

Ref: NU/793/2023/335

Date: 01.02.2023

To,

The Heads of all constituent colleges of  
Nitte Deemed to be University.

Sub: Revised policy for reimbursement of expenses on purchase of laptop/ notebook  
by teaching faculty – reg.

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Following are the revised terms for reimbursement of expenses on purchase of laptop/  
notebook, to the teaching faculty of Nitte DU institutions. This is in supercession of  
all earlier orders and these revised terms will be effective from 1.2.2023:

1. P.G qualified teaching faculty in the cadre of Professor, Associate Professor/  
Reader, Assistant Professor/ Lecturer and with minimum of one year  
experience under Nitte (DU) will only be eligible for this facility.
2. The faculty will be eligible for reimbursement of 50% of the cost of laptop/  
notebook or Rs.25,000/-, whichever is lower. The claim has to be made within  
one month from the date of purchase of the new device.
3. Nitte (DU) recommends Windows (10 or above) based laptops having screen  
size of 11 inches & above and with minimum Intel i3 core (or equivalent)  
processor & 4 GB RAM.  
Stand alone tablets and Desktop computers will not be eligible for the subsidy  
facility.
4. The faculty shall only use licensed software for official/ academic pruposes.
5. The I.T department of the University stands authorised to remove or prevent  
the usage of any unauthorised/ unlicensed software/ program, if found in the  
laptop/ notebook.
6. The faculty will buy their own laptop/ notebook and produce the receipt to the  
Registrar, Nitte (DU) in Deralakatte campus/ Deputy Registrar in the Nitte Off  
campus centre, through the Head of the institution, within 1 month from the  
date of purchase of the new device. The format of the claim form for  
reimbursement is enclosed herein.
7. The newly purchased device and the original invoice will have to be produced  
at the Nitte (DU) purchase section for verification, as and when required.
8. The subsidy will be applicable only on the actual purchase price, post  
discounts, if any. It will not cover any additional accessories (bags, cases,  
covers etc)

To: Adm :- Circulate to all faculty members.  
Njv. 7/2/23

9. In case, the faculty leaves (i.e., resigns/ retires) the institution within a period of **24 months** from availing the subsidy, an amount equal to 4% of the claimed subsidy for each month short of 24 month period will be recovered from the salary/ dues before being relieved. (For eg. If a faculty member leaves 6 months after claiming subsidy of Rs.25,000/-, 72% (4% x 18 months) of the amount i.e., Rs.18,000/- will be recovered).
10. This subsidy can be availed once in 7 years.
11. The number of beneficiaries under this scheme shall not exceed 20% of the eligible faculty strength of the college in a given financial year. Applications will be processed on a first come, first serve basis.

All Heads of institutions are requested to make necessary provision while proposing the college budget for the financial year 2023-24.

The above maybe brought to the notice of all concerned faculty vide a separate notification.

*Harsha*

**(Dr. Harsha Halahalli)**  
**REGISTRAR**

Cc: The Office of the Vice-Chancellor, NU  
The Office of the Pro Vice-Chancellor, NU  
The Director (CD), NU  
The Director (R&D), NU  
The Director (Finance), NU  
The Deputy Director (Purchase), NU  
The Asst. Director (IT), NU  
Accounts dept., NU  
HR dept., NU

cc to All HODS - to circulate among all faculty members of their departments.