



Criterion 4: Infrastructure and Learning resources

Supporting Document For 4.3.2

DVV clarifications

Provide the Stock register extracts/invoice copy that highlights computer use for academic purpose only duly certified by competent authority.

Content	Link
Detailed Document on student-computer ration	https://www.ststephens.edu/IQAC/SSR/Criterion-4/4.3.2.pdf

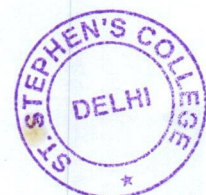




Content

- a) Total laptops in Estate office on 15th September 2022**
- b) Process of issuing the Laptops to Students and stock register**
- c) Process of issuing the laptops to faculties and stock register**
- d) Process of issuing the laptops to departments and stock register**
- e) Process of FIR complaints for the lost laptops**
- f) Details of Laptop purchases in duration 2020-22 and stock register**
- g) Details of purchases made for the upgradation of the Desktops in internet resource center and stock register entries**

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ST. STEPHEN'S COLLEGE
DELHI-110007**





Total laptops in Estate office on 15th September 2022

Laptop Details on 15th September 2022

<u>Laptop issued by Delhi University to College</u>	=	469
• Lost (F.I.R.)	=	04
• Issued to Teaching & Non-Teaching	=	110
• Issued to Students	=	11
• Laptop in Balance	=	344

Firoz Khan
16/9/22
Firoz Khan
In-Charge Laptop Section
Estate Office

George Thomas
16/9/22
Mr. George Thomas
(Estate Officer)
St. Stephen's College Delhi

John Douglas
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

Process of issuing the Laptops to Students and stock register

A handwritten signature in blue ink, appearing to read 'John D. Singh', is written over a horizontal line.

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



Laptop S.NO 2CE3391W8G



Laptop Issuing Process for Students

Application Information

Application Number: 030922JMR06		Created: 03-09-2022	
PAYAL MEHROTRA			Request
Comments:			
Respected Sir, I, Payal Mehrotra, am a second year B.Sc Physics Honors student and I do not have my own laptop to practice the programming languages which are being used in our course this semester. I would be very grateful if you could kindly grant my request to use the college equipment and issue me a college laptop for my studies. Thank you.			

Remarks

Dear Payal, please meet the estate officer and he will provide laptop for you as per rules. Best wishes.

Prof. John Varghese
(Principal)
Administration
05-09-2022
DIGITALLY SIGNED

Received laptop with charger in working condition.

Payal

07.09.22

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DELHI-110007



Undertaking form for students

08

Annexure - A

UNDERTAKING (For Notebooks)

Payal Mehrotra AS/O/D/O [Redacted]

studying in St. Stephen's College (College/Department) in B.Sc. Physics Hons. Second Year (Course and year) do here by undertake the following while receiving the notebooks/laptop with bag from my College/Department.

- 1. That I have been given a new notebook Model No/Serial No. 2CE3391W8G from my St. Stephen's College..... College department having required software's.
2. That I will use the laptop/notebook for my study and research till the time I am a bona fide student of University of Delhi enrolled under a regular course.
3. That I will return the notebook to my St. Stephen's.....College/Department within 15 days from the date of my last examination in the event of being the final year of my course B.Sc. Physics Honors
4. That any damage or loss will be own responsibility and I will be liable to pay the compensation for the same as decided by the competent authority.
5. That my mark sheet/degree/provisional certificate may be forfeited in the event of failure to return the notebook.
6. That I will bring the notebook to my College/Department for inspection at least once in three months during my course of study.
7. That in case the notebook goes out of Order/Virus infected/Any technical problem I will report the same to The Equal Opportunity Cell/The Customer Care of Lenovo India Ltd.
8. That I have been provided the above information in braille also. HP

Signature/Thumb impression

Guarantor

Date 07/09/2022

Name:- GIEC

Name of the student, Address, Contact No., College/Department, Course and Year [Redacted]

Mobile No:-, Address:-, College:-, Course & Year:- [Redacted]

Note:- The student may if they fell get the notebook insured at their end to obviate any hardship due to unanticipated loss/damage.

Principal signature and stamp: PRINCIPAL ST. STEPHEN'S COLLEGE DELHI-110007



सेंट स्टीफंस कॉलेज
ST. STEPHEN'S COLLEGE

छात्रों को जारी किए गए लैपटॉप
Laptop Issued to Students

A Shipra PRODUCT

John Hughes

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DELHI-110007



S.No.	Name	Course & College ID	Laptop Serial No.	Date of Issue	Bag	Address	Contact Number.	Signature	Date of Returned
01.	SATVIK ✓	B.A. Sanskrit (H) 2022-23 21BSAN003	2CE3391MJD ✓	16-07-22	00	A-34, Saket, New Delhi - 17		Satvik	03/08/22
02.	Rennie ER	B.Sc. Physics (H) 2022-23 20BPHY020	2CE3370KOH	30-07-22	NO	P.O. Kandassankadavu Eruvathingal House Thirissur, Kerala, India - 680613		Rennie	
03.	Archana Thomas	B.Sc. Physics (H) 2022-23 20BPHY064	2CE3391MJW	30-07-22	NO	Edavezhickal House, the Road, P.O. Varam Kanner, Kerala, India - 670594		Archna	
04.	Yashu Sharma ✓	B.Sc. Prog. With Chem 21BPCM026	2CE3391MJD ✓	02-09-22	NO	V.P.O. Dohar Kalan, Teh. Narnaul, Dist. - M.Gadh. Haryana (123001)		Yashu	15/09/22
05.	Mohd. Faizan Khan	B.Sc. Chem (H) 20BCH042	2CE3391M2M	02-09-22	NO	Asthala, Ghaziabad (U.P)		Faizan	
06.	Harshit Shankar	B.A. History (H) 21BHST061	2CE3370J53	03-09-22	NO	J-3/279, DDA FLATS KALKAJI, New Delhi - 110019		Harshit	
07.	Adarsh Tiwari	B.Sc. Prog with Chem 21BPCM001	2CE33713XH	06-09-22	NO	D-1104, Shivdewgari, Faridabad Haryana - 121009		Adarsh Tiwari	
08.	Payal Mehrotra	B.Sc. Physics (H) 21BPHY024	2CE3391W8G	07-09-22	NO	358/1, Krishna Nagar Extension, Dehradun - 248001, Uttarakhand		Payal	
09.	C. Vanalmalsawmsanga	B.Sc. Physics (H) 21BPHY008	2CE3391YR2	07-09-22	NO	A-35, Zohrawa, Lunglei, Arso Mizoram - 796701		C. Vanalmalsawmsanga	

Stock Register of Laptop issued to students.

John V Singh

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Process of issuing the laptops to faculties and stock register

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



Request Letter by Faculty for Issuing Laptop

Chemistry Department
St. Stephen's College
Delhi-7

02/09/2022

The Principal
St. Stephen's College,
Delhi

EO/IRC

Please facilitate.

3/9/2022

SUB : Request to issue two working laptops.

Dear Sir,

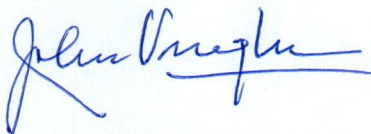
This is to request you to grant permission to get two working laptops issued for the Chemistry laboratory. The laptops are required to work with Spectrophotometer as the softwares will run on the laptop.

Thank you

Yours sincerely
Pransu

DR. VIBHA SHARMA
CHEMISTRY DEPARTMENT

Head of the Chem. Deptt.
St. Stephen's College Delhi



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ST. STEPHEN'S COLLEGE
DELHI-110007



Undertaking by faculty for issuing Laptop

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UNDERTAKING

TO BE SUBMITTED BY FACULTY WHO HAS BEEN ISSUED WITH LAPTOP/NOTEBOOK

I, DR. VIBHA SHARMA Dept. HOD CHEMISTRY

St. Stephen's college/department do hereby affirm and undertakes as under:

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) HP Probook 445 G1
 - b) Model No./Serial No. 1. > 2CE3362NCM.
2. > 2CE33713XR.
 - c) Bag/Carry Case: YES/No
2. I acknowledge that laptop/notebook provided to me will be utilized for study purpose 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 antivirus 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 undattended 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 traveling 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.

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7. That if any damage or loss occur due to 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 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.
10. 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 Willfully or carelessly damaged the laptop/notebook - issued to me, 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 rights 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.

Name : DR. VIBHA SHARMA

Signature : Pravna

Date : 08/09/2022

Place : Delhi

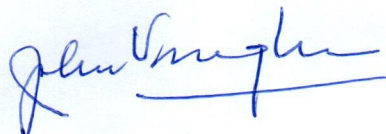
Pravna

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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



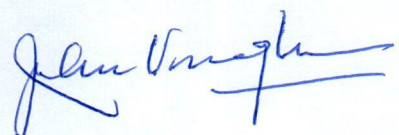
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Stock Register of Laptops Issued to Faculty and Non-teaching staff.

S.No.	NAME	Date	Dept.	Laptop Ser. No.	Buy	ADD/	Mobile No	Date of Return	Sign
110	Dr. Geetanjali Sethi	30/09/21	Admission 2021-2022	1) 2CE33914C7 2) 2CE3392JZ6 3) 2CE3391M5Z 4) 2CE33713X2	NO			10/1/22 30/9/2021 For laptop	Pedrajali
111	Dr. Rakhi Thareja	8/10/2021	Chemistry	2CE339222F	NO				
112	Mr. Nafees Ahmed	18/10/2021	Estate office/ Electrician	2CE3392JRR	NO				
113	Mr. Ashish Gupta	27/11/2021	Estate office/ Supervisory	2CE3391M3R	NO				
114	Mr. Kumarpal Kashyap	02/12/2021	Estate office/ Plumber	(01 Bag Yes)	Yes			10/2/22 10/7/22 returned 8/10/22	
115	Mr. Ashley NP	07/02/2022	English Dept.	2CE33912N1	NO				
116	Mr. Rozar Massey	03/03/22	SCAL (YLNF)	2CE339220C	NO				
117	Ms. Divya Singh	12/03/22	Economics	2CE3370669				06/4/22 18/03/2022	
118	Kirpal Singh	03/08/22	Estate Office/ MTS Attendant	2CE3391YVG	NO				

S.No.	NAME	Date	Dept.	Laptop Serial No.	Buy			Date of Return	Sign
119	Hemraj Josh Ruchir Dhatt	27-08-22 08/09/22	Accounts Guest House	2CE33722SR	-	J-10 Del			Ptochi 27/08/22
120	Ruchir Dhatt	08/09/22	Guest House	2CE3391YS3	-	A-703 No-2			Ptochi 08/09/22
121	Dr. Vibha Sharma	08/09/22	HOD Chemist	2CE3362NKM 2CE33713XR	-	A-2 U			P Sharma 08/09/22


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**Process of issuing the laptops to departments and stock
register**

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



Request letter by Department for issuing Laptops.

Department of Physics
13th February

The Principal,
St Stephen's College,
Delhi 110007.

Sub: Reissue of Laptops

Dear Prof John Verghese,

With reference to your letter dated 28th January 2017, requesting that the laptops borrowed from the college be returned to the Estate Office for stock taking purposes, forty laptops (40 only) with the chargers used in the Physics Laboratories for conducting the prescribed practical, have been returned to the Estate office on the 10th of February.

We shall be grateful if these forty laptops (list attached), could kindly be returned to the Laboratory.

Thanking you.

Yours Sincerely,

Jacob Cherian
13/2/17

Jacob Cherian
HOD, Department of Physics

John Verghese

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007

EO
As per procedures.
[Signature]
14/2/17



Undertaking by Department for Issuing Laptops

30

UNDERTAKING

Department
TO BE SUBMITTED BY FACULTY WHO HAS BEEN ISSUED WITH LAPTOP/NOTEBOOK

I, Jacob Cherian, HOD Dept. of Physics
St. Stephen's college/department do hereby affirm and undertakes as

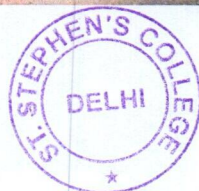
under:

- We
- That ~~I~~ ^{we} have received the Laptop/Notebook along with all required software and power cable from my College/Department having, following details:
 - Name: (Laptop/ Notebook) 40 laptops for Physic. lab.
 - Model No./Serial No. _____
 - Bag/Carry Case: YES / No
 - ~~I~~ ^{we} acknowledge that laptop/notebook provided to ~~me~~ ^{us} will be utilized for study purpose in ~~my~~ ^{our} College/Department. I will ~~not~~ ^{only} allow ~~anyone else~~ ^{students/teacher} to use this laptop. I will ensure that the laptop is available to me at College/Department on teaching days.
 - 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 antivirus software installed on the machine or alter system files or change hardware settings.
 - 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.
 - 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 traveling between locations.
 - 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.

EO
what is the
problem here?
The HOD has signed
so please clear
this.

V.R

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DELHI-110007



- Department's the department
7. That if any damage or loss occur due to 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 ~~We~~ will return the laptop/notebook to the College/Department at any time, when called upon to do by the College/ Department.
 9. That ~~We~~ 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.
 10. That ~~We~~ 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 Willfully or carelessly damaged the laptop/notebook - issued to me, ~~We~~ 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 rights 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.

Name : Jacob Cherian
 Signature : [Handwritten Signature]
 Date : 22.3.17.
 Place : Delhi

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

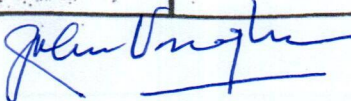


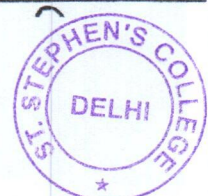
Physics Department-

List of Laptops issued to Physics Department for Labs.

Laptop acquired in August 2015

No. of laptop	Serial No of Laptop (HP)	Issue to Lab
1	2CE3371474 ✓	NPL
2	2CE3392N1C ✓	NPL
3	2CE3370680 ✓	NPL
4	2CE3392KRT ✓	NPL
5	2CE3392JWW 2CE33713XL ✓	NPL
6	2CE3362N6T ✓	OPL
7	2CE3391M68 ✓	OPL
8	2CE337066J ✓	OPL
9	2CE3391M37 ✓	OPL
10	2CE3391Z13 ✓	OPL
11	2CE33706FY ✓	OPL
12	2CE3370W1G ✓	OPL
13	2CE33922QT ✓	OPL
14	2CE3370W5X ✓	OPL
15	2CE33914C8 ✓	OPL
16	2CE33704P1 ✓	OPL
17	2CE337004MM ✓	OPL
18	2CE337004KH ✓	OPL
19	2CE3362N66 ✓	OPL
20	2CE3391WGM ✓	OPL
21	2CE33713YY ✓	OPL
22	2CE33705ZL ✓	OPL
23	2CE3392MYT ✓	OPL
24	2CE33914BF ✓	OPL
25	2CE33713Z3 ✓	OPL


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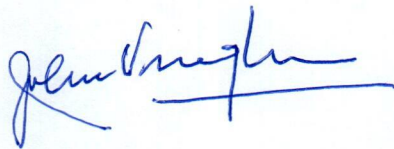


Physic Department

Laptop acquired in August 2014

No. of laptop	Serial No of Laptop (HP)	Issue to Lab
1	2CE3391M31 ✓	NPL
2	2CE3391ZQ3 ✓	NPL
3	2CE3391BSD ✓	NPL
4	2CE33921ZK ✓	NPL
5	2CE3391YS4 ✓	NPL
6	2CE3392KGG ✓	NPL
7	2CE3391BRN ✓	NPL
8	2CE3391BSW ✓	NPL
9	2CE3392N76 ✓	NPL
10	2CE3391BSO ✓	NPL
11	2CE3392KKO ✓	NPL
12	2CE3392LIF ✓	NPL
13	2CE3392MYV ✓	NPL
14	2CE3391YQH ✓	NPL
15	2CE3392N66 ✓	NPL

Total Party Laptops Received on 13/4/17 (13th April 2017)
A. K. Singh

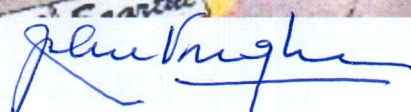


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सैंट स्टीफंस कॉलेज
ST. STEPHEN'S COLLEGE

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



PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007




Stock Register of Laptops Issued to Departments.

(28)

Sr. No.	NAME	DATE	DEPT.	Serial No. of LAPTOP	Bag	Recv Date	Return Date	ADDRESS	Mobile No.	Signature
30.	Dr Jacob Cherian	13/04/17	Physician	2CE3362N6T(NPL)	NO	-		LC-1 Staff Quarters	9285875107	Dr Jacob
				(2) 2CE337066J (OPL)		-		St Stephen's College		13/4/17
				(3) 2CE3391M37 (OPL)				(H/O, Physic) for Lab		
				(4) 2CE3391Z13 (OPL)						
				(5) 2CE33706VY (OPL)						
				(6) 2CE339220T (OPL)						
				(7) 2CE3370W5X (OPL)						
				(8) 2CE33914C8 (OPL)						
				(9) 2CE33704P1 (OPL)						
				(10) 2CE337004MM (OPL)						
				(11) 2CE337004KH (OPL)						
				(12) 2CE3391WGM (OPL)						
				(13) 2CE33705ZL (OPL)						
				(14) 2CE3392MYT (OPL)						
				(15) 2CE33914BF (OPL)						
				(16) 2CE33713Z3 (OPL)						
				(17) 2CE3391M68 (OPL)						
				(18) 2CE3371344 (OPL)						
				(19) 2CE3370W1G (OPL)						
				(20) 2CE3362X66 (OPL)						
				(1) 2CE3391M31 (NPL)						
				(2) 2CE339212K (NPL)						
				(3) 2CE3392K9K (NPL)						
				(4) 2CE3392MY4 (NPL)						
				(5) 2CE3391BRN (NPL)						
				(6) 2CE3391BSW (NPL)						
				(7) 2CE3392K1ST (NPL)						
				(8) 2CE3392K1KO (NPL)						

Sr. No.	NAME	DATE	DEPT.	Laptop Ser. No.	Bag	Recv Date	Return Date	ADDRESS	Mobile No.	Sign.
	Dr Jacob Cherian			(9) 2CE3391BS0 (NPL)	NO			LC-1 Staff Quarters	9285875107	Dr Jacob
				(10) 2CE3391Y0H (NPL)				St Stephen's College		13/4/17
				(11) 2CE3392N76 (NPL)				(H/O, Physic) for Lab		
				(12) 2CE3392L1F (NPL)						
				(13) 2CE3391Y54 (NPL)						
				(14) 2CE3371474 (NPL)						
				(15) 2CE3391BS0 (NPL)						
				(16) 2CE3392X66 (NPL)						
				(17) 2CE3392N1C (NPL)						
				(18) 2CE3370680 (NPL)						
				(19) 2CE3391ZQ3 (NPL)						
				(20) 2CE33713XL (NPL)						
31	Mr Subha Kumar Dash	18/04/17	AO office	2CE3392JRL	NO	18/04/17		(AO office) B-7 Staff Quarters St Stephen's College	988744901	Subha Kumar


 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

Process of FIR complaints for the lost laptops

A handwritten signature in blue ink, appearing to read 'John Hughes', is written over the printed name of the Principal.

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



File having the record of
Lost Laptops.



John Singh

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007



Details of Lost Laptops.

3/1/2022

Lost Laptop Details					
Sr. No	Name	Laptop Sr. No.	NCR No.	FIR NO.	Date
1	Owaise Farooq	PB6FM9H	525/2014	N/A	7/5/2014
2	Aayush Baid	PB4HT5Z	N/A	100	15/05/2014
3	Nidhin P Shaju	2CEE3370KD8	N/A	ND-MN-000203	9/9/2017
4	Mr. Khim	INA224W7DM	N/A	RHN-PV-002215	29/11/2019



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ST. STEPHEN'S COLLEGE
DELHI-110097



Copy of FIR of Lost Laptops.

3

FIRST INFORMATION REPORT
U/S 154Cr.P.C

1. District : Crime Branch, Delhi P.S : e-Police Station (MOURICE NAGAR, NORTH DISTRICT) Year : 2017
FIR NO : ND-MN-000203 Date : 09/09/2017
2. Act(s) : Section(s)
(1) IPC 379
3. Occurrence of Offence :
(a) Day: Friday Date From : 08/09/2017 Date To : 08/09/2017
Time Period Time From : 08:00 hrs Time To : 18:30 hrs
(b) Information received at P.S: Date : 09/09/2017 Time :
(c) Daily Diary Reference : Entry No: 20A Time :
4. Type of Information : Through web application
5. Place of Occurrence :
(a) Direction and Distance from P.S : Beat No:
(b) Address: Mukharjee East Room No.S-19, St. Stephen's college, Delhi University
(c) In case, Outside the limit of the Police Station: Name of P.S: District:
6. Complainant / Informant :
(a) Name : Nidhin P Shaju s/o Shaju Mathew
(b) Date/Year of Birth : 04/02/1998 Nationality: India
(c) Passport No : Not Available Date of Issue: NA Place of Issue: Not Available
(d) Occupation : Not Available
(e) Address: Panthanazhikunnel Manjoor P.O Kottayam, Kerala-686603
[Mobile Number : 7034330052] [Email ID : nidhinprm@gmail.com]
7. Details of Suspected / Unknown accused with full particulars(attach separate sheet if necessary) :
(a) Suspect seen : Not Seen
(b) No. of suspect(s) : 0
(c) Suspect(s) Identified : No
8. Reason for delay in reporting by the complainant/informant:
no delay.
9. Particulars of properties stolen/ involved (attach separate sheet if necessary): Attachment Not Applicable

Sl.	Details of Property	Description of Property	Status
1	Laptop, Wallet, Driving License, Metro Card, College ID Card, Cash-3000/-	Laptop is given below, Model: HP Pro Book 445G1, Serial No: 2CE3370KD8 The wallet of my friend containing, 3000 rupees Driving License, College ID, Metro Card.	Stolen

10. Details of Incident :
To SHO Maurice Nagar Delhi-7 Sub:- Regarding Theft of Wallet and Laptop Sir, It is submitted that I, Nidhin P Shaju student of St. Stephen's college, Delhi University, Mukharjee East S-19. Yesterday at about 8:00 AM I left my room for my classes and duties in onam Festival. Yesterday at 6:30 PM When I came back in my room I found that Wallet of my friend namely Justin Moncy, And my Laptop was stolen from my room. The description of my Laptop is given below, Model: HP Pro Book 445G1, Serial No: 2CE3370KD8 The wallet of my friend containing, 3000 rupees Driving License, College ID, Metro Card. Therefore it is requested that kindly lodge a report in this regard Nidhin P Shaju S/o Shaju Mathew PANTHANAZHIKUNNEL MAJLOOR P.O KOTTAYAM-686603 KERALA. Email id: nidhinprm@gmail.com

11. Inquest Report / U.D. Case No., if any : N/A
12. F.I.R Contents(attach separate sheet,if necessary) :

I, Nidhin P Shaju (S/O) Shaju Mathew, report the theft of my article(s)/belonging(s) from Mukharjee East Room No.S-19, St. Stephen's college, Delhi University between 08:00 and 18:30 on 08/09/2017.

Detailed statement will be recorded by the Investing Officer at later stage.

13. Action Taken (Since the above information reveals commission of offence(s) u/s as mentioned at item no.2

(i) Registered the case and took up the investigation OR

(ii) Directed (Name of the I.O): Rank :

PIS Number: to take up the investigation OR

(iii) Refuse investigation due to : OR

(iv) Transferred to P.S (name): District :

on point of jurisdiction.

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007



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

Details of Laptop purchases in duration 2020-22 and stock register

+

Details of purchases made for the upgradation of the Desktops in internet resource center and stock register entries

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





YEAR 2020-21

In academic session 2020-21, the college purchased 08 laptops for the admission purposes.

Date of purchase: 23-09-2020

Total amount paid for 08 laptops = INR 332800/-

Configuration of laptops: HP laptop, Intel Core I3, 4GB RAM, 512 GB Hard drive

Laptop serial numbers:

CND0353HRR
CND0353HTC
CND0353GTK
CND0353HKJ
CND02938ZD
CND0343BYB
CND03433Y9
CND0343DB2

YEAR 2021-22

In academic session 2021-22, college purchased 5 laptops for admission purposes.

Date of purchase: 27/08/2021

Total amount paid for 5 laptops= INR 215851/-

Configuration of laptops: HP Intel I3, 11Gen, 8GB RAM, 512 SSD

Serial Number of laptops

CND1166D2R
CND11807SG
CND1180FDX
CND1180H82
CND1180FQK

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





YEAR 2021-22

In academic session 2021-22, college purchased 1 more laptop for admission purposes.

Date of purchase: 14/09/2021

Total amount paid for 5 laptops= INR 92940/-

Configuration of laptops: HP laptop 15S, Intel i7, 11generation, 16GB RAM, 1TB SSD, 4GB Graphic card

Serial Number of laptops

CND127CZFP

YEAR 2022-23

In academic session 2022- 23 recently, the collage upgraded the desktops in the Internet Resource Centre (IRC). For that purpose, college bought 70 SSD Hard drives each of 240 GB + 35 RAM (4GB DDR each).

Please find attached the stock register entries and sample bills of all the purchases in the next attached pages.

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



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St. Stephen's College
University of Delhi
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E-mail: pstoprincipal@ststephens.edu
Website: www.ststephens.edu

- 1) Stock register entries of laptops
- 2) Bills of laptop purchases
- 3) Purchase bills and stock register entries of SSD and RAM for the IRC desktop upgradation
- 4) Copy of allotment of admission laptops

A handwritten signature in blue ink, appearing to read 'J. Singh', is written over a horizontal line.

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





Stock register entries of laptops purchased in year 2020-22

171 STOCK REGISTER

Name of Article: Laptops HP 250G7
वस्तु का नाम

Date तिथि	PARTICULARS विवरण	Bill No. बीजक नं०	Receipt प्राप्ति	Issue देव	Balance बाकी	Remarks टिप्पणी
23/09/2020	<p>Purchased from Stanley IT Solution Invoice no. SIS/2021/0153 Configuration: Core i3, 4GB RAM, 500GB (15.6") Total purchased: 8 Laptops + Laptop Bags One laptop cost 25,254.23 + tax at the rate of 18% Total Amount Paid 3,32,800/- for Admission - 2020</p>					
	1. Laptop s.no. CND0353HRRV					
	2. CND0353HTCV					
	3. CND0353GTKV					
	4. CND0353HKJW					
	5. CND029382D					
	6. CND0343BVB					
	7. CND03433Y9					
	8. CND0343DB2V					
	2021-22. Admission.					
27/9/2021	<p>Purchased from R. K. Enterprises. Invoice no 37 dated 27/9/2021. HP Laptop 15.6" HP 250 G7 Laptop Intel i3 4GB RAM Cable on all as used. Window 10. S.No. CND1160D2R, CND1160D5S, CND1150P2A, CND1150H12, CND1160D5K No. of laptop 5. Total bill 2,15,251/-</p>					
	1. CND1160D2R					
	2. CND1160D5G					
	3. CND1160D5X					
	4. CND1160H12					
	5. CND1160D5K					
11/9/2021	<p>Purchase a laptop from R. K. Enterprises. Invoice no 49, dated 9/9/2021. HP Laptop 15.6" Intel i7 11Gen, 16GB RAM, 1TB SSD. 4GB Graphics 1. S.No. CND127CZFP Rs. 92,940/-</p>					

[Signature]

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





Bills of laptop purchases

Admission - 21-22
Tax Invoice

(ORIGINAL FOR RECIPIENT)

R K ENTERPRISES RAN - 61 PLOT NO -29, RAJENDRAS ANUVRAT TOWER, WAZIRPUR DELHI NORTH WEST DELHI DELHI - 110052 GSTIN/UIN: 07BOZHK1242N1ZB State Name : Delhi, Code : 07 E-Mail : rkenterprises871@gmail.com	Invoice No. 49	Dated 9-Aug-2021
	Delivery Note	Mode/Terms of Payment
Buyer The Principal St. Stephen's College University of Delhi Delhi 110007 State Name : Delhi, Code : 07	Supplier's Ref.	Other Reference(s)
	Buyer's Order No. SSC/IT/2021-22/68	Dated 28-Jul-2021
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
Terms of Delivery		

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount	
1	Hp Laptop 15 S HP 15DK2075TX LAPTOP Intel i7 11 Gen, 16 GB Ram, 1 TB SSD 4 GB Graphics, Windows 10 SL 1 Year S No.- CND127CZFP	8471	1.00 Qty	78,763.00	Qty	78,763.00	
	Less :					OUTPUT CGST 7,088.67 OUTPUT SGST 7,088.67 Round Off (-)0.34	
Total						1.00 Qty	₹ 92,940.00

Amount Chargeable (in words) **INR Ninety Two Thousand Nine Hundred Forty Only** E & O E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8471	78,763.00	9%	7,088.67	9%	7,088.67	14,177.34
Total	78,763.00		7,088.67		7,088.67	14,177.34

Tax Amount (in words) : **INR Fourteen Thousand One Hundred Seventy Seven and Thirty Four paise Only**

Declaration
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

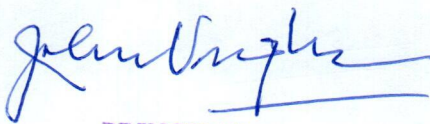
St. Stephen's College
 Entered in Stock Register
 At Page No. 174 Sl. No. 141117

Company's Bank Details
 Bank Name : CANARA BANK
 A/c No. : 2413201002057
 Branch & IFS Code : WAZIRPUR SME BRANCH & CNRB0002413

Customer's Seal and Signature



This is a Computer Generated Invoice


PRINCIPAL
ST. STEPHEN'S COLLEGE,
DELHI-110007





Bills of laptop purchases

AMOUNT IN WORDS

Tax Invoice (ORIGINAL FOR RECEIPT)

CONTRIBUTES
N-51 PLOT NO-29
AJENDRAS ANUVRAT TOWER, WAZIRPUR
DELHI NORTH WEST DELHI
DELHI - 110052
GSTIN/UIN: 07BOZPK1242N1ZB
State Name: Delhi, Code: 07
E-Mail: rkenterprises871@gmail.com
Buyer
The Principal
St. Stephen's College
University of Delhi
Delhi 110007
State Name: Delhi, Code: 07

Invoice No 37	Dated 2-Aug-2021
Delivery Note	Mode/Terms of Payment
Supplier's Ref	Other Reference(s)
Buyer's Order No SSC/Admissions/2021-22/69	Dated 28-Jul-2021
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Sl No	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	Hp Laptop 14 S Hp 250 G8 Laptop Intel Core i3 11th Gen, 8 Gb Ram 512 Gb Ssd, Windows 10 SL, 1 Year S No - CND1180F0R, CND1180G3G CND1180F0X, CND1180H0Z CND1180F0K	8471	5.00 Qty	36,585.00	Qty	1,82,925.00
	OUTPUT CGST					16,463.25
	OUTPUT SGST					16,463.25
	Less					(-10.50)
	Total		5.00 Qty			₹ 2,15,851.00

Amount Chargeable (in words)
INR Two Lakh Fifteen Thousand Eight Hundred Fifty One Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8471	1,82,925.00	9%	16,463.25	9%	16,463.25	32,926.50
Total	1,82,925.00		16,463.25		16,463.25	32,926.50

Tax Amount (in words): INR Thirty Two Thousand Nine Hundred Twenty Six and Fifty paise Only

Amount in words
INR Thirty Two Thousand Nine Hundred Twenty Six and Fifty paise Only

Declaration: We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details:
Bank Name: **CANARA BANK**
A/c No: **2413201002057**
Branch & IFS Code: **WAZIRPUR SME BRANCH & CDR0002057**

Customer's Seal and Signature

John Doyle

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





Purchase bills entries of SSD and RAM for the IRC desktop upgradation



TAX INVOICE
NAMAN TRADERS
M-28 PRATAP NAGAR, DELHI 110007
GSTIN : 07GPFPS0236Q1ZY
email : namantraders.delhi@gmail.com

Original Copy

Invoice No : NK/082/22-23
Date of Invoice : 26-07-2022

Place of Supply : Delhi (07)
Reverse Charge : N

Billed to :
PRINCIPAL ST. STEPHENS COLLEGE
NORTH CAMPUS
DELHI 110007

Shipped to :
PRINCIPAL ST. STEPHENS COLLEGE
NORTH CAMPUS
DELHI 110007

GSTIN / UIN :

GSTIN / UIN :

S.N.	Description of Goods	HSN/SAC Code	Qty.	Unit	Price	Amount ()
1.	SSD HARD DRIVE 240 GB SSD 240 GB CRUCIAL		70.00	Pcs.	1,901.52	1,39,406.40
2.	RAM4GB DDR3 SIMMTRONICS	84733030	35.00	Pcs.	1,016.94	35,592.90
						1,74,999.30
Add : SGST @ 9.00 %						15,749.94
Add : CGST @ 9.00 %						15,749.94
Add : Rounded Off (+)						0.82
Grand Total 105.00 Pcs.						2,06,500.00

Tax Rate	Taxable Amt.	CGST	SGST	Total Tax
18%	1,74,999.30	15,749.94	15,749.94	31,499.88

Rupees Two Lakh Six Thousand Five Hundred Only

Bank Details : HDFC BANK A/C NO. 50200016305225
IFSC CODE :- HDFC0004401 GULABI BAGH DELHI 110007

Terms & Conditions
E & O.E.

1. Goods once sold will not be taken back.
2. Interest @ 18% p.a. will be charged if the payment is not made with in the stipulated time.
3. Subject to 'Delhi' Jurisdiction only.

Receiver's Signature

Ch
31/8/22

NAMAN TRADERS
M-28, Pratap Nagar
Delhi-110007

*As per Invoice
26/07/2022*

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





St. Stephen's College
Delhi 110007
India

Naman Traders
M-28 Pratap Nagar Delhi,
New Delhi-110007

July 20, 2022

Subject: PURCHASE ORDER FOR SSD 240 GB AND RAM

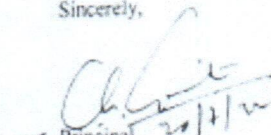
I am pleased to award the aforesaid purchase order as per the quotation and rates submitted by you on 13 July 2022. The delivery and installation must be in conformity with the specifications given in your original quotation:

S No.	Items	Rate	Unit	Amount
1.	1)SSD 240GB Crucial with 3 Years warranty	2350 (GST inclusive)	70	Rs.164500.00
2.	2) Simtronics 4GB DOR3 with 3 years warranty	1200 (GST inclusive)	35	Rs.42000.00
				Total Amount: Rs.2,06,500/- (Two lac six thousand and five hundred only)

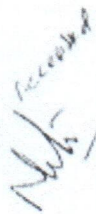
The following conditions will apply:

1. You are to ensure timely compliance in this regard.
2. No Mobilization advance will be paid.
3. The items should be delivered and installed within seven days of the receipt of this purchase order.
4. The above purchase order is subject to your acceptance of the conditions listed above.
5. Payment will be made by NEFT only, after the delivery and installation of the items.
6. M/S Naman Traders will coordinate for providing all warranty and services.

Sincerely,

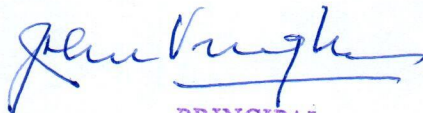

Principal
St. Stephen's College
Delhi-110007

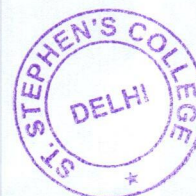



Received

Copy to IRC

Office : +91-11-27667200 e-mail : pstoprincipal@ststephens.edu


PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





Stock register entries of SSD and RAM for the IRC desktop upgradation

an absd product

STOCK REGISTER स्टॉक पंजी

वस्तु का नाम
Name of the article

384

RAM

Date तिथि	PARTICULARS विवरण	Bill No. बिल नं.	Receipt प्राप्त	Issue जारी	Balance बाकी	Remarks टिप्पणी
26-07-22	RAM	NK/082 /22-23	35	35	0	Installed in the IRC Lab



वस्तु का नाम
Name of the article

STOCK REGISTER स्टॉक पंजी

Hard Disk / SSD

MP 299

Date तिथि	PARTICULARS विवरण	Bill No. बिल नं.	Receipt प्राप्त	Issue जारी	Balance बाकी	Remarks टिप्पणी
	External Hard drive		2		2	
26-07-22	SSD HARD DRIVE	NK/082 22-23	70	70	0	Installed in the IRC System

John Singh

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





Copy of allotment of admission laptops

THE DETAILS OF NEW LAPTOPS

S. No.	S No of Laptop	Issue to	Dept./location	Signature	Date
1	CND0353HKJ				
2	CND0353HRR				
3	CND0353HTC	Mr. Biju Balan	Bursars Office		
4	CND0343DB2	Ms. Yippi Kikon	Dean's Office		5/12/2021
5	CND0353GTK	Mr. Sujay John	Sports Office		
6	CND0343BY3	Mr. Arnold Milton	IT Department		
7	CND0343Y9	Ms. Felicia (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	Cafe		
11	CND1180F	Available <i>Available Staff</i>	IRC <i>Guest House</i>	<i>SRP</i>	01/2/22
12	CND1180FPR	Available <i>M. REGINA YADAV</i>	IRC <i>ISAC</i>	<i>SRP</i>	14-Dec-21
13	CND1180H82	Dr. Geetanjali Sethi (Samuel Davidson)	Centre for Advanced Learning		15-Dec-21
14	CND127CZFP	Mr. Ravi	IT Department	<i>SRP</i>	02-Feb-22

Admission: 2020-21 and 2021-22

John Wesley
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007

