



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स  
DELHI COLLEGE OF ARTS & COMMERCE  
(दिल्ली विश्वविद्यालय)  
(University of Delhi)

नेताजी नगर, नई दिल्ली - ११००२३  
Netaji Nagar, New Delhi - 110023

DCAC/2018

February 06, 2018

**Notice**

Students interested in taking laptop from the College are required to complete the form and submit to server room to enable the process of laptop distribution. An undertaking format needs to be submitted by each student. Undertaking format is available on the college website (<http://dcac.du.ac.in>). Before taking the laptop students are required to deposit the following amount:

1. Security Amount: 3000/- (Three Thousand Only)
2. Insurance Amount: 150/- (One Hundred Fifty Only)

Total: 3150/- (Three Thousand One Hundred Fifty Only)

  
Dr. Rajiv Chopra  
OSD-Principal

**Copy to:**

1. Administration for information & necessary action.
2. Accounts for information & accepting the fees as above.

**Delhi College of Arts & Commerce : Netaji Nagar : New Delhi-110023**  
**Form for acceptance of laptop**

Machine No. (To be filled by office)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MAC address (To be filled by office)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

COLLEGE ROLL NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Serial No.:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Issue (dd/mm/yyyy)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Paste your recent  
passport size  
photograph with  
white background  
(Your face should  
cover 75% of the  
photo)

COURSE (1<sup>ST</sup> YEAR) BACHELOR OR HONOURS

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DATE OF BIRTH (DD/MM/YYYY)

			/				/												
--	--	--	---	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--

MOBILE NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FATHER'S NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TELEPHONE NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MOBILE NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MOTHER'S NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TELEPHONE NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MOBILE NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ADDRESS FOR CORRESPONDENCE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TELEPHONE NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MOBILE NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PERMANENT ADDRESS

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TELEPHONE NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MOBILE NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Addhar Card No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## UNDERTAKING

(All students issued with 1 laptop/notebook are required to read and sign the following policy)

1. That I have received the Laptop/Notebook along with all required software and power cable from my College/Department having following details:
  - a) Name: (Laptop/Notebook) \_\_\_\_\_
  - b) Model No. Serial No. \_\_\_\_\_
2. I acknowledge that laptop/notebook provided to me is to enhance my studies and learning in my College/Department. I will not allow anyone else to use this laptop. I will ensure that the laptop is available to me at College/Department on teaching days.
3. That if the hard disk is damaged or unusable or any other technical fault arises in the same, I will report the same to the Authorities in this regard without fail and I will not disable the anti virus software installed on the machine or alter system files or change hardware settings.
4. That I am required to take reasonable precautions against loss, theft or damage of my laptop/notebook. I agree to safeguard the laptop by taking reasonable precautions against theft while my laptop is unattended at College/Department and other places.
5. That I will keep the machine away from food and drink at all times, and store it in a clean location; I will not leave the laptop/Notebook, where it might be accidentally damaged. I will make sure the laptop is secure in its protective bag when travelling between locations.
6. That I undertake not to use unauthorized copies of software or pirated media, which are in breach of copyright. I also understand that the use of unauthorized software may damage the Laptop/Notebook. I undertake not to do this.
7. That if any damage/ or loss occur due to all above It will be my own responsibility and I will be liable to pay the compensation for the same as decided by the competent authority.
8. That I will return the laptop/notebook. To the College/Department at any time, when called upon to do by the College/ Department.
9. That my mark sheet / degree /provisional certificate may be forfeited in the event of failure to return the notebook.
10. That I will bring the notebook to my College /Department for inspection at least once in three months during my course of study or as per the directives issued to me from time to time.
11. That I undertake to pay the yearly premium for the Insurance cover arranged by the College/Department and abide by the warranty conditions provided by the manufacturer. Accidental damage is covered by insurance, and if I will be found to have wilfully or carelessly damaged the laptop/notebook issued to me or of any other student's laptop/notebook, I will be liable for the cost of repair and if not repairable then the full cost of the device.

**WIRELESS NETWORK AND INTERNET ACCESS SERVICES:**

12. That the network services provided by the College/Department/ university reserves the right to monitor the use of the facilities and that the same may, in certain situations, be compelled to access and to disclose information such as e-mail and message content and data relating to the use of Internet facilities.
13. That I undertake not to engage in any activity which:
- a) Disrupts the intended use of the resources.
  - b) Wastes resources (people, capacity, computer, network, data etc.). c) Compromises the legal right of others.
  - d) Modifies, damages or destroys computing resources or the data on them.
  - e) Jeopardize, in any way, the integrity, performance or reliability of the College's/Department's/University's computing resources by indulging in, circumvent data protection schemes, to uncover security loopholes, to "hack" into systems, or to interfere with the intended operation of the computer resources.

- Encl.: 1. Copy of College ID Card.  
2. Copy of Addhar Card , Election ID OR Passport OR Bank Account Pass Book with address & photo OR any other valid address proof (Student & Father/ Mother).

Signature by the Student

Name: \_\_\_\_\_

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

Signature by the Parent/Guardian

Name: \_\_\_\_\_

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

(Brij Kumar Sharma)  
S. O. Admin (Offg.)

(Dr. Rajiv Chopra)  
OSD Principal