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UPES

UNIVERSITY WITH A PURPOSE

UPES PRINCIPLES OF ENGAGEMENT

Human Resources

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I. Business Tools Policy

1. Objective

- 1.1. To lay down guidelines and entitlements for the usage of University tools such as laptop, data card, etc.
- 1.2. To facilitate effective use and access of such tools to employees at UPES in their day-to-day activities.

2. Applicability

- 2.1. The applicability of this policy is defined in each sub-section.

3. Guidelines

3.1. Laptop

- 3.1.1. All employees shall be provided laptops at the time of joining UPES.
- 3.1.2. Employees are expected to use the laptops provided by University for official purposes only.
- 3.1.3. Laptops will be configured as per the standard suite of software pre-decided by the IT department. Other applications would be provided based on the employee's professional needs or the requirements of the role with appropriate approvals from respective School/Functional Head and IT department.
- 3.1.4. UPES reserves the right to monitor the usage of laptop as these laptops are provided solely for official use.
- 3.1.5. It is the responsibility of the employees to maintain safe custody and handling of the laptop, during the period it is issued to her/his.

3.2. Data Card

- 3.2.1. Employees shall be issued a data card as per the requirement of their role, post approval from the School/Functional Head.
- 3.2.2. The University will bear the expenses as per the plan of the data card.
- 3.2.3. UPES reserves the right to monitor the usage of data cards as these are provided solely for official use.
- 3.2.4. Each employee is expected to ensure the upkeep and maintenance of the data card. In case of any damage or loss of data card, the expense of the same shall be borne by the employee