



**SRI VENKATESWARA COLLEGE  
(UNIVERSITY OF DELHI)**

Ref No : SVC/Admn/2013/P/

30<sup>th</sup> September, 2013

**Guidelines related to issue and maintenance of Laptops being issued to students and Faculty as per university letter number DSW/29/2013 dated 20<sup>th</sup> September, 2013 received from Prof J.M.Khurana, Dean, Students Welfare, University of Delhi, Delhi-110 007.**

**The following are the board guidelines for issue, maintenance and safety of laptop being issued to students:-**

1. The primary custodian of laptop would be the Principal of the college.
2. Each Student would be required to submit to an undertaking to the effect that he/she would solely responsible towards the safety and upkeep of Laptop which is a property of University of Delhi and he/she will not alter the pre-installed OS and software.
3. The Laptops are meant to be issued to 1<sup>st</sup> year student admitted under Four Year Under Graduate Programme (FYUP), excluding those students who have been issued Laptops by EOC.
4. The Laptops would be issued to the students after obtaining proper receipt.
5. The details of issue of Laptops are to be maintained in a proper register by noting down the College Roll No, Name, Registration No, permanent/present address and serial no. of Laptop issued to the student.
6. The student may be advised to desist from uploading spurious software, antivirus, app etc. as it may result damage to the system.
7. The Laptops are under three year comprehensive warranty with M/s HP Sales India Pvt.Ltd. Any problem faced by the student related to the working of laptops be directly reported to the Service provider. M/s HP Sales India Pvt Ltd has provided an exclusive toll free number to register complaints from students of University of Delhi and that number has been pasted on each machine.
8. At the end of 1<sup>st</sup> year, the student will get the machine physically verified at the college and return the same to college authority which will be reissued in new academic year of the college, will render a yearly stock taking report in the month of July to the University.
9. Any physical damage or loss of machine caused by the student should be reported immediately to the College Authorities.
10. Physical damage or loss of Laptop has to be borne by the student and student will be required to deposit the replacement cost of the machine.
11. The Academics certificates, degrees, security deposit etc. would be released only after receipt of laptop in college in the maintained condition.
12. In case of migration/mid-term leaving to another college the student will deposit the laptop with the college and would request for Laptop to the new college.

**DrP.Hemalatha Reddy**  
Principal

**UNDERTAKING FOR ISSUE, MAINTENANCE AND SAFETY OF LAPTOP BEING  
ISSUED TO STUDENT OF THE COLLEGE (FYUP)**

**(TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS. 10/-)**

I,.....  
(Full Name of student with College Roll  
Number).....S/o D/o  
Mr./Mrs./Ms..... a resident  
of.....  
.....having been  
admitted to ..... in Sri  
**Venkateswara College, New Delhi (FYUP : 2013-2014)** hereby undertake that:-

1. I am solely responsible towards the safety and upkeep of Laptop which is a property of University of Delhi and I will not alter the pre-installed OS and software. I shall be governed as per Sri Venkateswara College/University of Delhi rules.
2. I would solely responsible towards the safety and upkeep of Laptop which is a property of University of Delhi and I will not alter the pre-installed OS and software.
3. I shall not upload any spurious software, antivirus, app etc. as it may result damage to the system.
4. I will get the machine physically verified at the college and return the same to College Authority.
5. Any physical damage or loss of machine caused by me shall be reported immediately to the College Authorities.
6. Physical damage or loss of Laptop has to be borne by me and I will be required to deposit the replacement cost of the machine.
7. In case of migration/mid-term leaving to another college, I will deposit the laptop with the college.

**I further understand that the Academics certificates, degrees, security deposit etc. would be released only after receipt of laptop in college in the maintained condition.**

Declare this \_\_\_\_\_ Day of \_\_\_\_\_ Month of \_\_\_\_\_ Year.

Name and Signature of deponent.....

In case of minor, the undertaking must be countersigned by the parent .....

**VERIFICATION**

**Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.**

Verified at \_\_\_\_\_ on this the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.  
(place) (day) (month) (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ after reading the contents of this affidavit.

**OATH COMMISSIONER**