

MOTILAL NEHRU COLLEGE: BENITOJUAREZ MARG: NEW DELHI  
(UNIVERSITY OF DELHI)

MNC/BJM/2014/

Dated: 03.09.2014

## NOTICE

All the students of FYUP session 2013-14 who have taken the laptops in their first semester from the College are required to submit the same back to the College and these laptops are to be issued to the first year students of session 2014-15 for the first semester only. The Laptops should be properly checked before returning and please consider the below mention notes before finally submitting it back to the College:-

**Notes for Returning of Laptops from students of first year of session 2013-14 are:-**

1. Submit Rs. 125 as the insurance money for the Laptops in the Account Section of the college and come with the submission slip. If already submitted in last semester then show receipt at the time of laptop submission.
2. Only Ubuntu version 12.04 LTS or 14.04 LTS should be installed as a Operating System in the Laptops instead of any Windows OS.
3. Laptops should not be of any lining problem, if exists then please get it corrected by the HP vendor as the Laptops are under warrantee.
4. Laptops Batteries and Charger should be in good working condition, if any problem then get it replaced by the HP vendor.
5. Any Data related to students should be properly removed from the Laptops, you may take a backup of your data before removing the same.
6. Rs. 50 will be charged as per day fine on non return of laptops on below mention days.

**Notes for Issuing of Laptops for first year students of session 2014-15 are:-**

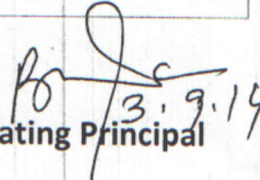
1. Submit Rs. 125 as the insurance money for the Laptops in the Account Section of the college and come with the submission slip to take the Laptop.
2. Students are hereby directed to download an undertaking form from the College website ([www.mlnctu.ac.in](http://www.mlnctu.ac.in)) for issue of laptop, fill the same and get it self-attested on Rs.10/- Stamp paper then come as per the schedule given below.
3. Students should also bring their College ID Card and Fee Receipt to show at the time of issue of laptops.

### Venue: Conference Room

The Schedule for collecting and issuing laptops is as below

Course	Date	Time	Insurance Amount
B.COM (H) (2013-14) Return of Laptops	05.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
B.COM (H) (2013-14) Return of Laptops	08.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125

Economics (2013-14) Return Date	09.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Economics (2014-15) Issue Date	10.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
English (2013-14) Return Date	15.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
English (2014-15) Issue Date	16.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Hindi (2013-14) Return Date	17.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Hindi (2014-15) Issue Date	18.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
History (2013-14) Return Date	19.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
History (2014-15) Issue Date	22.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Sanskrit (2013-14) Return Date	23.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Sanskrit (2014-15) Issue Date	24.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Pol. Science(2013-14) Return Date	25.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Pol. Science(2014-15) Issue Date	26.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Physics (2013-14) Return Date	29.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Physics (2014-15) Issue Date	30.09.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Chemistry (2013-14) Return Date	01.10.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Chemistry (2014-15) Issue Date	13.10.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Mathematics (2013-14) Return Date	14.10.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125
Mathematics (2014-15) Issue Date	15.10.2014	9.30 to 1.00 p.m. & 2.00 to 5.00 p.m.	Rs. 125

  
3.9.14  
Officiating Principal

Copy forwarded to the following for information and compliance:-

1. Ms. Kavita Sharma, Administrative Officer
2. Ms. Kamla Pandey, Section Officer (Admn.)
3. Ms. Ambika Rani, Accounts Section
4. All Dealing Assistants
5. Boys/Girls Notice Board/College Website