IIITDMK/Admn/Circular/ICC

दिनांक /Date: 02.2026

परिपत्र /CIRCULAR

विषय /Sub: <u>Software Purchase, Renewal & Utilization Policy</u>-reg

To streamline software purchase/renewal processes and ensure effective utilization, the following policy shall be implemented with immediate effect:

1. **Ownership & Custodian**
   - Complete ownership of software acquired through direct institute support or internal institute projects (e.g., SEED, SMIRE) shall rest with the Institute.
   - For software procured under externally sponsored projects, ownership shall be with the Principal Investigator (PI)/Co-PI as per the institute policy. Upon project completion, ownership shall transfer to the Institute with proper documentation and approval.
   - The individual who purchases the software shall be designated as the custodian of the software and its associated license.

2. **New Software Procurement**
   - All requests for new software purchases must be approved by the Head of the Department/Section.
   - Requests must be submitted to the Institute Computer Centre (ICC) and include:
     - Detailed purpose of the software
     - Sample quotation
     - List of potential suppliers/vendors
     - Proof of funding availability
   - The ICC shall manage the procurement process.

3. **Software License Renewal & AMC**
   - The ICC may issue reminders regarding license renewals and Annual Maintenance Contracts (AMC) to custodians and Heads of Departments/Sections.
   - Custodians must submit renewal/AMC requests with utilization reports and quotations to the ICC **by the last working day of February each year** to facilitate budget planning.
   - The ICC will coordinate renewals/AMCs for software procured through its channels.

4. **Utilization Report**
   - The Software Indenter must submit **quarterly software utilization reports** to the ICC.
   - Reports must be approved by the Competent Authority.

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