योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education, Govt. of India

UNDERTAKING FOR INSTALLATION AND USE OF SOFTWARE ON INSTITUTE SYSTEMS

User Details

Name of Faculty/Staff:	
Designation:	
Department:	
Employee ID:	
Official Email ID:	
Contact Number:	

System Details

System/Asset ID:	
Make/Model:	
Location (Lab/Room No.):	

Software Details

Name of Software:	
Version/Edition:	
License Type:	Academic / Institutional / Trial / Open Source / Others _____
Purpose of Installation:	

Undertaking

I, the undersigned, hereby undertake and declare that:

1. I shall use the installed software strictly for official, academic, and research purposes related to my role at SPAV.

2. I shall not use any software for commercial, consultancy, freelance, or revenue-generating activities, unless explicitly permitted by the Institute and licensing terms.

3. I shall comply with all software license agreements (EULA) and institutional IT policies at all times.

4. I shall not install, download, or use any unauthorized, pirated, or unlicensed software on institute systems.

5. I shall not share software, license keys, login credentials, or access with any unauthorized person.

6. I shall ensure that the software is used only on authorized devices and within the permitted number of users/seats.

7. I shall not attempt to copy, modify, reverse engineer, or misuse any software in violation of applicable laws or licensing terms.

8. I shall not transfer or duplicate licensed software to personal systems or external devices without authorization.

9. I shall ensure proper acknowledgment/citation of software tools in academic publications, where applicable.

10. I shall immediately inform the IT Department in case of: System crash, formatting, or hardware change, Software malfunction or license issues or any suspected security breach or misuse

11. I understand that the license assigned to me will be revoked and re-assigned in case of System Crash/Format/Re-allotment.

12. I understand that IT Department may audit software usage and system compliance at any time.

13. I agree to allow IT Department to install updates, patches, or remove software if required for compliance or security reasons.

14. I understand that any violation of the above conditions may result in: Removal of software access or Disciplinary action as per Institute rules or Financial/legal liability for any damages, penalties, or license violations

Declaration

I have read and understood the above terms and agree to abide by them.

Signature of User:	
Signature of the Head:	
Date:	

For IT Department Use

Request Approved by:	
Software Installed by:	
Date of Installation:	
License Validity (if applicable):	