



## **CRITERION 4**

### **SUPPORTING DOCUMENT**

#### **4.3.1 Institution frequently updates its IT facilities including Wi-Fi**



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**PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007**



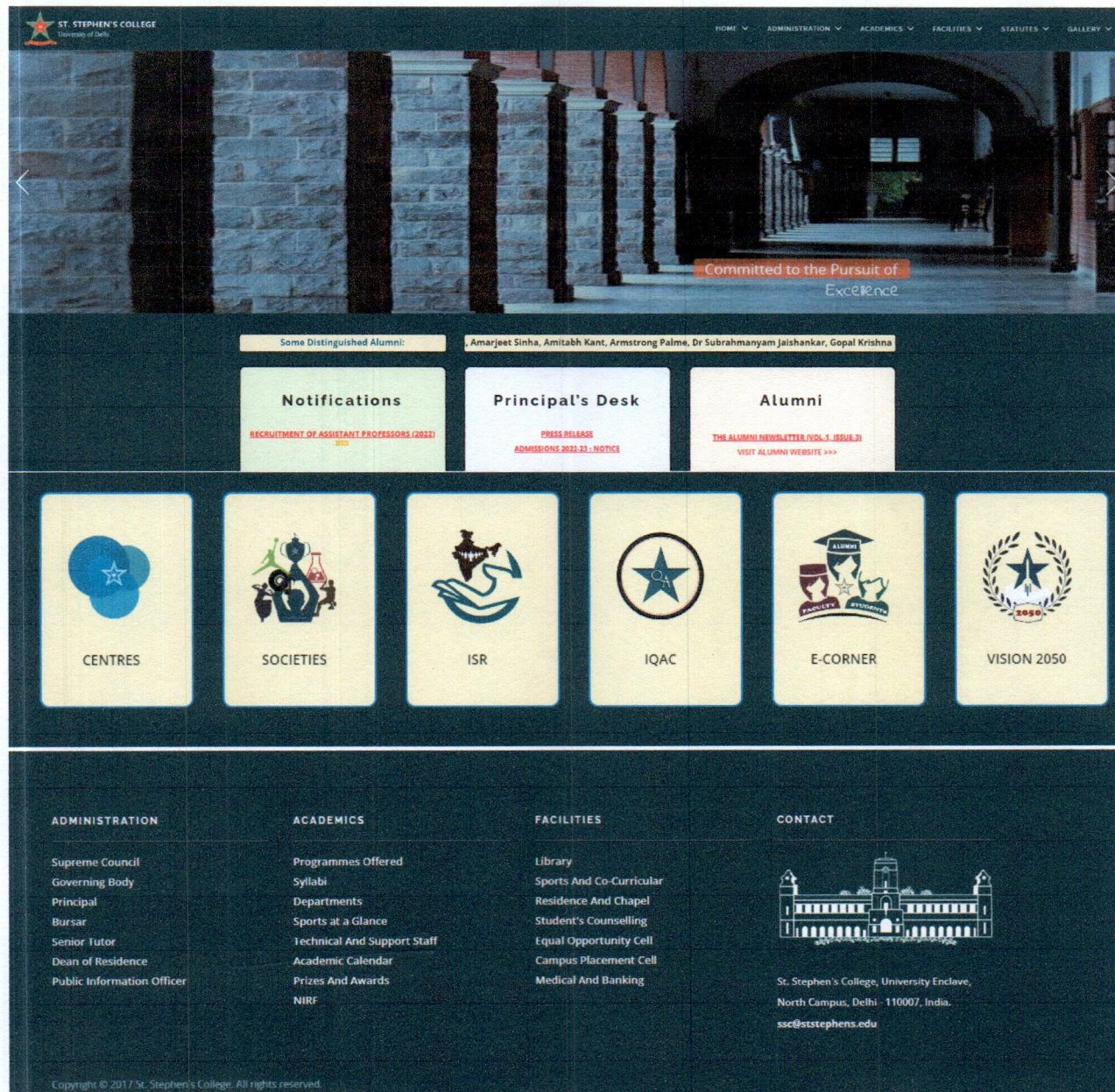


**NAAC  
Assessment  
and  
Accreditation 2021**

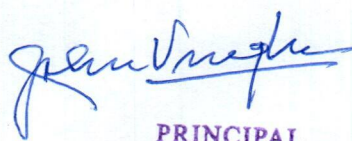


**St. Stephen's College  
University of Delhi  
Delhi 110007**  
Phone: +91-11-27667200  
E-mail: pstoprincipal@ststephens.edu  
Website: www.ststephens.edu

## 1. Screenshot of College website



Link: <https://www.ststephens.edu/>

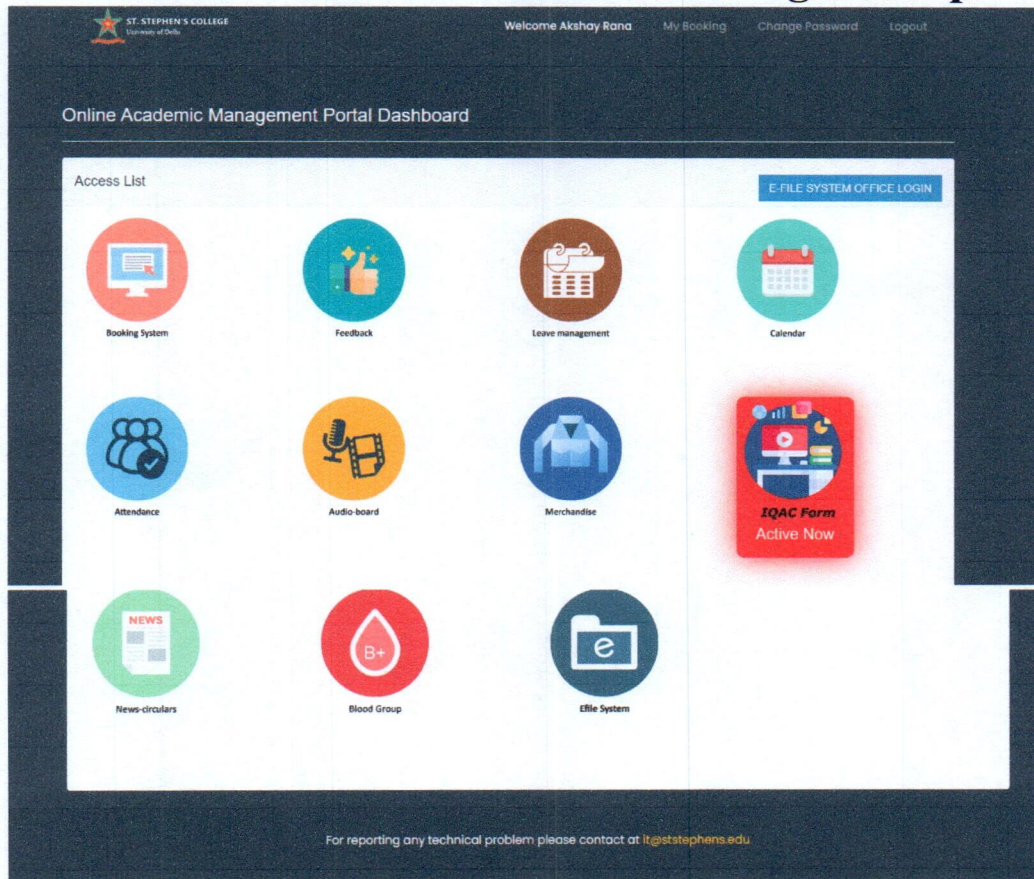
  
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DELHI-110007**







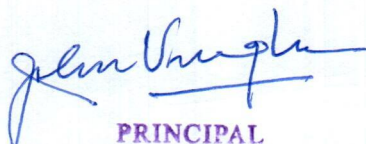
## 2. Screenshot of Academic management portal



Leave Management Portal

Name *	Akshay Rana			Reason for taking leave. *	
Designation *					
Department *	Physics			Address during leave. *	
Nature Of Leave *	Select			Upload Documents.	
From Date	15	08	2022	Choose Files	No file chosen
To Date *	DD	08	2022	Your Category *	Teaching Staff
Number of Days					

Place : Delhi Date : 15-08-2022 02:49:28

  
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DELHI-110007







### 3. Appointment letter of IT administrator

Prof. John Varghese  
Principal

No. Apt/2016/55



St. Stephen's College  
Delhi 110 007  
India

30 May 2016

Dear Mr. Solanki,

I am delighted to appoint you as **IT Administrator** in St. Stephen's College, Delhi-110007 on a contractual basis on a consolidated salary of Rs. 40,000/- (Rupees Forty Thousand only) per month w.e.f 1 June 2016 for a period of six months. This appointment is in accordance with the decision of the 236<sup>th</sup> Ordinary meeting of the Governing Body dated 20 May 2016 which approved the recommendation of the 220<sup>th</sup> Finance Committee regarding the nature of this post.

The following conditions will apply:

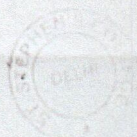
1. This appointment is on a purely contractual basis and terminable without any notice.
2. You will work as IT Administrator under the overall supervision of the Principal and look after the IT management of the College and the Centre for Languages and perform any other duty as assigned by the Principal from time to time.
3. You will abide by all the rules and regulations of a contractual employee of the College and whenever instructed by the Principal without any hesitation.
4. You will report to the Principal every month on duties and work carried out and as and when required by the Principal.
5. You will observe six days a week and you are entitled to leave as per the following norms: Casual Leave: 4, Medical Leave: 3, Earned Leave (without encashment facility): 1 per month, RH: 1.
6. The renewal of this contract is subject to a review at the middle and at the end of the present appointment.
7. You are to apply for a renewal of the appointment, fifteen days prior to the expiry of the present appointment.

You are to let me know, in writing, within a day if this appointment on the terms and conditions set out herein is acceptable to you.

With every good wish,

Sincerely,

Prof. John Varghese  
Principal



Office : 011-27667200/7271 Fax : +91-11-27662324 e-mail : principal@ststephens.edu

PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007








#### 4. Appointment letter of System Engineer

SSC/Apt./2017/VSX



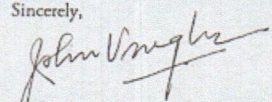
St. Stephen's College  
Delhi 110 007  
India  
12 October 2017


I am happy to appoint you as System Engineer in St. Stephen's College on contractual basis for a period of eighty nine days w. e. f. 12 October 2017. You will be paid a monthly salary of Rs. 25,000/- (Rupees Twenty Five Thousand Only). The following conditions will apply:

1. This appointment is purely on contractual basis for a period of eighty nine days only w. e. f. 12 October 2017.
2. You will work as System Engineer under the direct supervision of the Principal and look after IT Management of the College and the Centre for Languages assisting the IT Administrator and perform any other duty as assigned by the Principal from time to time.
3. You will abide by all rules and regulations as a contractual employee of the College and whenever instructed do so without any hesitation.
4. You will report to the Principal every month on duties and work carried out and as and when required by the Principal.
5. You will observe six days a week and you are entitled to 2 Casual Leave, and 2 Medical leave during this tenure.
6. This engagement can be terminated without any notice and without assigning any reason.
7. The renewal of this contract is subject to a review at the end of the present appointment.
8. You are to apply for a renewal of the appointment, fifteen days prior to the expiry of the present appointment.

You are to let me know, in writing, within a day if this appointment on the terms and conditions set out herein is acceptable to you.

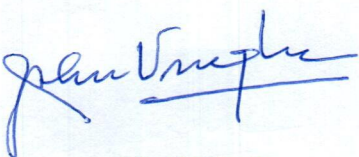
With every good wish,

Sincerely,  
  
Prof. John Varghese  
Principal



*Accepted and Received*  
*Himanshu*  
*12/10/2017*

*Received*  
*25/10/17*

  
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ST. STEPHEN'S COLLEGE  
DELHI-110007







## 5. Notices email/notices regarding the AMP functionality

### NOTICE

The attendance portal is now functional. All colleagues are requested to upload the attendance for the months of January and February by March 7, 2018. The attendance for the remaining months of this semester may be submitted by the 7<sup>th</sup> of the succeeding month.

### INSTRUCTIONS

1. Attendance Portal (Mark Attendance) is available inside the Academic Management Portal which is under the E-Corner of the College website.
2. The first tab in the attendance portal is Dashboard which will show the papers that have been assigned to you under the heading "Even Semester" and the months for which you have to publish the attendance.
3. The second tab is to mark attendance where you have to select the month first and then the paper and finally click on the view button. The list of assigned students will be displayed. Please verify the students and inform the administrator in case of any correction (addition or deletion) is required. You can send an email at attendance@ststephens.edu.
4. The third and last tab is of Internal Assessment (IA). If you have been assigned IA for a particular paper by the department, you will be able to enter the Internal Assessment (IA) marks at the end of the semester.
5. For marking attendance, you will get two options – (i) Save and (ii) Publish. This will allow you to save the attendance and edit it as many times as you require. Publish option will finally publish the attendance and after this you will not be able to edit the attendance for that month. You can write to attendance@ststephens.edu if in case you have already published and want to edit some marks.

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DELHI-110007





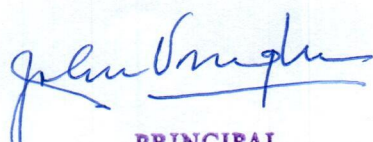


## Notice regarding the attendance portal

From: Principal St. Stephen's College <[principal@ststephens.edu](mailto:principal@ststephens.edu)>

Sent: Saturday, February 24, 2018 1:16 PM

To: Ashutosh Mathur <[adm.ststephens@gmail.com](mailto:adm.ststephens@gmail.com)>; sushant kumar chakravorty <[skchakravorty@gmail.com](mailto:skchakravorty@gmail.com)>; Neelam Saxena <[nsneelam21@gmail.com](mailto:nsneelam21@gmail.com)>; Shabnam Johry <[shabnamjohry@gmail.com](mailto:shabnamjohry@gmail.com)>; renesaksena@hotmail.com <[renesaksena@hotmail.com](mailto:renesaksena@hotmail.com)>; Rohit Wanchoo <[wanchoorohit@gmail.com](mailto:wanchoorohit@gmail.com)>; Malay Neerav <[malayneerav@gmail.com](mailto:malayneerav@gmail.com)>; Sunita Prasher | <[sprasher2011@yahoo.com](mailto:sprasher2011@yahoo.com)>; ajayrt26@yahoo.com <[ajayrt26@yahoo.com](mailto:ajayrt26@yahoo.com)>; Archana Chopra <[archana\\_stephens@yahoo.com](mailto:archana_stephens@yahoo.com)>; Shreya Sethi <[sngtsethi@yahoo.com](mailto:sngtsethi@yahoo.com)>; sonia davar <[soniadavar@rediffmail.com](mailto:soniadavar@rediffmail.com)>; Sanjay Rao Ayde <[aydesanjayrao@gmail.com](mailto:aydesanjayrao@gmail.com)>; Tasneem Suhrawardy <[tasneemsuhrawardy@gmail.com](mailto:tasneemsuhrawardy@gmail.com)>; Jacob Cherian <[jacob1\\_cherian@gmail.com](mailto:jacob1_cherian@gmail.com)>; Sanjeev Grewal <[sanjeevgrewal@gmail.com](mailto:sanjeevgrewal@gmail.com)>; Karen Gabriel <[gabriel.karen@gmail.com](mailto:gabriel.karen@gmail.com)>; Chandra Bhushan Jha <[cbjha1@gmail.com](mailto:cbjha1@gmail.com)>; vibha sharma <[vibhasharmastephens@hotmail.com](mailto:vibhasharmastephens@hotmail.com)>; Poonam Kalra <[poonam.kalra@ststephens.edu](mailto:poonam.kalra@ststephens.edu)>; Bikram Phookun <[bphookun@yahoo.com](mailto:bphookun@yahoo.com)>; Sanjay Kumar/ Sudha Vasan <[sanjaysudha98@yahoo.co.in](mailto:sanjaysudha98@yahoo.co.in)>; leema mohan <[leemamohan@yahoo.com](mailto:leemamohan@yahoo.com)>; Sangeeta Sachdeva <[sangeeta.s21@gmail.com](mailto:sangeeta.s21@gmail.com)>; Aditya Pratap Deo <[adityakanker@gmail.com](mailto:adityakanker@gmail.com)>; Soofia Siddique <[siddique.soofia@gmail.com](mailto:siddique.soofia@gmail.com)>; Anurag Malhotra <[anuragmalhotra@ststephens.edu](mailto:anuragmalhotra@ststephens.edu)>; Radha Mohan <[radhamohan@vsnl.com](mailto:radhamohan@vsnl.com)>; Amrita Tulika <[amrita.tulika@gmail.com](mailto:amrita.tulika@gmail.com)>; Smita Gandotra <[smitta\\_gandotra@yahoo.com](mailto:smitta_gandotra@yahoo.com)>; Abhinav Gupta <[abhinav.gupta@ststephens.edu](mailto:abhinav.gupta@ststephens.edu)>; Pankaj Mishra <[pankaj.k.mishra@gmail.com](mailto:pankaj.k.mishra@gmail.com)>; Prashanto Chatterjee <[chatterjee.prashanto9@gmail.com](mailto:chatterjee.prashanto9@gmail.com)>; ekta kundra <[kundraekta@gmail.com](mailto:kundraekta@gmail.com)>; Raj K Bhardwaj <[raaichd@gmail.com](mailto:raaichd@gmail.com)>; satish kumar <[satish64@gmail.com](mailto:satish64@gmail.com)>; Geetanjali Sethi <[getsethi@gmail.com](mailto:getsethi@gmail.com)>; harish yadav <[harish789@gmail.com](mailto:harish789@gmail.com)>; Annu Malhotra <[annu.malhotraa@yahoo.com](mailto:annu.malhotraa@yahoo.com)>; Rakhi Thareja <[rakhikapoor@gmail.com](mailto:rakhikapoor@gmail.com)>; Manjula Singh <[manjula\\_singh@yahoo.com](mailto:manjula_singh@yahoo.com)>; Natasha Vashisht <[vashisht.natasha@gmail.com](mailto:vashisht.natasha@gmail.com)>; Ashley Np <[np.ashley@gmail.com](mailto:np.ashley@gmail.com)>; SHAMIM AHMED <[dr.shamimahmed@yahoo.com](mailto:dr.shamimahmed@yahoo.com)>; violet macwan <[violetrm@gmail.com](mailto:violetrm@gmail.com)>; abhishek singh <[76abhi@gmail.com](mailto:76abhi@gmail.com)>; Mahesh Gopalan <[maheshgopalan@ststephens.edu](mailto:maheshgopalan@ststephens.edu)>; Naina Daval <[davalnaina@gmail.com](mailto:davalnaina@gmail.com)>; RENISH ABRAHAM <[benstonjohn@gmail.com](mailto:benstonjohn@gmail.com)>; Hannah Varkey <[hannah.4788@gmail.com](mailto:hannah.4788@gmail.com)>; Benston <[benstonjohn@gmail.com](mailto:benstonjohn@gmail.com)>; kashif ahmed <[kashifhrc@gmail.com](mailto:kashifhrc@gmail.com)>; Jaspreet Kaur <[jasp.maths@gmail.com](mailto:jasp.maths@gmail.com)>; Sujay John <[risujayjohn@gmail.com](mailto:risujayjohn@gmail.com)>; Chinkhanlun Guite <[cguite@gmail.com](mailto:cguite@gmail.com)>; Sanil Unnikrishnan <[sanil.unni@gmail.com](mailto:sanil.unni@gmail.com)>; Themeem T. <[themeem.t@gmail.com](mailto:themeem.t@gmail.com)>; DIVYA BHAMBRI <[bhambri.divya1984@gmail.com](mailto:bhambri.divya1984@gmail.com)>; Silika Mohapatra <[silikamohapatra@gmail.com](mailto:silikamohapatra@gmail.com)>; saumalyghosh@yahoo.in <[saumalyghosh@yahoo.in](mailto:saumalyghosh@yahoo.in)>; aliazaman86@gmail.com <[aliazaman86@gmail.com](mailto:aliazaman86@gmail.com)>; Resham Vinayak <[resham.vinayak@gmail.com](mailto:resham.vinayak@gmail.com)>; Manisha Aggarwal <[manishaaggarwal.iitd@gmail.com](mailto:manishaaggarwal.iitd@gmail.com)>; Jaspreet Kaur <[jaspreet.kutaal@gmail.com](mailto:jaspreet.kutaal@gmail.com)>; kanika vij <[kv28april@gmail.com](mailto:kv28april@gmail.com)>; ivotirmoy.maity@yahoo.com <[ivotirmoy.maity@yahoo.com](mailto:ivotirmoy.maity@yahoo.com)>; kazmisabina123@gmail.com <[kazmisabina123@gmail.com](mailto:kazmisabina123@gmail.com)>; Hunny Gaur <[gaurhunny20@gmail.com](mailto:gaurhunny20@gmail.com)>; rekha111gupta@yahoo.com <[rekha111gupta@yahoo.com](mailto:rekha111gupta@yahoo.com)>; Ann Susan Alevas <[annsusan143@gmail.com](mailto:annsusan143@gmail.com)>; Pia David <[pia.lego@gmail.com](mailto:pia.lego@gmail.com)>; Jaideep Pandey <[jaideep.ac@gmail.com](mailto:jaideep.ac@gmail.com)>; Shruti Thakur <[shruti.thkr@gmail.com](mailto:shruti.thkr@gmail.com)>; Nikhil Mahant <[nikhilmahant@gmail.com](mailto:nikhilmahant@gmail.com)>; Walter Menezes <[waltys@gmail.com](mailto:waltys@gmail.com)>; Gunjan Pradhan <[gunjan79@gmail.com](mailto:gunjan79@gmail.com)>; Piyush Bansal <[mr.piyushbansal@gmail.com](mailto:mr.piyushbansal@gmail.com)>; Rajni Gupta <[rainigupta2792@gmail.com](mailto:rainigupta2792@gmail.com)>; Aditi Gupta <[29.aditi@gmail.com](mailto:29.aditi@gmail.com)>; amitransharmas@gmail.com <[amitransharmas@gmail.com](mailto:amitransharmas@gmail.com)>; Anju Parvathy <[parvathyanju10@gmail.com](mailto:parvathyanju10@gmail.com)>; shivali.malhotra@cern.ch <[shivali.malhotra@cern.ch](mailto:shivali.malhotra@cern.ch)>; Jayesh Vyas <[jmvvas23@gmail.com](mailto:jmvvas23@gmail.com)>; Santhust <[santhust31@gmail.com](mailto:santhust31@gmail.com)>; Niti Singh <[nitisingh1@gmail.com](mailto:nitisingh1@gmail.com)>;

  
PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







Madhulika Gupta <gmadhulika1909@gmail.com>; Akshita goval <akshita.ma@gmail.com>; Bins  
Sebastian  
<binssebastian01@gmail.com>; sonalimadan@hotmail.com <sonalimadan@hotmail.com>; shruti.thks@  
gmail.com <shruti.thks@gmail.com>; ariunkabir@gmail.com <ariunkabir@gmail.com>; pthakral16@yah  
oo.com <pthakral16@yahoo.com>; anne.ihavelight@gmail.com <anne.ihavelight@gmail.com>; toatulon  
ly@gmail.com <toatulonly@gmail.com>; Alphy Geever <alphyg93@gmail.com>; srishti Gupta  
<srishtig02@gmail.com>; nandita narain <nanditanarain@gmail.com>  
Subject: Re: Foundation Day of College

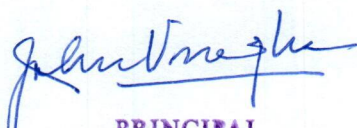
Dear Colleagues

Greetings. The attendance portal is now functional and may I request you to please  
follow the instructions attached herewith and upload attendance for January and for  
subsequent months as per the instructions.

A special thanks to Dr Prashanto and Mr Abhinav for the pains they have taken in  
getting the portal up and running.

Warm wishes

Prof John Varghese  
Principal  
St Stephen's College  
Delhi. 110007  
INDIA

  
PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







## Academic Management Portal Notice

**From:** Shabnam Johry <[shabnamjohry@gmail.com](mailto:shabnamjohry@gmail.com)>  
**Sent:** Monday, March 5, 2018 9:45 AM  
**To:** ekta kundra <[kundraekta@gmail.com](mailto:kundraekta@gmail.com)>; vibha sharma <[vibhasharmastephens@hotmail.com](mailto:vibhasharmastephens@hotmail.com)>  
**Subject:** Fwd: Registering for Academic Management Portal

----- Forwarded message -----

From: Prashanto Chatterjee <[chatterjee.prashanto9@gmail.com](mailto:chatterjee.prashanto9@gmail.com)>  
Date: Sun, 4 Mar 2018 at 1:27 PM  
Subject: Registering for Academic Management Portal  
To: M. Sudarshanam Frank <[dr.msfrank@gmail.com](mailto:dr.msfrank@gmail.com)>  
Cc: Shabnam Johry <[shabnamjohry@gmail.com](mailto:shabnamjohry@gmail.com)>, IT St. Stephen's College <[it@ststephens.edu](mailto:it@ststephens.edu)>, Abhinav Parashar <[abhinav@ststephens.edu](mailto:abhinav@ststephens.edu)>

Dear Frank Sir,

This is to remind you once again to kindly register yourself for the Academic Management Portal so that your attendance account could be created. You could get in touch with the IT department for the same. The papers that you are teaching need to be uploaded by Ms Usha Kaushik. Kindly get in touch with her. Hope she has been provided by this information in the excel sheet provided by the Chemistry Department.

Sincerely,

Prashanto

## Attendance Portal Notice

**Principal St. Stephen's College** <[principal@ststephens.edu](mailto:principal@ststephens.edu)>

Feb 24, 2018, 1:16 PM

to Ashutosh, sushant, Neelam, Shabnam, renesaksena, Rohit, Malay, Sunita, ajayrt26, Archana, Shreya, sonia, Sanjay, Tasneem, Jacob, Sanjeev, Karen, Chandra, vibha, Poonam, Bikram, Sanjay, leen

Dear Colleagues

Greetings. The attendance portal is now functional and may I request you to please follow the instructions attached herewith and upload attendance for January and for subsequent months as per the instructions.

A special thanks to Dr Prashanto and Mr Abhinav for the pains they have taken in getting the portal up and running.

Warm wishes

Prof John Varghese  
Principal  
St Stephen's College  
Delhi. 110007  
INDIA

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PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







## Account at SBI

From: Principal St. Stephen's College <principal@ststephens.edu>

Sent: Thursday, February 23, 2017 7:31 AM

To: Vijay Tankha <vtankha@gmail.com>; nanditanarain@gmail.com <nanditanarain@gmail.com>; M. Sudarshanam Frank <dr.msfrank@gmail.com>; Ashutosh Mathur <adm.ststephens@gmail.com>; sushant kumar chakravorty <skchakravorty@gmail.com>; suman singh <nsneelam79@yahoo.com>; nsneelam79@gmail.com <nsneelam79@gmail.com>; Shabnam Johry <shabnamjohry@gmail.com>; johry\_3@yahoo.com <johry\_3@yahoo.com>; renesaksena@hotmail.com <renesaksena@hotmail.com>; Rohit Wanchoo <wanchoorohit@gmail.com>; Malay Neerav <malayneerav@gmail.com>; Sunita Prasher <sprasher2011@yahoo.com>; sprasher@yahoo.com <sprasher@yahoo.com>; ajayr26@yahoo.com <ajayr26@yahoo.com>; Rishi Nanda <rishiyur@gmail.com>; Archana Chopra <archana\_stephens@yahoo.com>; Shreya Sethi <sgtsethi@yahoo.com>; soniadavar@rediffmail.com <soniadavar@rediffmail.com>; Sanjay Rao Ayde <aydesanjayrao@gmail.com>; Tasneem Suhrwardy <tasneemsuhrwardy@gmail.com>; arjunkabir@gmail.com <arjunkabir@gmail.com>; Jacob Cherian <jacob1cherian@gmail.com>; Sanjeev Grewal <sanjeevgrewal@gmail.com>; karengabriel@yahoo.com <karengabriel@yahoo.com>; gabriel.karan@gmail.com <gabriel.karan@gmail.com>; Chandra Bhushan Jha <cbjha1@gmail.com>; vibha sharma <vibhasharmastephens@hotmail.com>; vibhasharma34@hotmail.com <vibhasharma34@hotmail.com>; Poonam Kalra <poonamkal@rediffmail.com>; Poonam Kalra <poonam.kalra@ststephens.edu>; Bikram Phookun <bphookun@yahoo.com>; Sanjay Kumar/ Sudha Vasan <sanjaysudha98@yahoo.co.in>; leema mohan <leemamohan@yahoo.com>; Sangeeta Sachdeva <sangeeta.s21@gmail.com>; sachdevastephens@gmail.com <sachdevastephens@gmail.com>; Anurag Malhotra <anuragmalhotra@yahoo.com>; Radha Mohan <radhamohan@vsnl.com>; amrita.tulika@gmail.com <amrita.tulika@gmail.com>; Abhinav Gupta <fibrebundle@gmail.com>; Pankaj Mishra <pankaj.k.mishra@gmail.com>; Prashanto Chatterjee <chatterjee.prashanto9@gmail.com>; Vikram Vyas <visquare@gmail.com>; ekta kundra <kundraekta@gmail.com>; kundraekta@rediffmail.com <kundraekta@rediffmail.com>; Raj K Bhargava <rajchd@gmail.com>; satish kumar <satish64@gmail.com>; Geetanjali Sethi <getsethi@gmail.com>; harish yadav <harish789@gmail.com>; Annu Malhotra <annu.malhotraa@yahoo.com>; rakhikapoor83@rediffmail.com <rakhikapoor83@rediffmail.com>; Rakhi Thareja <rakhikapoor@gmail.com>; Manjula Singh <manjula\_singh@yahoo.com>; Natasha Vashisht <vashisht\_natasha@gmail.com>; Ashley Np <np.ashley@gmail.com>; SHAMIM AHMED <dr.shamimahmed@yahoo.com>; violet macwan <violetrm@gmail.com>; abhishek singh <76abhi@gmail.com>; maheshgopalan@hotmail.com <maheshgopalan@hotmail.com>; Mahesh Gopalan <maheshgopalan@ststephens.edu>; Renish Abraham <renishabraham@ststephens.edu>; Hannah Varkey <hannah.4788@gmail.com>; benstonjohn@gmail.com <benstonjohn@gmail.com>; kashif ahmed <kashifhrc@gmail.com>; Jaspreet Kaur <jasp.maths@gmail.com>; Sujay John <rjsujayjohn@gmail.com>; cguite@ststephens.edu <cguite@ststephens.edu>; Chinkhanlun Guite <cguite@gmail.com>; Sanil Unnikrishnan <sanil.unni@gmail.com>; themeem\_tthemeem@gmail.com <themeem\_tthemeem@gmail.com>; sonalimadan@hotmail.com <sonalimadan@hotmail.com>; bhamri.divya1984@gmail.com <bhamri.divya1984@gmail.com>; Adity Singh <singhadity@gmail.com>; Silika Mohapatra <silikamohapatra@gmail.com>; Monodeep Daniel <monodeepdaniel173@gmail.com>; Surobhi Mukherjee <007surobhi@gmail.com>; anne.ihavelight@gmail.com <anne.ihavelight@gmail.com>; Aditi Gupta <29.aditi@gmail.com>; Naomi Jose <naomi.t.jose@gmail.com>; Samik Dasgupta <samik.technomax@gmail.com>; Garima Dhabai <garimadhabai@gmail.com>; saumalyghosh@yahoo.in <saumalyghosh@yahoo.in>; Manisha Aggarwal <manishaaggarwal.iitd@gmail.com>; kazmisabina123@gmail.com <kazmisabina123@gmail.com>; Ritwik Agrawal <ritwik.agrawal@gmail.com>; aliazaman86@gmail.com <aliazaman86@gmail.com>; ashokan nambiar <asknrb@gmail.com>; Somrita Urni Ganguly <blessed.damsel@gmail.com>; Resham Vinayak <resham.vinayak@gmail.com>; kanika vij <kv28april@gmail.com>; Jaspreet Kaur <jaspreet.kutaal@gmail.com>; pthakral16@yahoo.com <pthakral16@yahoo.com>; aratrika das <aratrika271186@yahoo.co.in>; rekha111gupta@yahoo.com <rekha111gupta@yahoo.com>; Sushmita Pati <sushmita.pati@gmail.com>; Hunny Gaur <gaurhunny20@gmail.com>; Bharti Badhani <bhartibadhani@gmail.com>; toatulonly@gmail.com <toatulonly@gmail.com>

Subject: Account at SBI

rekha111gupta@yahoo.com <rekha111gupta@yahoo.com>; Sushmita Pati <sushmita.pati@gmail.com>; Hunny Gaur <gaurhunny20@gmail.com>; Bharti Badhani <bhartibadhani@gmail.com>; toatulonly@gmail.com <toatulonly@gmail.com>

Subject: Account at SBI

Dear Colleagues

Greetings! I am very happy to inform you that in keeping with the decision taken by the Governing Body, our College now has a new bank operational on its premises. The State Bank of India has been identified after a long process and will now be the banking service provider for St Stephen's College.

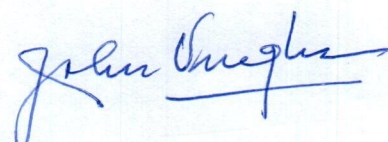
May I request you to please open an account at the Branch on campus at the earliest so that your salary can be credited there. Mr Bhagwat, the Branch Manager there is very supportive, and will assist you in this to do this with minimum hassles. Once you have done this please inform the College Accounts office of the details of your account at SBI so that the salary can then be credited into this account.

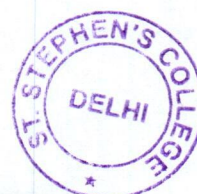
You may have also noticed that we now have a full slew of digital banking services through the e-lobby just outside Rudra gate. You probably know that SBI has the largest coverage in India and will soon have five other State Banks merge with it, making it even bigger. Needless to say, other standard offers from the bank like loans, netbanking facilities and international banking are also on offer. I am confident that the benefits will be substantial for all of us.

I encourage all of you to make full use of these services and support our move towards a digital and environmental-friendly campus.

Warm wishes

Prof John Varghese

  
PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







## E-file and Room Booking Workshop Notice

**From:** Koush Solanki <it@ststephens.edu>

**Sent:** Wednesday, September 7, 2016 2:17 PM

**To:** ytanka@gmail.com <ytanka@gmail.com>; nanditanarain@gmail.com <nanditanarain@gmail.com>; dr.msfrank@gmail.com <dr.msfrank@gmail.com>; adm.ststephens@gmail.com <adm.ststephens@gmail.com>; skchakravorty@gmail.com <skchakravorty@gmail.com>; nsneelam79@yahoo.com <nsneelam79@yahoo.com>; nsneelam79@gmail.com <nsneelam79@gmail.com>; shabnamjohry@gmail.com <shabnamjohry@gmail.com>; johry\_3@yahoo.com <johry\_3@yahoo.com>; renesaksena@hotmail.com <renesaksena@hotmail.com>; wanchoorohit@gmail.com <wanchoorohit@gmail.com>; malayneerav@gmail.com <malayneerav@gmail.com>; sprasher2011@yahoo.com <sprasher2011@yahoo.com>; sprasher@yahoo.com <sprasher@yahoo.com>; ajayr26@yahoo.com <ajayr26@yahoo.com>; rishivur@gmail.com <rishivur@gmail.com>; archana\_stephens@yahoo.com <archana\_stephens@yahoo.com>; sngtsethi@yahoo.com <sngtsethi@yahoo.com>; soniadarav@rediffmail.com <soniadarav@rediffmail.com>; aydesanjayrao@gmail.com <aydesanjayrao@gmail.com>; gitichandra@yahoo.com <gitichandra@yahoo.com>; gitichandra@gmail.com <gitichandra@gmail.com>; tasneemsuhrawardy@gmail.com <tasneemsuhrawardy@gmail.com>; arjunkabir@gmail.com <arjunkabir@gmail.com>; jacob1cherian@gmail.com <jacob1cherian@gmail.com>; sanjeevgrewal@gmail.com <sanjeevgrewal@gmail.com>; karengabriel@yahoo.com <karengabriel@yahoo.com>; gabriel.karan@gmail.com <gabriel.karan@gmail.com>; cbjha1@gmail.com <cbjha1@gmail.com>; vibhasharmastephens@hotmail.com <vibhasharmastephens@hotmail.com>; vibhasharma34@hotmail.com <vibhasharma34@hotmail.com>; poonamkal@rediffmail.com <poonamkal@rediffmail.com>; poonam.kalra@ststephens.edu <poonam.kalra@ststephens.edu>; bhookun@yahoo.com <bhookun@yahoo.com>; sanjaysudha98@yahoo.co.in <sanjaysudha98@yahoo.co.in>; leemamohan@yahoo.com <leemamohan@yahoo.com>; sangeeta.s21@gmail.com <sangeeta.s21@gmail.com>; sachdevastephens@gmail.com <sachdevastephens@gmail.com>; adityakanker@gmail.com <adityakanker@gmail.com>; siddique.sooia@gmail.com <siddique.sooia@gmail.com>; anuragmalhotra@yahoo.com <anuragmalhotra@yahoo.com>; radhamohan@vsnl.com <radhamohan@vsnl.com>; amrita.tulika@gmail.com <amrita.tulika@gmail.com>; smita\_gandotra@yahoo.com <smita\_gandotra@yahoo.com>; fibrebundle@gmail.com <fibrebundle@gmail.com>; pankaj.k.mishr@gmail.com <pankaj.k.mishr@gmail.com>; chatterjee.prashanto9@gmail.com <chatterjee.prashanto9@gmail.com>; visquare@gmail.com <visquare@gmail.com>; kundraekta@gmail.com <kundraekta@gmail.com>; kundraekta@rediffmail.com <kundraekta@rediffmail.com>; raajchd@gmail.com <raajchd@gmail.com>; satish64@gmail.com <satish64@gmail.com>; getsethi@gmail.com <getsethi@gmail.com>; harish789@gmail.com <harish789@gmail.com>; annu.malhotra@yahoo.com <annu.malhotra@yahoo.com>; rakhikapoor83@rediffmail.com <rakhikapoor83@rediffmail.com>; rakhikapoor@gmail.com <rakhikapoor@gmail.com>; rcanamitra@gmail.com <rcanamitra@gmail.com>; manjula\_singh@yahoo.com <manjula\_singh@yahoo.com>; yashisht.natasha@gmail.com <yashisht.natasha@gmail.com>; np.ashlev@gmail.com <np.ashlev@gmail.com>; dr.shamimahmed@yahoo.com <dr.shamimahmed@yahoo.com>; violetrm@gmail.com <violetrm@gmail.com>; 76abhi@gmail.com <76abhi@gmail.com>; maheshgopalan@hotmail.com <maheshgopalan@hotmail.com>; maheshgopalan@ststephens.edu <maheshgopalan@ststephens.edu>; dayalnaina@gmail.com <dayalnaina@gmail.com>; renishabraham@ststephens.edu <renishabraham@ststephens.edu>; hannah.4788@gmail.com <hannah.4788@gmail.com>; benstonjohn@gmail.com <benstonjohn@gmail.com>; kashifhrc@gmail.com <kashifhrc@gmail.com>; jasp.maths@gmail.com <jasp.maths@gmail.com>; rjsujayjohn@gmail.com <rjsujayjohn@gmail.com>; cguite@ststephens.edu <cguite@ststephens.edu>; cguite@gmail.com <cguite@gmail.com>; Sanil Unnikrishnan <sanil.unni@gmail.com>; themeemt\_themeemt@gmail.com <themeemt\_themeemt@gmail.com>; sonalimadan@hotmail.com <sonalimadan@hotmail.com>; bhamri.divya1984@gmail.com <bhamri.divya1984@gmail.com>; singhadity@gmail.com <singhadity@gmail.com>; silikamohapatra@gmail.com <silikamohapatra@gmail.com>; veenaberi@gmail.com <veenaberi@gmail.com>; 007surobhi@gmail.com <007surobhi@gmail.com>; kanad.india@gmail.com <kanad.india@gmail.com>; 29.aditi@gmail.com <29.aditi@gmail.com>; khandal.dhriti@gmail.com <khandal.dhriti@gmail.com>; naomi.t.jose@gmail.com <naomi.t.jose@gmail.com>; samik.technomax@gmail.com <samik.technomax@gmail.com>; shantanudr2004@gmail.com <shantanudr2004@gmail.com>; saumalvghosh@yahoo.in <saumalvghosh@yahoo.in>

<cguite@ststephens.edu>; cguite@gmail.com <cguite@gmail.com>; Sanil Unnikrishnan <sanil.unni@gmail.com>; themeemt\_themeemt@gmail.com <themeemt\_themeemt@gmail.com>; sonalimadan@hotmail.com <sonalimadan@hotmail.com>; bhamri.divya1984@gmail.com <bhamri.divya1984@gmail.com>; singhadity@gmail.com <singhadity@gmail.com>; silikamohapatra@gmail.com <silikamohapatra@gmail.com>; veenaberi@gmail.com <veenaberi@gmail.com>; 007surobhi@gmail.com <007surobhi@gmail.com>; kanad.india@gmail.com <kanad.india@gmail.com>; 29.aditi@gmail.com <29.aditi@gmail.com>; khandal.dhriti@gmail.com <khandal.dhriti@gmail.com>; naomi.t.jose@gmail.com <naomi.t.jose@gmail.com>; samik.technomax@gmail.com <samik.technomax@gmail.com>; shantanudr2004@gmail.com <shantanudr2004@gmail.com>; saumalvghosh@yahoo.in <saumalvghosh@yahoo.in>

**Cc:** principal@ststephens.edu <principal@ststephens.edu>

**Subject:** IMPORTANT: PRINCIPAL'S NOTICE

Dear Respected Senior Members,

As directed by our Principal, A very important workshop on E-File and Room booking system is being organized for all the Senior Members and Office bearers of Societies in the Dining Hall from 3 to 4 pm tomorrow i.e. on 7th September, 2016.

I sincerely request each one of you to please attend the same.

Thank you.

Yours sincerely,  
IT Admin

**PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007**







## 6. Cloud based IT resources

### E-file Cloud Server (Amazon cloud)

Name	Instance ID	Instance state	Instance type	Status check	Alarm status	Availability zone	Public IPv4 DNS
Efile System	i-01234567890123456	Running	t2.small	2/2 checks passed	No alarms	ap-south-1	13.127.12.12
APF-SERVER	i-01234567890123456	Running	t2.small	2/2 checks passed	No alarms	ap-south-1	13.127.12.12

### Academic Management Cloud Server (Amazon cloud)

Name	AWS Region	Access	Creation date
elasticbeanstalk-548218216	Asia Pacific (Mumbai)	Bucket and objects not public	April 12, 2018, 16:49:42 (UTC+05:30)
elasticbeanstalk-548218216	Asia Pacific (Mumbai)	Bucket and objects not public	April 22, 2018, 01:03:01 (UTC+05:30)
elasticbeanstalk-548218216	Asia Pacific (Mumbai)	Bucket and objects not public	May 17, 2018, 12:37:27 (UTC+05:30)
elasticbeanstalk-548218216	Asia Pacific (Mumbai)	Bucket and objects not public	June 11, 2018, 04:48:18 (UTC+05:30)
elasticbeanstalk-548218216	Asia Pacific (Mumbai)	Bucket and objects not public	June 5, 2019, 21:30:11 (UTC+05:30)
elasticbeanstalk-548218216	Asia Pacific (Mumbai)	Bucket and objects not public	March 6, 2020, 14:37:32 (UTC+05:30)

*John Vaughan*  
PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







### College Website Cloud Server (DigitalOcean cloud)

cloud.digitalocean.com/projects/45016854-574b-4007-9ccb-caf8e40be511/resources

Search by resource name or public IP (Ctrl+B)

Create

My Team  
Estimated costs: \$

SSC\_Website  
Website or blog / College main website

Resources Activity Settings

DROPLETS (1)

ststephens.edu 143.110... Get started SSC\_main\_web...

### CFL and SCAL Cloud Server (DigitalOcean cloud)

cloud.digitalocean.com/projects/bafaa31a-fb5e-4583-827a-16e756b250d3/resources

Search by resource name or public IP (Ctrl+B)

Create

My Team  
Estimated costs: \$

SSC1\_CFL\_SCAL DEFAULT  
Web Application / Production / CFL SCAL

Resources Activity Settings

DROPLETS (1)

ststephens.edu 139... CFL...

PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







## 7. DU sponsored wi-fi server details

bharti airtel services ltd.  
airtel center, plot no. 16,  
udyog vihar, phase - IV,  
gurgaon - 122 015

www.airtel.in  
call +91 124 4222222  
fax +91 124 4248063



To,  
The Principal  
St. Stephen's College  
New Delhi

Date: 25.1.2011

Sub: Equipment/ Components Handover and Installation Report

Sir/ Madam,

Please acknowledge the installation of below mentioned active and passive equipments in your college for Campus WI-FI.

S.No.	DESCRIPTION	LOCATION	QTY
1	Ruckus Indoor AP ZF-7962 with Mounting Kit		
		New Chemistry Notice Board GF	1
		Computer Lab New Electricity Board GF	1
		B/W Physics Notice Board & Electricity Board GF	1
		Infront , Window Near Balance Room GF	1
		Infront Corridor GF	1
		Infront ,Window Near By OP Lab GF	1
		Outside Room no. V-22, First Floor(Boys Hostel)	1
		B/W Room no. U-20 and U-21, First Floor(Boys Hostel)	1
		Outside Room no. W-22, First Floor(Boys Hostel)	1
		B/W Room no. U-11 and U-12, Grnd Floor(Boys Hostel)	1
		Outside Room no. T-15, First Floor(Boys Hostel)	1
		Outside Room no. S-12, First Floor(Boys Hostel)	1
		Outside Room no. 105, Grnd Floor(Boys Hostel)	1
		Outside Room no. R-14, First Floor(Boys Hostel)	1
		Inside , Game Common Room Grnd Floor	1
		Outside Room no. G-1, Grnd Floor(Boys Hostel)	1
		Outside Room no. H-9, First Floor(Boys Hostel)	1
		Outside Room no. F-9, First Floor(Boys Hostel)	1
		Outside Room no. E-9, First Floor(Boys Hostel)	1
		Outside Room no. C-9, First Floor(Girls Hostel)	1
		Outside Room no. A-9, First Floor(Girls Hostel)	1
		Outside Room no. B-2, Grnd Floor(Girls Hostel)	1
		Outside Room no. D-9, First Floor(Girls Hostel)	1
		Outside Room no. N-9, First Floor(Girls Hostel)	1
		Outside Room no. P-2, Grnd Floor(Girls Hostel)	1
		Outside Room no. Q-9, First Floor(Girls Hostel)	1
		Outside Room no. O-9, First Floor(Girls Hostel)	1
		Outside Room no. K-2, Grnd Floor(Girls Hostel)	1

*John Varghese*  
PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







	Outside Room no. J-10, First Floor(Girls Hostel)	1
	Outside Room no. L-9, First Floor(Girls Hostel)	1
	Outside Room no. M-9, First Floor(Girls Hostel)	1
	Infront, Room No. XF, Grnd Floor	1
	Infront, Room No. XC, Grnd Floor	1
	Inside, Auditorium	1
	Inside, Library Catalog Section, Grnd Floor	1
	Inside Library Front Librarian Room, Grnd Floor	1
	Inside Mesh	1
	Inside Chappel	1
	Infront Room no. S, First Floor	1
	Infront Room no. F, First Floor	1
	Inside Admin Office, Grnd Floor	1
	Inside, Staff Room, Grnd Floor	1
	Infront, Class- A, Grnd Floor	1
	Inside Caffetearia, Grnd Floor	1
	Inside, Hobbies Class -1 Grnd Floor	1
	Inside, LCR Grnd Floor	1
	Inside, Hobbies Class -2 Grnd Floor	1
	Infront, Estate Office, Ground Floor	1
	Inside, Hobbies Class -3 Grnd Floor	1
	Psychology Room, Near Girl Hostel, Grnd Floor	1
	Inside, Principal Residence, Grnd Floor	1
	CWG, Sport Complex 1, First Floor	1
	CWG, Sport Complex 2, First Floor	1
	CWG, Sport Complex 3, Grnd Floor	1
	Proffessor Residence 1, Grnd Floor	1
	Proffessor Residence 2, Grnd Floor	1
	Proffessor Residence 3, Grnd Floor	1
	Proffessor Residence 4, Grnd Floor	1
	Inside, Gym, Grnd Floor	1
	Sport Complex, Near Girls Hostel, Grnd Floor	1
	Inside, Seminar Hall, Grnd Floor	1
	<b>Total</b>	<b>61</b>
2 Ruckus Zone Controller ZD 3100	Server Room	1
3 Mounting Racks	Science Block GF	2
	Boys Hostel FF	3
	Girls Hostel FF	4
	Church GF	1
	Server Room GF	1
	Outside Auditorium	1
	Library FF	1
	Ladies Common Room GF	1
	Common Room GF JCR	1
	Sport Complex FF	1
	<b>Total</b>	<b>16</b>
4 Netaccess 8 Port Switch	Science Block GF	2
	Boys Hostel FF	3
	Girls Hostel FF	4
	Church GF	1
	Server Room GF	1
	Outside Auditorium	1
	Library FF	1
	Ladies Common Room GF	1
	Common Room GF JCR	1
	Sport Complex FF	1
	<b>Total</b>	<b>16</b>

*[Signature]*  
PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







5 Ruckus ZF-7731	Sports Complex	1	✓
	Science Block Part-1	1	
	Science Block GF Part-2	2	✓
	Boys Hostel 1 ME	2	✓
	Boys Hostel 2 MW	2	
	Boys Hostel 3 AN	1	
	Church	2	✓
	Server Room	2	✓
	Girls Hostel RN	1	✓
	Canteen	1	✓
	Gym	1	✓
	Principal Residence	1	✓
	Common Sitting Area JCR	2	✓
	<b>Total</b>	<b>19</b>	
6 Pole Mast		8	
7 PVC Conduit/Channel with accessories		50 Bundles	
8 Weather Proof Box		3	
9 CAT 6/5e UTP		7415 Mtr	
10 48 Volt PoE Adaptor		10	
11 RJ-45 Connectors (D-Link)		200	

Please acknowledge the installation of above mentioned active equipments in your college premises/ campus.

*[Signature]*  
For Project Manager

For College Authority

*[Signature]*  
PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







## 8. Airtel broadband wi-fi server details

No SSC/Accts/21-22/

ST STEPHEN'S COLLEGE  
DELHI - 110 007

September 28, 2021

The Manager,  
State Bank Of India,  
St. Stephen's College  
Delhi - 110 007

Dear Sir,

Please transfer Rs. 3,01,140/- (Rupees Three lakh one thousand one hundred forty only) through NEFT from Private Fund SB Account No. 36511724154 to the respective accounts as mentioned below, under intimation to us.

Sl. NO.	Name	AMOUNT PAYABLE	BANK ACCOUNT NO.	IFSC CODE	BANK NAME	BANK ADDRESS	REMARKS
1	BHARTI AIRTEL LTD	3,01,140.03	BTELC00000000255055	CITI00000004	CITI BANK	OKHLA INDUSTRIAL ESTATE	
	TOTAL	3,01,140.00	S.B.D.N. 22127287 4046.				

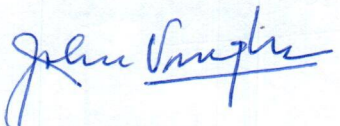
Yours sincerely,

Prof. John Varghese  
Principal

PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007

Dr Chinkhanlun Guite  
Bursar

BURSAR  
ST. STEPHEN'S COLLEGE  
DELHI-110007

  
PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







**ST STEPHEN'S COLLEGE**  
The Principal, St. Stephen's College, University  
Enclave, North Campus, Delhi  
Delhi - 110007  
DELHI

**Summary of Charges**

	Amount (INR)
Recurring charges	68,953.80
One time charges	5,000.00
Adjustments	0.00
<b>Sub-Total</b>	<b>73,953.80</b>
CGST	6,655.84
SGST/UTGST	6,655.84
<b>Total Taxes</b>	<b>13,311.68</b>
<b>Total (INR)</b>	<b>87,265.48</b>

Amount in Words: INR Eighty Seven Thousand Two Hundred Sixty Five Rupees and Fifty Eight Paise Only

**Bharti Airtel Ltd**  
Authorised Signatory

IRN Code: 2aa3249855ac020201019605eab77c013694242ad6f13c3d908645cb30365

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**Bharti Airtel Ltd**  
224, Okhla Industrial Estate, Phase-III, New Delhi - 110020  
STATE: Delhi, STATE CODE: 07, GST Number: 07AAACB2894G1ZP  
Regd Office: Airtel Center, Plot No 10, Udyog Vihar, Phase IV, Gurugram: 120015, Haryana, India.  
Phone 0124 - 4272222; Fax 0124 - 4243262; Corporate Identity Number: L74937HR1995PLC091967; www.airtel.in  
HSN CODE: 999422

Page 1 of 3

*Endorsed  
on Bill Review  
on Page No. 19  
20/09/2021*

*Sd/-  
Principal*

*John Varghese*

**PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007**







To,

03 August 2021

Board Airtel Ltd.

Delhi 110070

Kind Attn: Mr. Sandeep Gupta

We are pleased to place an order for ILL to our college as per the following commercial terms & conditions.

S. No	Item Description	Term	SLA	No. of Locations	Last Mile	Total Amount
1	200 Mbps(1:1) unmanaged Link of Internet Bandwidth including last mile charges	Annual	99.5	1	7	7,25,000
2	Installation Charges	One Time				5,000
GST 18 %						1,31,400
Total						Rs. 8,61,400

The following terms & conditions shall apply:

1. Advance will be paid.
2. Payment will be made by NEFT only, after the delivery of the items.
3. Bill to be raised in the name of "The Principal, St. Stephen's College, Delhi."
4. Board Airtel Limited. Will co-ordinate for providing all warranty and services.
5. The contract period is one year in case of non-compliance to the prescribe SLA and bandwidth. The college will have the right to terminate the contract at any time.

Kindly supply, install and ensure the system is operational within two weeks as discussed and decided.

Prof. John Varghese  
Principal

PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007





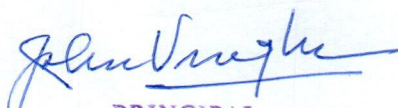


COMPARATIVE STATEMENT

Comparative statement of quotations received for Internet services.

S. NO.	Name of Vendor	SLA	Static IP	Bandwidth	Amount	Installation Charges	GST 18%	Total Annual Charges	Link Delivery	Remarks
1	Airtel Bharti Limited	99.5	8	200Mbps (1:1)	750000	5000	135900	890900.00	2 Week	L-4
2	R I Networks Pvt. Ltd.	98.5	5	200Mbps (1:1)	745000	5000	135000	885000.00	2-3 weeks	L-3
3	Nextra Communications Pvt Ltd	98.5	8 (5 Usable)	200Mbps (1:1)	690000	10000	126000	826000.00	7-10 days	L-2
4	GsTech Software Systems Pvt Ltd	99	5 Usable	200Mbps (1:1)	650000	10000	118800	778800.00	5-10 Days	L-1

Noted as above for the following reasons: 1. Amount is low and delivery is fast.  
(1) SLA 99.5 (Primary means for getting connection is to have a dedicated line).  
(2) Airtel is a primary distributor whereas the other three are secondary distributors. (The last one is not a distributor).  
Hence order to be made to Airtel Bharti Ltd. (The last one is not a distributor).

  
PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







## **Additional appointment letters of IT office staff**

a) **Mr. Arnold Milton**

SC/Apt.NT/2018/198

St. Stephen's College

28 December 2018

Mr. Arnold Roosevelt Milton  
21r No. 2, Type-3, Rajkumari Amrit Kaur  
College of Nursing (Near Moolchand Metro Station)  
Ajpat Nagar - 4, New Delhi - 110024

Dear Mr. Milton,

I am happy to appoint you as IT Administrator in St. Stephen's College on contractual basis for a period of eighty nine days w. e. f. 28 December 2018. You will be paid a monthly salary of Rs.40000/- (Rupees Forty Thousand Only). The following conditions will apply:

1. This appointment is purely on contractual basis for a period of eighty nine days only w. e. f. 28 December 2018.
2. You will work as IT Administrator under the direct supervision of the Principal and look after IT Management of the College and perform any other duty as assigned by the Principal from time to time.
3. You will abide by all rules and regulations as a contractual employee of the College and whenever instructed do so without any hesitation.
4. You will report to the Principal every week on duties and work carried out and as and when required by the Principal.
5. You will observe six-day-week and you are entitled to 2 Casual Leave and 2 Medical Leave during this tenure. Besides, you can avail compensatory leave if you are on duty on Sundays and holidays.
6. You will maintain confidentiality of all data passing through the IT department and will not share any information without the express and written sanction from the Principal.
7. This engagement can be terminated without any notice and without assigning any reason.
8. The renewal of this contract is subject to a review at the end of the present appointment.
9. You are to apply for a renewal of the appointment, fifteen days prior to the expiry of the present appointment.

You are to let me know, in writing, within a day if this appointment on the terms and conditions set out herein is acceptable to you.

With every good wish,  
Sincerely,

*John Varghese*  
Prof. John Varghese  
Principal  
(28/12/18)

*Rechecked and accepted*  
*Shilpa*  
28/12/18

*31/12/18*  
*Received*  
*Shilpa*  
31/12/18


*John Varghese*  
PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007







**Mr. Ravi Prakash Rai**



St. Stephen's College  
Delhi 110007  
India

SSC/Apt.NT/2019/2003

04 January 2019

Mr. Ravi Prakash Rai  
RZ-834, Street No. 5  
Main Sagarpur, New Delhi - 110046

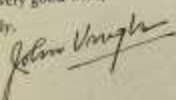
Dear Mr. Rai,

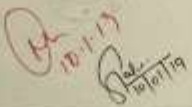
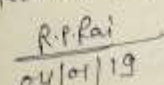
I am happy to appoint you as IT Systems Engineer in St. Stephen's College on contractual basis initially for a period of eighty nine days w. e. f. 04 January 2019. You will be paid a monthly salary of Rs.28000/- (Rupees Twenty eight Thousand Only). The following conditions will apply:

1. This appointment is purely on contractual basis for a period of eighty nine days only w. e. f. 04 January 2019.
2. You will work as IT Systems Engineer under the direct supervision of the IT Administrator and will report to the Principal as and when required to do so. You will look after IT work of the College and perform any other duty as assigned to you by the IT Administrator/Principal from time to time.
3. You will abide by all rules and regulations as a contractual employee of the College and whenever instructed do so without any hesitation.
4. You will report on duties and work carried out as and when required by the Principal.
5. You will observe six-day-week and you are entitled to 2 Casual Leave, and 2 Medical Leave, during this tenure. Besides, you can avail compensatory leave if you are on duty on Sundays and holidays.
6. You will maintain confidentiality of all data passing through the IT department and will not share any information without the express and written sanction from the Principal.
7. This engagement can be terminated without any notice and without assigning any reason.
8. The renewal of this contract is subject to a review at the end of the present appointment.
9. You are to apply for a renewal of the appointment, fifteen days prior to the expiry of the present appointment.

You are to let me know, in writing, within a day if this appointment on the terms and conditions set out herein is acceptable to you.

With every good wish,  
Sincerely,

  
Prof. John Varghese  
Principal  
(Copy to)

  
  
Received and Accepted  
R.P. Rai  
04/01/19

Phone: +91-11-27667200 Fax: +91-11-27662324 e-mail: ssc@ststephens.edu

  
PRINCIPAL  
ST. STEPHEN'S COLLEGE  
DELHI-110007

