



# MAHARAJA AGRASEN COLLEGE

University of Delhi  
VASUNDHARA ENCLAVE, DELHI-110096

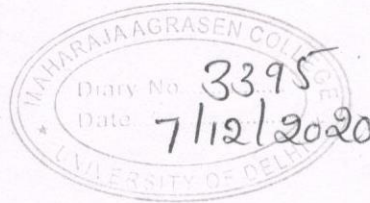
4.12.2020

## NOTICE

Students who are interested to avail laptop from the college for Academic purpose may get the same issued from ICT Center on submission of the following documents. These laptops shall be returned to the ICT Center in proper working condition before end of current Semester or as notified by the college whichever is earlier.

1. Application Form
2. Current Receipt of Fee
3. Address Prof (Aadhar Card/Voter Id Card/copy of Passport) of Parents and Applicant.
4. Cheque Amounting Rs. <sup>7,500/-</sup>~~10,000~~ in the name of **Principal, Maharaja Agarsen College** as Security of Laptop. Cheque shall not be deposited to the bank until the return of Laptop.

Interested Students are required to submit scan copy of the above document to email on [sysadmin@mac.du.ac.in](mailto:sysadmin@mac.du.ac.in). The college will process these request and will communicate the date and time to visit the college ICT Center for issuance of laptops and submission of the hard copy of the documents.



(Dr. Sanjeev Kumar Tiwari)  
Principal (Offg.)

Copy :-

Ict Center :- Email to Students  
Upload on website

# Application form-cum undertaking for issuance of Laptop

Paste your photo in the box with cross signature

## A. Personal Information

- 1 Name : \_\_\_\_\_
- 2 Father's Name \_\_\_\_\_ Father's Mobile no. \_\_\_\_\_
- 3. Mother's Name \_\_\_\_\_
- 4. Course \_\_\_\_\_ Semester \_\_\_\_\_ Roll No \_\_\_\_\_
- 5. Mobile no. (Own) \_\_\_\_\_ Email ID \_\_\_\_\_
- 6. Correspondence Address \_\_\_\_\_  
\_\_\_\_\_ Phone No \_\_\_\_\_
- 7. Address of Local Gaurdian \_\_\_\_\_  
\_\_\_\_\_ Phone No \_\_\_\_\_
- 8. Permanent Address \_\_\_\_\_  
\_\_\_\_\_ Phone No \_\_\_\_\_

(Attach Address Proof (Adhar Card/Voters ID Card/copy of passport) of Parents and Applicant)

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action in the event that the above facts are found to be false.

(Student Signature)

## B. Undertaking by the Student

1. I, \_\_\_\_\_ S/o ,D/o, \_\_\_\_\_ is 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, etc.
2. I will not upload any operating system, spurious software, antivirus, apps, games etc. as it may result damage to the system.
3. I undertake not to hand over this Laptop to anybody else under any circumstances and it will be solely used by me for learning process.
4. I understand that the Laptop is meant for academic purpose only, if I use it for any purpose other than academic, any action deemed necessary for the purpose may be taken against me by the University /College.
5. I understand that the college may take the Laptop back in case of my prolonged absence from class or incase I fail to meet the statutory attendance requirement as per University of Delhi Rules. In such an event I myself shall be responsible for any academic loss which may happen to me in the time period for which Laptop is taken back.
6. If my attendance is less than the minimum required attendance for appearing in the end semester examination (ie., 66.6%), I will return the laptop to the College and I will not claim the same till I compensate shortage of attendance in the next semester.
7. If it is found that I have engaged in act of indiscipline (ie, unwanted behavior, unlawful activities, destroying college property or destroying properties of other members of the college, etc), or any act of Academic Dishonesty including use of unfair means in any examination then I am bound to return the laptop to the college with immediate effect.
8. I understand that any Physical damage or loss of Laptop has to be borne by me and I will deposit the replacement cost of the laptop to the University/College, which shall be decided by the University /college & its decision shall be binding upon me.
9. I understand that if I fail to return this Laptop in working condition at the end of the academic session, the college/ university can refuse to declare my result and/or refuse to give Character Certificate.
10. I understand that the laptop will be made available for inspection/examination/Labs. Check by any teacher /expert as & when it is deemed fit & I shall never have any objection towards the same.
12. At the end of Academic year, the student will have to get the Laptop physically verified at the college and return the same to college authority by **30 March 2021** which will be re-issued in new academic year.
13. Any physical damage or loss of the laptop will be reported immediately to the college authorities.

(Student Signature)

Date: \_\_\_\_\_

### C. Undertaking by Parent

I, \_\_\_\_\_ Father/Mother/Local guardian of \_\_\_\_\_ hereby undertake that I have read and understood all the above mentioned conditions. I here by accord my consent and will be personally responsible for any misuse or damage to the Laptop issued to my ward. I will bear any loss or damage caused to the Laptop.

(Signature of Parent)

Date: \_\_\_\_\_

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### For Office Use

Verified the particulars mentioned

Signature of the dealing Assistant

Remark, If any .....

Recommended By TIC \_\_\_\_\_