**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

CRITERION 4

SUPPORTING DOCUMENT

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

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S. No.	Content
1	Record of Laptops and Desktops in college
2	Desktops in Internet Resource Centre
3	Desktop in Admin and accounts offices
4	Desktops in Library
5	Desktops in Chemistry lab
6	Computer science lab
7	Laptops in Estate office
8	ICT facilities in Seminar room
9	Details of laptops in Admission office
10	Estate office: Laptop issuing register for students
11	Estate office: Laptop issuing register for teaching and non-teaching staff
12	Internet resource center: Rules and guidelines

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1. Record of Laptops and Desktops in College

Department	Desktops	Laptops	Pos Machine	Available for students and academic purpose
IRC	78			78
Admin	3			
Accounts	8			
Mess			3	
Café	1			
IQAC Office				
Language Department	1			1
Library	15			4
Bursars Office	1			
Physics	5			2
Chemistry	4			2
Computer Science LAB	30			30
Physical Education Department	1			
Estate Office		469		188 (excluding faulty, lost and given to teaching/NT)
Admission Office		14		
IT Department	1			
Total=	**148**	**483**	**3**	**305**

Blue color for computers used for Admin work.
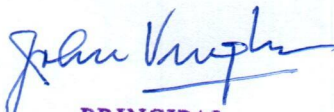Note: Out of 469 Laptops with Estate Office

04 lost

153 faulty but under repair laptops

115 Laptops in working condition and with Estate office

124 given to teaching and non-teaching

73 issued to students

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Page **3** of **21**

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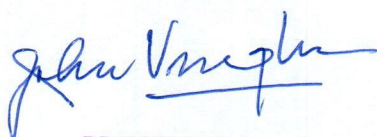Website: www.ststephens.edu

Calculation for 4.3.2

For Latest year (2020-21)

- There are 634 (04 lost +153 faulty and under repair) Desktops and laptops in the College. It means that College has 476 properly functional computers.
- Out of these 476 computers, 445 computers are used for academic purpose and 31 computers are used for administrative purposes.
- For calculating the student-computer ratio,
  - Total students: 1372
  - Total computers in college: 634
  - Total functional computers in the college: 476
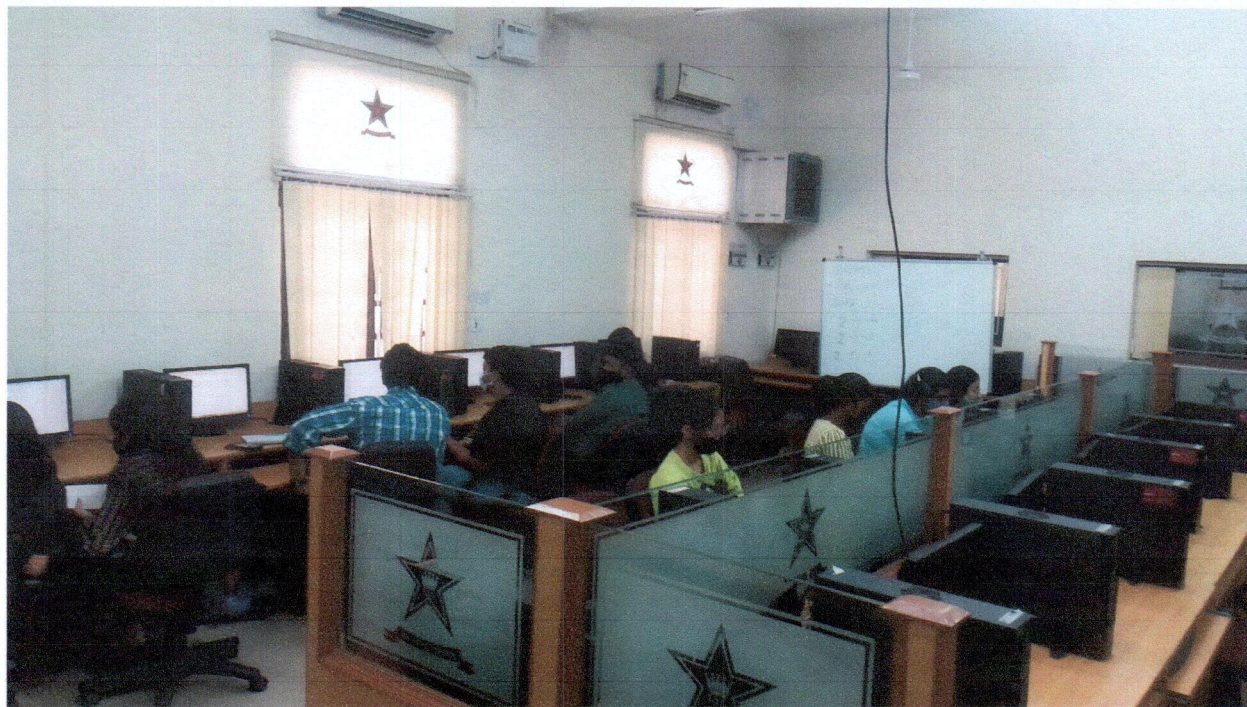 - Total computers for academic use: 445

Student- computer ratio: (if total academically used computers included):1372/445=3.09 student/computer

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2. Internet Resource Centre

🕐 **Date:**	Sat 23rd of April 2022
🏠 **Address:**	Delhi University (North Campus), Under Hill Road, Civil ...
👤 **City:**	Delhi
🌐 **Country:**	India
📍 **Location:**	28° 41' 9.42" N, 77° 12' 43.48" E

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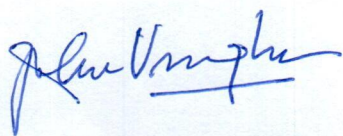
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Delhi 110007
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E-mail: pstoprincipal@ststephens.edu
Website: www.ststephens.edu

3. Admin and Accounts office

🕓 **Date:**	Thu 21st of April 2022
🏠 **Address:**	Delhi University (North Campus), Under Hill Road, Civil …
👤 **City:**	Delhi
🌐 **Country:**	India
📍 **Location:**	28° 41' 8.86" N, 77° 12' 41.00" E

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4. Library
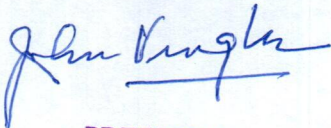
🕐 **Date:**	Thu 21st of April 2022
🏠 **Address:**	Delhi University (North Campus), Under Hill Road, Civil ...
👤 **City:**	Delhi
🌐 **Country:**	India
📍 **Location:**	28° 41' 9.98" N, 77° 12' 42.46" E

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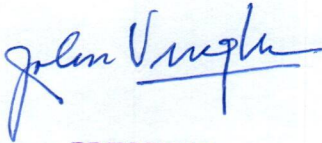
5. Chemistry UV Lab
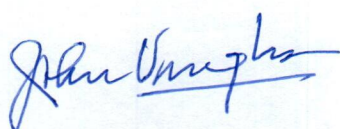
🕐 **Date:** Thu 21st of April 2022

🏠 **Address:** Delhi University (North Campus), Under Hill Road, Civil ...

👤 **City:** Delhi

🌍 **Country:** India

📍 **Location:** 28° 41' 14.26" N, 77° 12' 39.81" E

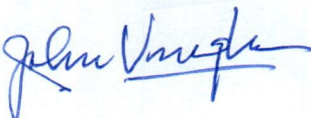PRINCIPAL
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6. Computer Science lab

🕐 **Date:** Thu 21st of April 2022

🏠 **Address:** Delhi University (North Campus), Under Hill Road, Civil ...

👤 **City:** Delhi

🌍 **Country:** India

📍 **Location:** 28° 41' 15.42" N, 77° 12' 38.87" E

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7. Estate Office

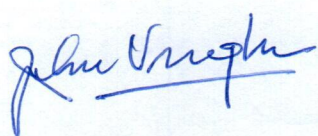🕐 **Date:**   Fri 13th of May 2022

🏠 **Address:**   Delhi University (North Campus),
                   Under Hill Road, Civil ...

👤 **City:**   Delhi

🌐 **Country:**   India

📍 **Location:**   28° 41' 8.91" N, 77° 12' 45.96" E

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8. Seminar Room (ICT facilities)

🕐 **Date:** Thu 21st of April 2022

🏠 **Address:** Delhi University (North Campus), Under Hill Road, Civil ...

👤 **City:** Delhi

🌍 **Country:** India

📍 **Location:** 28° 41' 9.28" N, 77° 12' 40.96" E

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9. Admission office laptops distribution record

THE DETAILS OF NEW LAPTOPS

S. No.	S No of Laptop	Issue to	Deptt/Location	Signature	Date
1	CND0353HKJ				
2	CND0353HRR				
3	CND0353HTC	Mr.Biju Balan	Bursars Office		
4	CND0343DB2	Ms.Yippi Kikon	Dean's Office		6/12/2021
5	CND0353GTK	Mr.Sujay John	Sports Office		
6	CND0343BY3	Mr.Arnold Milton	IT Department		
7	CND0343Y9	Ms.Felicita (Now it is with Principal Sir)	Principal's Office		
8	CND02938ZD	Dr.Renish Abraham	Bursars Office		
9	CND1180GSG	Mr.David	ID Card Deptt.		9/12/2021
10	CND1166D2R	Mr.Rohit Roy	Café		
11	CND1180F	Available	IRC	Guest House	01/2/22
12	CND1180FDK	Available	IRC	ISRAC	16-Dec-21
13	CND1180H82	Dr.Geetanjali Sethi (Samuel Davidson)	Centre for Advanced Learning		15-DEC-2021
14	CND127CZFP	Mr.Ravi	IT Department	R.P.Roy	02-February-2022

Admissions: 2020-21 and 2021-22

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10. Estate office: Laptop issuing register for students

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S.No.	Name	Course/College ID	Laptop Serial No.	Date of Issue	Bag	Address :-	Contact No.	Signature	Date of Returned
15	41. Maan Jeenwal	1st year B.A. Prog (21BBAP027)	2CE337132J	06/12/21	No.	A/7 Gali No. 1, Tomar Colony Burari, Delhi	8929019447		25/04/22
15	42. Jovel Jino	1st B.Sc. math (H) (21BMAT057)	2CE33971Y53	16/12/21	No	Manickathan (H)Malayattoor PO Ernakulam, Kerala (683587)	6238742186		12/05/22
15	43. C Vanlalmalsawmsanga	1st B.Sc. Physics (Honours) 21BPHY008	2CE3392JWL	10/12/21	No.	H No. 311, N Section, near Bem Church, Zohnuva Lunglei, Mizoram-796701	6909491378		
15	44. Wilson Poulose	1st B.Sc. Programme with Chemistry 21BPCH025	2CE3370GQH	17/12/21	No.	S/c -281-RD.79 -AS-B Giharsana, Gangnagar Rajasthan, 325707	9571336385	Wilson Poulose	
15	45. Aiswarya Devassy	1st B.Sc. Physics (H) 21BPHY068	2CE3370KOH	20/12/21	No.	Vazhatela(H), Kottamam, Muvanguad Thrissur Dist, 680309 Kerala	8114540705		
15	46. Harshit Shankar	1st BA History (H) 21BHST061	2CE337031W	24/12/21	No.	J-3/279, DDA Flats KALKADJ, NDH	8882363301		
15	47. Mr. Vikas Choyal	1 B.A Sanskrit (H) 21BSAN008	2CE337132F	04/01/22	No.	Dagri, Nagaur. Rajasthan 341503	8003686882	Vikas	
15	48. Ms. Aliva Suman Sahoo	1 B.Sc. Maths (H) 21BMAT056	2CE3370VW7	05/02/22	No	W.9.P. Road, Infront of G.A.M Pluri, Odisha [(Gunanor 8448227708)]	7328072210	Aliva	
16	(49) Ms. Menugu Hepstba	19BHST022 III B.A. History (H)	2CE3391YT8	08/02/22	No	H No: 3-1-264/8/150/4, Ranadheer Nagar, (Indu) Adilabad, Telangana, 504001.	9390034342 [Gtr →939 0432949]	M.Hepstba	05/05/22

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S.No.	Name	Course & College I.D.	Laptop Serial No	Date Issued	Bag	Address :-	Contact No	Signature	Date of Returned
50	Winmariya P.J	I B.Sc. Physics(H) 21BPHY037	2CE3570HJA	03-03-22	No	Poruthur(H) parappur P.O, Thrissur, kerala Pin code :- 680552	7907713424 (GTR (mom)) 8137053243		
51	Tannu Sharma	II Bsc. Physics(H) 20BPHY049	2CE3391MCM	07-03-22	No	286-B, Gali no 1, East Sadatpur, karawalnagar, India - 110094	9310581401 GTR Sachin 7877565489		10/05/22 Gives
52.	Justin Johnson Cherian	II B.A. Progr. 20BBAP058	2CE3391M5S	26/04-2022	No	Thottathinelevit (H), Perumpramave P.O, Mallappully, Pathanamthitta (dist) Kerala - 689587	9956041810 GTR. ALAN 8281683416		10/05/22 Gives
53.	NIHAL JALAL PULLISSERI	II B.Sc. Physics(H) 20BPHY042	2CE3391YS3	02/05/2022	No	Pullisseri (H), Melattur (P.o) Mallappuram (Dist) Kerala- 679326	7736060447 GTR. Jeevan 8281177260		11/05/22 Gives

[signature]

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[Seal: ST. STEPHEN'S COLLEGE DELHI]

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11. **Estate office: Laptop issuing register for Teaching and Non-teaching staff**

सेंट स्टीफंस कॉलेज
ST. STEPHEN'S COLLEGE

टीचिंग और नॉन टीचिंग स्टाफ को जारी किया गया लैपटॉप
Laptop Issued to Teaching and Non-Teaching Staff

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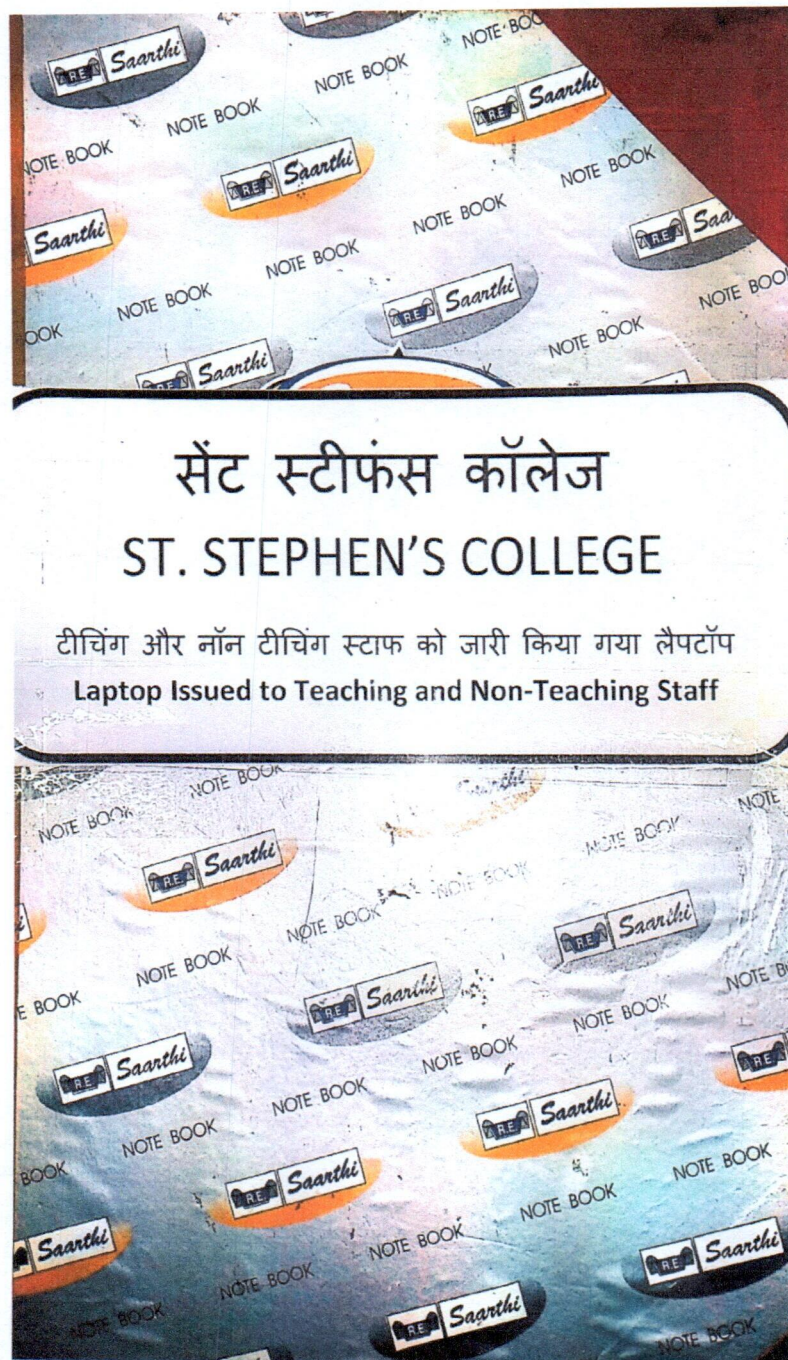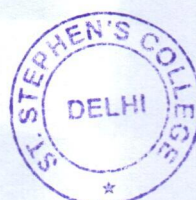
S.No.	NAME	Date	Deptt.	Laptop Sr. No.	Beg.	ADD/	Mobile No.	Date of Return	Sigh
110	Dr. Geetanjali Sethi	30/09/21	Admission 2021-2022	1) 2CE33914C7 2) 2CE3392JZ6 3) 2CE3391M5Z 4) 2CE3373X2	No No No No	Admission office St. Stephen's College.	8527516516	08/12/21 8 days 04 laptop for laptop	Geetanjali 30/7/2021
111	Dr. Rakhi Thareja	8/10/2021	Chemistry	2CE339222F	No	C4D/82-A, Janak Puri, New Delhi - 110058	8373907390		
112	Mr. Nafees Ahmed	18/10/2021	Estate office/ Electrition	2CE3392JRR	No	C-22, Staff Quarters, St. Stephen's College Delhi - 110007	9810339083		
113	Mr. Ashish Gupta	27/11/2021	Estate office/ Supervisory	2CE5391M3R	●ND	A-123, Gandhi Vihar Delhi - 110009	9953720733		27/11/2021
114	Mr. Kumarpal kashyap	02/12/2021	Estate office/ Plumber	(01 Bag	Yes)	2238, Gali No. 61/8, Yadav Chowk 25ft Road, Sant Nagar, Delhi - 110084	8010179765 9718811908		
115	Mr. Ashley NP	07/02/2022	English Dept.	2CE33912N1	No	304, SFS, Mukerji Nagar Delhi -9	9953339041		
116	Mr. Rozer Massey	03/03/22	SCAL (YLNF)	2CE339220C	No	E-78 Shakti Puri New Delhi 110034	9899868171		03/03/22
117	Ms. Divya Sing	12/03/22	Economics	2CE3370669		Room No. 55-06, Sri Sadan, Delhi University Women Association, chattra Marg, Delhi, 110007	9650203611	30/04/22 Sing	Singh 12/03/2022

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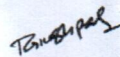## 12. Internet Resource Center: Guidelines for users

INTERNET RESOURCE CENTRE
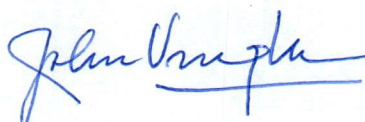ST. STEPHENS COLLEGE

Guidelines for using IRC & Campus-Wide Wi-Fi Network Facility

1. Always carry your college ID card when you are in IRC failing which you may not be permitted to enter/use the facility.

2. Remove your footwear and keep it on the racks provided. Do not use these racks for sitting.

3. Do not bring Food & Beverages, Sports Equipment's, Luggage etc. into IRC. Do not keep your bags on the chair / table.

4. Follow all instructions given by IRC Admin.

5. Use of mobile phone in the IRC is strictly prohibited.

6. Logging into multiple devices at the same time is not allowed. If found so, your devices will be blocked and the Wi-Fi ID will be disabled for the remaining semester. The Wi-Fi ID can only be reactivated after paying a fine of Rs. 500. This can be done only twice per semester after which the account will be permanently blocked for the remaining session.

7. Do not reveal your passwords to others under any circumstances. If you can't remember your password write it down and keep it in a secure place.

8. Delete all your personal files from all locations before you logout from the machine. If you don't, you are risking other people having access to your personal information.

9. IRC cannot be used as resting/meeting place. Please keep silence and maintain decorum & discipline.

10. Always place your chair in order along with the table when you leave.

11. Pay promptly & tender the exact amount for your printouts: Rs. 2 per page, Rs 5 for a print requiring excessive ink, e.g. an image, (The decision on the last category will be made by the IRC assistant). Sign in the print register after you pay. This is required to keep a track of printing / paper consumed.

12. For printouts please send an email to *irc@ststephens.edu*

13. Scanning facility is available only for loose documents and maximum up to 10 Pages. A nominal cost of Rs. 5 up to 5 pages scan & Rs. 10 up to 10 pages will be charged.

Principal

Dr. Sanil Unnikrishnan
(Staff Advisor)

Rakesh Kumar Pal
(Network Administrator)

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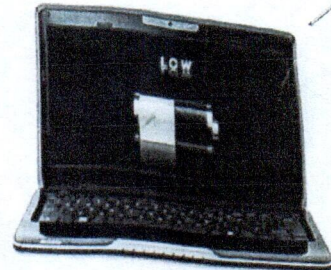ST. STEPHEN'S COLLEGE
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12 Ways To Extend Laptop Battery Life !!

We all know that, Our Laptops are invaluable for getting our many important works done but they are also only as good as their battery life.

Battery Life Cycle

The lifespan of a battery depends upon its life cycle, usually 350 - 500 times; the number of complete charges-discharge cycles, a battery can perform during its life span. So avoiding needless cycle of charging-discharging is the key method to expand battery life.

You can also extend life of your laptops battery with these steps......

1. One of the factors that affect life of battery is the fan. If there is dust on the fan, Laptops get heated and easily consuming more power. Based on experiences when the fan is cleaned, it starts performing well and the speed too is boosted.

2. Avoid exposing your battery to heat. This includes your laptops on a pillow or blanket, which block air flow and make fan to work more. So use laptops at hard work stations. The less the cooling fan has to run, the less battery power is taken.

3. Do not obstruct ventilator of fan.

4. Set your laptops to automatically hibernate mode after a few minutes of in-activity.

5. Avoid using screen saver it consumes more power.

6. Turn off auto save function like MS Word, Excel etc. because they keep saving at regular intervals, they work your hard drive harder than it may have to.

7. Close non-operative windows on laptops as they also consume power.

8. Do not increase screen brightness?

9. If adapter is always available, it is recommended to take off battery with full power under this case, AC adapter is enough and the battery should be taken out and stored with 50% - 75% capacity and also fully discharging - charging every 3 months. Those who do not like to take out battery please keep AC plug in as much as possible.

10. If you are the user who have to frequently use the battery, it is strongly recommended to select power saving mode and keep AC adapter connected all the time. In this mode; the battery will be fully charged to 80% of its capacity, while before the AC adapter is unavailable; it is recommended to fully charge to 100%.In this mode battery run-time will last longer.

11. USB devices like mouse, data card, pendrive drain out power from battery, close or remove them when not in use.

12. Defrag frequently (in a week).The faster your hard drive - the lesser demand for power, you are going to put less load on hard drive. By regular defragmentation of hard drives the efficiency of laptops is also increases.

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Wi-Fi Settings for Android

"Stephens-Wireless-2"

EAP Method

> PEAP

Phase 2 Authentication

> MSCHAPV2
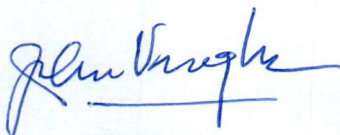
CA Certificate

> (Unspecified)

Identity

> e.g. 17bmat000

Anonymous Identity

>

Password

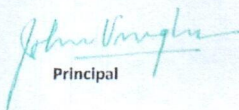> e.g. abcd@123

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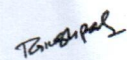
CONNECT

12.   Internet Resource Center: Guidelines for users

INTERNET RESOURCE CENTRE
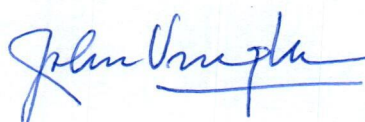ST STEPHENS COLLEGE

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9. IRC cannot be used as resting/meeting place. Please keep silence and maintain decorum & discipline.

10. Always place your chair in order along with the table when you leave.

11. Pay promptly & tender the exact amount for your printouts: Rs. 2 per page, Rs 5 for a print requiring excessive ink, e.g. an image, (The decision on the last category will be made by the IRC assistant). Sign in the print register after you pay. This is required to keep a track of printing / paper consumed.

12. For printouts please send an email to irc@ststephens.edu

13. Scanning facility is available only for loose documents and maximum up to 10 Pages. A nominal cost of Rs. 5 up to 5 pages scan & Rs. 10 up to 10 pages will be charged.

Principal

Dr. Sanil Unnikrishnan
(Staff Advisor)

Rakesh Kumar Pal
(Network Administrator)

PRINCIPAL
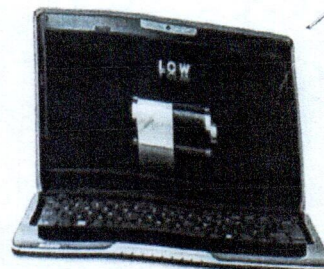ST. STEPHEN'S COLLEGE
DELHI-110007

12 Ways To Extend Laptop Battery Life !!

We all know that, Our Laptops are invaluable for getting our many important works done but they are also only as good as their battery life.

Battery Life Cycle

The lifespan of a battery depends upon its life cycle, usually 350 - 500 times; the number of complete charges-discharge cycles, a battery can perform during its life span. So avoiding needless cycle of charging-discharging is the key method to expand battery life.

You can also extend life of your laptops battery with these steps......

1. One of the factors that affect life of battery is the fan. If there is dust on the fan, Laptops get heated and easily consuming more power. Based on experiences when the fan is cleaned, it starts performing well and the speed too is boosted.

2. Avoid exposing your battery to heat. This includes your laptops on a pillow or blanket, which block air flow and make fan to work more. So use laptops at hard work stations. The less the cooling fan has to run, the less battery power is taken.

3. Do not obstruct ventilator of fan.

4. Set your laptops to automatically hibernate mode after a few minutes of in-activity.

5. Avoid using screen saver it consumes more power.

6. Turn off auto save function like MS Word, Excel etc. because they keep saving at regular intervals, they work your hard drive harder than it may have to.

7. Close non-operative windows on laptops as they also consume power.

8. Do not increase screen brightness?

9. If adapter is always available, it is recommended to take off battery with full power under this case, AC adapter is enough and the battery should be taken out and stored with 50% - 75% capacity and also fully discharging - charging every 3 months. Those who do not like to take out battery please keep AC plug in as much as possible.

10. If you are the user who have to frequently use the battery, it is strongly recommended to select power saving mode and keep AC adapter connected all the time. In this mode; the battery will be fully charged to 80% of its capacity, while before the AC adapter is unavailable; it is recommended to fully charge to 100%.In this mode battery run-time will last longer.

11. USB devices like mouse, data card, pendrive drain out power from battery, close or remove them when not in use.

12. Defrag frequently (in a week).The faster your hard drive - the lesser demand for power, you are going to put less load on hard drive. By regular defragmentation of hard drives the efficiency of laptops is also increases.

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Wi-Fi Settings for Android

"Stephens-Wireless-2"

EAP Method

PEAP

Phase 2 Authentication

MSCHAPV2

CA Certificate

(Unspecified)

Identity
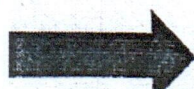
e.g. 17bmat000

Anonymous Identity

Password

e.g. abcd@123

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CONNECT

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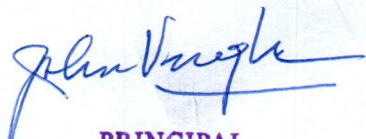Website: www.ststephens.edu

Password Guidelines

Follow these guidelines when creating a password:

- All passwords must be a combination of an alphabet, number & a symbol (i.e. your password must contain at least one character, one number, & a symbol). (Example: abcd@1234)

- Password length must be at least 7 to 15 characters.

- Do not use any part of your name in the password.

- Account lockout for 30 minutes after 5 invalid attempts.

- Do not post or share your password or send your password to others.

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