying 5% of the asset's original cost following the norms decided from time to time. OR
b. Transferred to the CC. The CC may
    i. temporarily use them on need-basis based on their working condition. OR
    ii. can sell them off under buyback. OR
    iii. The IT assets deemed unfit to be scrapped on a yearly basis. The above practice shall also apply to assets bought through NFSUG (previously also called NFIG).

8. Data Security and Sanitization

8.1. All storage devices shall be securely wiped by the CC before disposal, transfer, or reassignment to prevent data leakage.

8.2. Users shall ensure that sensitive data is backed up prior to handing over the asset.

9. Existing Assets

9.1. Upon policy approval, all existing assets shall be verified and asset transfers shall be made, wherever required.

9.2. Cost related to consumables (cartridges etc.) and maintenance shall be borne by the departments from their recurring funds. The CC shall only provide technical support.

10. Guidelines for Asset Issuance, Maintenance, and Handover

The following guidelines shall be followed by the CC to ensure that organizational resources are used effectively.

10.1. All requests for asset issuance shall be submitted in advance, through the Workflow System (ERP).

10.2. The employee to whom the asset is issued by the CC shall be the custodian of the asset.

10.3. For the assets issued to the Departments/Sections, the Head of the Department (HoD)/Section (HoS) shall act as the custodian.

10.4. In case of mutual transfer of employees across departments/sections, the assets shall be handed over to the incumbent. A copy of the signed asset transfer form shall be submitted to the CC.

10.5. In case of transfer without replacement, the assets must be returned to the CC.

10.6. In case of relieving from the institution, the assets must be returned to the CC for No Dues clearance.

10.7. The custodian shall be responsible for proper use, care, and the safekeeping of the asset.

10.8. The custodian shall not transfer the asset directly to another employee. All asset transfers shall be routed through the CC to ensure proper record updation.

10.9. Departments/Sections/Centres/Units shall ensure No Dues from the CC is obtained before relieving outsourcing staff.

10.10. To ensure efficient resource use and avoid mismanagement, loss, or unauthorized use, unassigned or surplus assets must be returned to the CC and shall not be retained by departments or sections.

11. Damage or Loss Reporting

11.1. The custodians are responsible for the care and safekeeping of the assets. Any damage or loss must be reported to the CC on the same day damage/loss of asset was noticed to allow for timely assessment and mitigation of potential liabilities.

11.2. Complete “Damage or Loss Report Form” detailing the incident, including the date, circumstances, and any witnesses. The CC shall investigate the report with the help of the Security Section if required and determine the extent of the damage or loss.

11.3. The expenses for repair or replacement costs, as appropriate, shall be recovered from the custodian.

11.4. For shared assets, if damage or loss is attributed to negligence, misuse, or non-compliance with guidelines, the cost of repair or replacement may be recovered from the responsible individual(s) or, where individual responsibility cannot be established, from the department/section budget as per the institute decision.

11.5. Damage classified as normal wear and tear shall not incur costs to the staff member. This includes minor cosmetic scratches and general wear that does not impair functionality.

12. Asset Verification

12.1. All assets issued to employees shall be made available for physical verification during asset audits or whenever requested by the CC.

12.2. Authorized CC staff shall conduct physical inspections and update the asset register/workflow/asset management portal to ensure accurate record-keeping.

13. Service/Repairs of Project IT equipment

Procurement of parts required for service/repairs of project-funded assets shall be the responsibility of the concerned faculty. The CC shall provide technical support for inspection, repair, and replacement. A percentage of overheads shall be added to the CC towards the IT support.

14. Policy Review

This policy, including the prescribed computer configuration specifications, shall be reviewed periodically by the Computer Centre (CC) in light of technological progress, market conditions, and institutional requirements. Amendments or revisions, as necessary, shall be made with the approval of the Competent Authority.