

**MOTILAL NEHRU COLLEGE: BENITO JUAREZ MARG: NEW
DELHI
(UNIVERSITY OF DELHI)**

MNC/BJM/2017

Dated: 21.11.2017

NOTICE

All the students who have issued laptop in the Session (2017-18) are required to submit the same back to the College. The Laptops will be properly checked before returning and please consider the below mention points before finally submitting it back to the College:-

Points to remember before Returning of Laptops of Session (2017-18) are:-

1. Student's data should be deleted from the laptops and the Administrator **Passwords** if any of the laptops should be removed before returning.
2. Laptops should not have problem, if problem exists then please get it repaired from the market as the laptops are not under warrantee.
3. Laptops batteries and charger should be in good working condition, if any problem then gets it repaired from the market.
4. If the student who will not return the laptop to the College then the College will not issue Admit Cards to them for their End-Term Semester examinations November-December 2017 and necessary action will be taken against him/her..
5. The students should carry their ID proof along-with the **Laptop Return Form and Bank Details Form** available on College website i.e. <http://mlncdu.ac.in>, fill it and submit the same at the time of return of the laptops.
6. The students should also fill the Bank Details Form available on College website for the refund of their security money amount of Rs. 3000/-.

Venue: _____

Computer Lab

The schedule for returning of laptops is as below

Course	Laptops Return Date	Time
All Course	22.11.2017 to 24.11.2017 and 27.11.2017 to 29.11.2017	10.00 A.M to 1.00 P.M.


Officiating Principal

Copy forwarded to the following for information and compliance:-

1. Ms. Kavita Sharma, Sr. Administrative Officer
2. Dr. Sanjay Sharma, Section Officer (Admin)
3. Mr. Manoj Kumar Singh, Administrative Officer (Accounts)
4. All Dealing Assistants
5. Boys/Girls Notice Board/College Website

MOTILAL NEHRU COLLEGE : BENITO JUAREZ MARG : NEW DELHI-21
(UNIVERSITY OF DELHI)
FORM FOR RETURN OF LAPTOP

NAME OF STUDENT : _____
COURSE : _____ ROLL NO. _____
SR. NO. OF LAPTOP : _____
MDEL NO. OF LAPTOP : _____
LAPTOP CONDITION : _____

Date : _____

SIGNATURE

Laptop received after due physical verification with Charger

(Name of Official) _____ Sig. _____

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