IIITDMK/Admn/Circular/ICC

दिनांक /Date: .02.2026

परिपत्र /CIRCULAR

विषय /Sub: Policy on Computer Hardware Ownership, Custody, Service & Maintenance-reg

In order to standardize the process of ownership, custodianship, service, and maintenance of computer hardware and ensure proper accountability, the following policy shall be adopted with immediate effect:

1. Ownership and Custodian:

(i) **Institute-Funded Computer Hardware**: Complete ownership of computer hardware purchased through direct Institute support or internal projects (e.g., SEED, SMIRE) shall vest with the Institute.

(ii) **Externally Sponsored Projects**: For hardware acquired through externally sponsored projects, ownership shall be with the Principal Investigator (PI) or co-Principal Investigator (co-PI) in accordance with Institute policy. Upon project completion, ownership must be transferred to the Institute unless the funding agency requires hardware to be returned. Such a transfer must be properly documented and approved by the appropriate authority.

(iii) **Custodian Assignment**: Regular employees using office computers shall be designated as custodians. For computers used by contract employees, the immediate Head of the Department/Section shall act as custodian. Heads of Departments (HoDs) may nominate custodians for academic laboratory computers. In research laboratories, the associated faculty member shall normally serve as custodian or may nominate a custodian.

(iv) **Students as Custodians**: Undergraduate and Master's students **are not permitted** to serve as custodians. PhD scholars **may** serve as custodians for computers they use. Upon completion of the PhD program, such computers must be returned to the Institute Computer Centre (ICC).

(v) **Registration**: All computer hardware must be registered with the Institute Computer Centre (ICC) by the intender/custodian immediately upon purchase.

2. Service & Maintenance within the Warranty Period:

(i) The ICC shall be responsible for regular service and maintenance of registered computer hardware during the warranty period.

(ii) All hardware-related complaints must be submitted **only through the official ICC service portal**. Complaints via email, phone, or verbal requests will **not** be considered.

(iii) The ICC shall acknowledge registered complaints within **one working day**. Resolution time may vary based on the nature of the issue and the availability of spare parts.

3. Service & Maintenance after the Warranty Period:

(i) ICC may address hardware complaints after the warranty period, provided the custodian assumes full responsibility.

(ii) Complaints must be submitted through the designated ICC portal. ICC's ability to provide service post-warranty shall depend on the availability of spare parts.

(iii) If necessary components/spare parts are unavailable, ICC shall not be responsible for repair or replacement. ICC reserves the right to recommend replacing or decommissioning obsolete or non-repairable systems.

PTO.,

4. Policy Review

This policy shall be periodically reviewed and updated by the Institute to remain aligned with evolving technology and institutional requirements.

कुलसचिव / Registrar

सेवा मे /To,

सभी संकाय ,स्टाफ सदस्य एवं सभी छात्र /All Faculty and Staff Members/ Students

प्रतिलिपि/ Copy to
1. निदेशक/Director
2. कुलसचिव कार्यालय /Registrar Office