



AMITY UNIVERSITY

— R A J A S T H A N —

IT POLICY

Service Delivery and Support System

Help Desk

To log and register any IT related issue and incident of Uses

- A Dedicate Telephone Number for **Help Desk** would be provided in the designated place in office complex
- Every call related to IT Tech Support would be registered and a unique Call ID would be assigned.
- Call would be attended, and support would be given as per the Amity IT procedure.
- Help Desk will provide Call ID for each call registered and assigned it to the support engineer of the area. It is mandatory for user to take Call ID for the further reference / tracking of the call.

A qualified and experienced team of engineers to support the users

- Support Engineer will attend call in the presence of the user.
- Support Engineer would ensure that any action which may affect the data in the system should be informed to the user prior to take any such action.
- After completion of call Support Engineer has to fill a Call Report and mention the status of the Call OR action taken.
- Repair OR replacement would be given within the predefined time frame (SLA) and request form will be filled against the call ID by the engineer and submitted to store.

Maintain warranty status and follow up with the vendor to get the support / repair

- Amity engineer would attend such calls which are under warranty and give all support except H/W repair/Replacement.
- Call would be registered with Parent company and call coordinator will follow-up the call ID till the case close.
- Standby would be provided only on case to case bases.



Call Coordinator will manage the IT requirement of users and support requirement for the users' problems

- Call coordinator will brief the call and send status to the seniors as **"Daily Pending Call Status Report"**
- Coordinator will generate the requirement for support and provider the spares to engineer.

DATA Centre (Server Room)

- A place where all the third-party IT services would be terminated and further distributed in amity local area network to end users.
- The entire IT device would be installed here and kept under prescribed temperature and power condition.
- A close monitoring and management would be done by the highly skilled IT Team.
- A daily check report would be filled by the **Server Room Team** to keep constant monitoring for the health of the devices.
- Daily Health **Monitoring Check Report** would be submitted to Head IT.
- All Third-Party Services would be closely monitor and a Call Log register would be maintained for the analysis of quality of Services and put a financial penalty of the delay / poor quality of Services.

Store & Issue Policy

Store & Issue of IT Asset

- Keep up dated IT inventory status and also maintain a record of Item issued.
- Record of all consumable Item (Received/ Issued)
- Give requirement and Analysis for the best use of consumable.
- Issue an Amity tag No. to each IT asset.
- Up date the status of the Issue on active Support portal.
- Send a request for procurement of the parts for support against call ID.
- Issue of parts to engineer only against call ID after filling proper **H/W requisite slip**.
- Store will keep record of all items In/Out track.
- Consumable would be issued on **"Issue Slip"** dully singed by the head of the Department.

Approval & Purchase System

- All the IT related Items are approved by the Chancellor - AUR.
- The requirement and its justification would be verified by the IT department.
- The procurement of requirement would be made by purchase department.
- The material would be received / delivered by the vendor at IT store.



Issue of an Item

- The user who has get approval for the item will fill the Request / Issue Form and duly signed by the HOD.
- The user will submit the request form to IT store in charge.
- Store in charge will open his/her account and issue the requested item, user has to sing for each item on the register also whenever he /she take any item from store.

Misuse OR Misappropriation of Amity IT Assets and Resources

- Users have to ensure that the issued items are the same in terms of configuration written in the register and the Tag NO of the item.
- User has to ensure the day to day maintenance as per the do's and don'ts for the use of computer and it's peripheral.
- Incidents like theft, damage due to water logging, OR damage due mishandling / ill-treated should be reported to Head of IT through HOD.

Authorization of Exchange/ Transfer of IT Assets

- IT store in-charge is the only authorize person to issue or exchange the Items as per the defined policy, no one at user Or department level are authorized to take such decision, Items must be deposited at IT store and get them from IT store only after fulfilling the all formalities.
- At the time of leaving Amity Users must clear their Account from IT store, in absence of such formalities IT Store In charge would be free to raised a debit note of the same amount in the name of use.

Wired & Wireless Network

- Team will ensure a structured N/W wiring.
- Proper placement of network devices (Racks, Switches and power
- Power supply, UPS etc as per the Amity IT policy.
- Will also take care of network issue/problems as and when such issue
- Would be registered with helpdesk.
- Analysis and design lab N/W and proper layout of the system
- Health check of Switches and Network devices.

Computer Labs

- Analysis lab Uses for the optimum utilization of the IT resources.
- Maintain Application requirement in the lab (Installation, resolution problem)
- Keep an eye in the lab for any misshaping OR misuse of computer by the student.
- Lab Admin will enforce (prescribe in Amity IT policy) DO's & don't for the lab.



Wi-Fi of the Campus

- Team will ensure of best coverage of the WI - FI network in the designated area.
- Implementation of the devices and remote health monitoring for the nonstop Working of the devices.
- Implementation of Security System and Authentication policy for the Wi-Fi user

IT Security System

- The security system for the entry,
- Surveillance Cameras Recording,
- Attendance Machine,
- Vehicles Access Control System

Desktop Management

Naming Policy for PC

- The format for the user's Computer Name will be Institute abbreviated name + hyphen +User Name (First letter of first name +Full Surname) e.g. AIB-MKANDWAL.
- The format for the Lab Computer lab will be Institute abbreviated name + Hyphen + Lab Name + PC NO.

Server/Desktop System Security Policy

- User should not be allowed to login as Local Administrator of the PC.
- Every User PC Must Join to "aujpr.amity.edu.in" Domain.
- Every PC of the Labs must join to their respective domain e.g. All lab's will join to aujpr.amity.edu.in.
- Installation of PC setting, configuration and checking should be done prior to commissioning the PC.
- Disable any guest account any equal account on the PC and Domain.
- No other than prescribed OS/Application will be installed on the system, with out prior permission of the IT - Head.
- Prescribed wallpaper to fix through the domain desktop policy.
- Set Lab PC at Default automatic Login as "Student" in their respective Domain
- No one will be allowed to use Static IP in the network for any purpose, without any prior permission from IT Head.
- PC Boot Sequence must be First Boot from "C", Second "CD-ROM" Third "A Drive".

Admin Password Policy

- The system Password for admin user login for the PC will be maintained by the IT Support Staff and for the Labs PC Admin user account will be maintained by Lab administrators for their labs respectively.
- No one will be allowed to login locally except Administrator.
- Equivalent to Administrator user account must be created on the Server.



- Equivalent administrator user password will be kept safe and secure with the IT Head.
- Administrator account Password of Server/Desktop will not be shared with the VENDOR.
- This password will be changed after every quarter and a register will be maintained at Server Room for the same.
- The Password of the Parent Domain will be changed every fortieth night and the previous three password would not be repeated. A Dairy for this practice may be maintained.
- Parent Domain administrator password will be used for the general day to day working on all the CDC and Member server.
- For Monitoring of the server and Joining of client PC will be done by separate admin group "Power User"
- The Administrator Sharer "\$" of all the DC, CDC and Member server should be removed.
- The security audit team will check the PC as per the Check List for the same without any notice period.

User's Desktop Hardening Guidelines

The table below lists the steps required to harden desktops in the Amity University Rajasthan environment & have a secure operating environment.

Sr.	Rules for Secure desktop	Status	Remarks
1	Use Power on password on critical desktops (NOT TO BE DONE BY VENDOR ENGINEER)		
2	Disable Local desktop guest account.		
3	No user except the domain administrator should be a member of Local administrators group.		
4	Change the local administrator password.		
5	Sharing of local drives should be disabled		
6	Password protected screensaver should be implemented		
7	Screen Saver idle time set to 10 minutes		
8	Set Boot sequence from "C" drive, "CD-ROM" and then "A" drive		
9	Anti-virus on the desktop/laptop		
10	Install Service Packs and hot fixes		
11	System must join to Domain (aujpr.amity.edu.in)		
12	Follow Computer Naming convention		
13	No modems should be allowed on desktops without approval		
14	Users with administrative privileges should be approved & documented		
15	Emergency Repair Disks of a critical system should be maintained.		
16	Local volumes to be formatted to NTFS.		



17	Bootting into alternate operating systems should not be permitted		
18	Remote access/control of the system should be disabled.		
19.	Only Prescribed OS/ Application		
20.	Do not allow any change in configuration with prior permission.		

Instruction for Lab Admin

- A detailed Hardware inventory will be maintained by the Lab In-charge, ready with the current status in the prescribed format.
- The detailed inventor of each lab will be registered in the Lab account in the store issue registered with the signature of lab in-charge.
- The Photocopy of the same page will be maintain by each Lab admin to maintain lab inventory and hand over/ take over purpose.
- There should not be any other H/W, other than the listed in lab inventory.
- Any change in H/W of the inventory must registered in store first and get a new copy of the lab inventory.
- Any misshaping in the lab should be escalated by the lab in charge immediately to highest level verbally and in written both.
- A file will be maintained to keep all Handover /Taken over documents and copy of it to be submitted to Store.
- Call log register will be maintained by the lab admin to keep the track of calls and the H/W replacement history done by the vendor engineer.
- Lab admin must be aware of the N/W layout of the lab including rack uplink, MCB from which UPS Input power is coming.
- Lab admin will log complain only for the H/W related problem not for General OS OR application.
- To keep the lab 100% in running condition is the sole responsibility of the lab Admin.

Computer Lab Policy

- Students without Identity card are totally restricted in the Computer Labs.
- Students are required to strictly maintain silence and avoid standing in the Labs.
- Sitting in crowds and chatting is not allowed in the Computer Labs.
- Working on Laptops is not allowed in the Labs.
- Playing Games is not allowed in the Labs.
- Mobile should be on "Silent or Vibrating Mode" and mobile conversation is to be made outside the Computer Labs.
- Tempering with computer peripherals is to be strictly dealt with.
- No Eatables or Drinks are allowed in the Computer Labs.



- Any IT Assets procured in the Labs are not to be provided outside the Lab premises.
- Changing of computer setting is not allowed.
- Installing and downloading of unnecessary / unwanted software's is not allowed in the Computer Labs.
- Browsing & Surfing of unproductive website are not allowed.
- Students are advised to take care of their belongings.
- Users are advised to shut down the computer before leaving the Computer Labs.
- Classes to be conducted in the Computer Labs should be permitted only on the basis of "Schedule/ Roaster" provided to the Computer Lab In charge, duly approved by the DIR/HOD.
- **Paid Printing Facility:** -Students who want to avail the paid printing facility have to approach Accounts department and get at least Rs.50/- to open their Printing A/C deposited and get the receipt of amount.

Amity Domain Policy

Desktop

- Hide Network neighborhood
- Hide desktop properties
- Set prescribe Wallpaper
- Hide Network Properties
- Stop folder creation on the Desktop

Hard disk

- Hide all disk partition except "C" drive
- Provide HOME FOLDER on request by the student.
- Set quota for home folder size 100 MB

Internet Explorer

- Hide "Connection" option form tools.
- Hide "Privacy" option
- Hide "Security" option
- Stop setting for "Home page"
- Removal of "History" after every Login
- "Amity University Rajasthan" displayed of the Title Bar
- Stop Messaging Service
- Stop Net meeting
- Hide properties of Date & Time
- Stop Dow loading Audio & Video files
- Stop Map Network drive
- Hide Task Bar Properties
- Stop Registry editing
- Stop MMC control



Network Cabling and Laying Standard

Technical Specification for Network Structure Cabling

This is mandatory for all the networking vendors for any new network setup he has to follow the following standard and laying parameter.

Type of UTP Cable: -

- Cat - 5e for Nodes
- Cat -6 for UP linking the S/W (Lucent/ Systemax)
- Networking devices like Patch Panels, I/O and patch Codes should be Lucent / Molex
- Proper lying of wire in Racks.
- Wire should not be visible throughout the network
- Visible Tagging (Ferruling)
- No manual crimping in the network.
- No extension of wire by using I/O RJ -45.

Lying of Wire

- Conduit/ Channel should maintain 8 to 10 inch distance with electrical wire.
- Conduit/ channel should be ISI marked and properly nailed on the wall.
- There should not be More than 5 wires in one-inch-wide channel and same pattern will be maintained for the lesser or more number of wires in the channel.
- Pass hole / Wall Hole should be properly repaired after completion of work.

Layout of Network

- There must be a display on each rack of network diagram for the I/O and up link, which are connected with this rack.
- There must be numbering system at rack punching and I/O port.
- Displays patch panel number at I/O point.
- Use wire guide in racks for proper laying of patch cable.
- Testing and verifying of connection will be done by PANTA SCANNING.

Layout of Optic-Fiber

- Digging 3 feet deep.
- Use GI pipe of 50 mm X 16 G
- GI should be "C" Class
- Metal LIU Box with complete solution. (e.g. connector, coupler, pigtail etc.)
- Splicing, Clamping of wire as per standard
- OTDR test to verify the connectivity.
- Layout of chart and proper numbering and identification of pair.
- Fiber Patch code will be according to Switch.



Network Wire Brand

S. No.	Items	Make	Remarks
1.	CAT 5e Cable	Molex/ Lucent / Systemax	
2.	CAT 6 Cable	Molex/ Lucent / Systemax	
3.	Jack Panel	Molex	
4.	Patch Cord (3ft)	Molex	
5.	Patch Cord (7ft)	Molex	
6.	Single I/O	Molex	
7.	Dual I/O	Molex	
8.	Quads I/O	Molex	
9.	Face Plate	Imported	
10.	Network Racks (6U to 22U)	APW / HCL	
11.	Network Rack (42U)	HCL / President	
12.	Cooling Fan Unit in 42 U Rack	HCL	
13.	Cable Manager	Local	
14.	Rack Mounting HW	Local	
15.	RJ45 Connector	Imported	
16.	Switches (8 port to 24 port)	D-Link / HCL	
17.	Media Converter (pair)	D-Link / HCL	
18.	Fiber Optic Cable (6Core, M. Mode)	Molex	
19.	Fiber Pigtail (3mtr)	Molex	
20.	Fiber SC Connector	Chinese	
21.	Fiber SC Coupler	Chinese	
22.	PVC Channel (1", 1.5" & 2")	Diamond	
23.	PVC Pipe (1", 1.5" & 2")	AKG / Polycam	

Network Policy

Amity University Rajasthan Computer Network Procedures

Network Availability

Policy:

The Amity University Rajasthan recognizes a requirement of balance between the users need for a continuously available data network and the users need for continual improvements in that data network in order to provide better service. The latter need drives a requirement for



scheduled downtimes: periods of time when the network is unavailable to the users. These downtimes will occur, but reasonable effort will be made to minimize their impact on the users.

Procedure:

Scheduled Downtime is necessary for all areas of the network in order to perform maintenance and upgrades on the network electronic devices. Working with such change management procedures as are implemented by Amity University Rajasthan, Core Team shall notify and work with the help desk and affected users to create reasonable scheduling of the downtimes that will mitigate the effect of these necessary downtimes on users' operations.

Network Devices

Policy:

All data network access devices, including switches, routers, firewalls, cabling, and access points, must be set up, configured, and administered by the Core Team or Network Team including of wireless access points and accessories. Any network access device found connected to the network and not administered or already permitted in by Amity University Rajasthan will be disconnected by Core Team.

Procedures:

Cabling vendors, whether contracted by Network Team for renovation projects must follow installations policies and procedures; in addition, they must certify the cable labeling and documentation they provide must conform to the Amity University Rajasthan.

Cabling standards: Devices are connected to access switches in data closets using prescribed cabling standards. Data closets are linked together on the campus using multi-mode and single-mode optical fiber (depending on the distance).

Links to the Network

Policy:

The users must have authentication procedures and other security-related access parameters conforming to the Network Security Policy in place and approved by Head - IT before they may be used.

Procedure:

Procedures to allow users to obtain approval from Amity University Rajasthan for their internet, intranet and other shared resources will be placed here by as they are required.



IP Addresses

Policy:

IP Addresses: IP addressing of devices will be centrally managed by Core IT Team. Devices found to be using an IP address other than the one they were assigned are subject to disconnection from the network without notice.

Procedure:

With the exception of Servers, Centrally Manageable Devices (Manageable Switches, Punching Machines, etc) and Printers, which will use IP addresses that are locally configured on the device, network devices will use the protocol DHCP to lease an IP address from a central server. Some Stationary workstations will have a static IP address assigned to them by Core Team. Any IP addressing conflicts will be resolved according to information found in the Core Team database.

Network Protocols

Policy:

The Amity University Rajasthan network will support data communications standards required by its vendors and specified by government agencies for the purpose of transmission of information across a LAN/WAN in a safe and secure mode.

Standards:

Wide Area Network (WAN)

In order to facilitate management, minimize traffic, and reduce the complexity of the Amity University Rajasthan WAN, the Internet Protocol (IP) shall be the standard protocol for communication across WAN links.

Local Area Network (LAN)

All communications equipment, servers, and client workstations connected to a Amity University Rajasthan LAN shall run protocols consistent with approved organization

Standards for the type of topology in use. When drafting protocol standards, the following points should be addressed:

- Any client accessing data or services across the WAN must have support for IP.
- Approved protocols may not be tunneled across the WAN as this greatly increases the network traffic and is inconsistent with the WAN protocol standard.
- Any service provided across WAN links must expect to do so using only IP.

IP Port Numbers:

IP port numbers which are deemed detrimental to the network's health by the Security Administrator.



Bandwidth Utilization

Policy:

Total network traffic to or from a single device (averaged over an electronically long period of time, such as five minutes or more) may be regulated by network administration in order to keep the network available to all users.

Explanation:

The network has stretches on it where bandwidth is plentiful compared with the amount of data traffic that goes there. These include the 100 megabit ports that individual workstations may connect to. Because these heavily used links exist (they are potentially "oversubscribed"), a policy is required specifying the maximum network bandwidth a workstation is permitted to utilize before it is considered a "network hog" and may have its network connection turned off.

Well behaved applications will not exceed this threshold, even if your Ethernet connection runs at 100 megabits per second. This is because, for a well-behaved application, five minutes is pretty close to forever. A workstation which is not being used abusively will not exceed this threshold.

The rules for servers are slightly different in that servers may be busy enough to utilize more than 2 megabits per second of bandwidth, averaged over at least five minutes. However, most of that traffic should be confined to the campus where the server is located. Therefore, servers are also subject to the above bandwidth utilization limitation when campus links or wide area connections are examined.

Procedure:

When network utilization on a link exceeds 50%, that link may be subjected to a traffic analysis. Any device found in that analysis to be exceeding the permitted bandwidth utilization threshold may have its network connectivity suspended (immediately) and the causes of that high network utilization investigated (subsequently).

Laptop Distribution Policy

Option 1 - Faculty to use their own Laptop.

Amity will give Rs 750 per month as allowance for this. All responsibility for Laptop is with faculty as they own it.

(Faculty need to show and register their Laptop to IT Helpdesk and reimbursement facility will start after same.)


Option 1 - Faculty to use Laptop provided by Amity University.

DOCUMENTS : Being Used during Store Items Issued / Received Process



REQUEST FOR CONSUMABLES ITEM

IT - STORE ROOM

	AMITY UNIVERSITY RAJASTHAN	DOC # AUR/SLA
	Consumables Requisition Form	Issue : A
		Rev: 1
		Form S. No : 01

S.No.	Printer (Name \Model)	Tag No.	Consumable Item Name	Purpose	Quantity
1.					
2.					
3.					
4.					
5.					

User Name: _____

Director / HOD

Department: _____

Name: _____

Signature: _____

Signature: _____


Date: _____

For office use only

Stock entry no: -



ISSUE SLIP

	AMITY UNIVERSITY RAJASTHAN	DOC # AUR/SLA
	Hardware Issue Slip	Issue : A
		Rev: 1
		Form S. No : 01

Date : _____

Reference Number : P.O.NO.: _____

To : Mr./Ms. _____

Employee ID : _____

From : **IT- STORE** Issued By – **Suresh Chand**

Amity University Rajasthan

S.NO	ITEMS/Specification	Qty.	Serial No.	Tag No.	Purpose

Receiver Signature : _____

With Name : _____

For Store Record


Stock Entry No. _____

Name Stock Entry Made By _____

Checked by _____



Part Requisition Form

	AMITY UNIVERSITY RAJASTHAN	DOC # AUR/SLA
	Part Requisition Form	Issue : A
		Rev: 1
		Form S. No : 01

Call ID : _____ Date of Replacement: _____
 User Name: _____ CPU Tag No: _____
 Emp. ID: _____ User's Dept. : _____
 Engineer's Name: _____
 Eng. Emp. ID: _____

List of items requested for replacement.

S.No	ITEM / Description	Qty.	Item Deposited (Yes / No)	Remarks

If in case of complete CPU or monitor replacement, please mention details below:

Old Item Configuration (Make/Model/Sr.No./Tag No.) <div style="border: 1px solid black; height: 40px;"></div>	Old Item Status: (Scrap / Serviceable) (TRC has to mention) TRC Stock Entry No. _____ TRC Signature. _____
--	---

Engineer Signature:

New Item Configuration (Make/Model/Sr.No./Tag No.)


Material Receiver Signature :

For Store Record: -


Stock Entry No. _____

Checked by: _____

Name Stock Entry Made By _____



Receiving Slip

	AMITY UNIVERSITY RAJASTHAN	FORM NO#
	Receiving Slip	DOC#
		AUR/STPM/IS/01
		Issue :A
		Rev:
		Date:

Date : _____
Received From : Mr./Ms. _____
Location : _____
For : IT-STORE

Amity University Rajasthan

S.No	Items	Qty.

Signature: _____

With Date: _____

Kind regards

For Store Record

Stock Entry No. _____

Made by:

Checked by:



AMITY UNIVERSITY RAJASTHAN

ISSUE SLIP- Desktop Faculty & Staff/Department.

Date:

Form. No.....

1. Full Name of the Employee : _____
 2. Department : _____ Designation _____
 3. Emp.ID : _____ Mobile No. _____

Dear Sir/Madam,

Kindly Acknowledge the following items handed over to you on date:

S.No.	ITEMS	No.	Serial No.	Tag. No.
1	Monitor -----" TFT			
2	CPU Configuration Ram..... HDD.....			
3	Keyboard			
4	Mouse Optical			
5	UPS			
6	Patch Cable			

Check the following are configured and working: -

Computer Naming Convention (Dept-Username)	Operating System	Antivirus Update	Ensure Po- MacAfee Antivirus	Domain Login ID	E-mail -ID	N/W Point	Electric At Point	Software
	Windows XP Windows Vista, or Windows 7 Windows 10	Yes/No	S. Date No.....			Yes/No	Yes/No	<ul style="list-style-type: none"> Ms office VLC media player Adobe reader Adobe reader flash player Winrar Java Graphic LAN Chrome Firefox Cleanup.exe MS Team TeamViewer Host Mcafee

I have checked the above listed items and found them working satisfactory.

Receiver Signature:

Engineer Signature:

With Name & Dept

Store in-charge:

Entry No. (Stock Reg.)

Name Entry Made By



AMITY UNIVERSITY RAJASTHAN

Jaipur

ISSUE SLIP- Laptop
Faculty & Staff/Department.

Form No.....

UNDERTAKING

This is to certify that I, _____ Dept./Inst. Of AMITY UNIVERSITY RAJASTHAN (AUR), hereby acknowledge the receipt of one brand new Laptop- Make **Lenovo -Model V330** Bearing Sr. No. _____ Adapter Number _____

Tag Number _____

along with its following accessories, manuals & warranty Card, from the AUR Card, from the AUR for facilitating my academic pursuits: -

ACCESSORIES: -

- | | |
|------------------------------------|--------|
| 1. Carry Bag & Belt | -1 No. |
| 2. Adapter | -1 No. |
| 3. Indian Electric Cable | -1 No. |
| 4. Manual | -1 No. |
| a) Service & Troubleshooting Guide | -1 No. |
| b) Warranty Guide | -1 No. |
| c) Regulatory Notice | -1 No. |

Warranty Card: -

4 (four) Years "Return to Bench " Lenovo Comprehensive Warranty and 1 mandatory replacement of Battery within 30-36 months, effective from 27-01-2020

I hereby irrevocably undertake and confirm as under: -

1. I will be solely responsible to keep the laptop in good working condition and will take all precautions against loss, theft or damage of my laptop.
2. I undertake to abide by the conditions mentioned under Warranty Guide provided by the manufacturer.
3. I will be responsible for any loss and /or damage to the Laptop and I accept any liability arising out of its loss or on account of repairs not covered under Lenovo Warranty.
4. While browsing the Internet through this laptop, if any cyber law or any other Law in force, is violated, I will be solely responsible for that as this laptop will remain in my exclusive use and possession during the period of service with AUR.
5. That I undertake not to use unauthorized copies of software or pirated media in my Laptop.
6. I will ensure that the laptop is available to me at university on teaching days as I acknowledge that laptop provided to me is primarily for my official work.
7. That In case I discontinue my service for any reason whatsoever, then I would surrender the Laptop in good working condition to AUR without making any claim over it. However, AUR may permit me to take the Laptop on my making the payment as per the policy to AUR.
8. That in any event if I fail to return the laptop to AUR or do not make payment as per policy or if the laptop is found to have willfully or carelessly damage, then AUR shall have a right to recover the appropriate amount from me by any lawful mean.

Engineer (Checked by)

Signature: -

Signature _____

Name _____

Designation _____

Inst./Dept. _____

Emp. ID No _____

Date: -

