



COLLEGE OF ENGINEERING CHERTHALA

Issue No. / Date: 01/10.02.2017

LAPTOP ISSUE / USAGE STATEMENT

COEC/ISO/LAB/CS/513

Revn. No. / Date:00

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Personal Details:

Name		
Designation	Student <input type="checkbox"/>	Staff <input type="checkbox"/>
College ID Number		
Contact Numbers		
E-mail ID		

Device Details :

Brand Name		Verified by
Serial No.		
Machine No.		
TEQIP No.		
MAC IDs		

Hardware Specification (Processor, Ram, Hard-disk):

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I declare that I have received a laptop for professional / project use at college.

I am aware of and have signed rules / instructions listed below:

1. Data Protection Act: I understand that, it is my personal responsibility to ensure that personal or sensitive data is protected against unauthorised or unlawful access or processing.
2. Security: Whilst in my possession off site the laptop is my responsibility and I must take necessary steps to ensure it is kept secure (e.g. not leaving it in a car in plain sight).
3. It is my responsibility to ensure that the anti-virus software / any other software installed on the laptop is kept up to date.
4. Any additional software / hardware required by me (before or after taking handover) should be clearly communicated through direct and mail to the Systems Admin Department.
5. College Management / Authority is at the sole discretion on approving such requests.
6. In case of any malfunction, students are required to report the same to the Systems Admin Department.
7. Students may not take the laptop for repair to any external agency or vendor at any point of time.
8. I will change / remove any of the hardware or software elements without the prior permission from the Custodian / System Analyst.
9. I understand that I am solely responsible for any damage or failure occurred to the laptop.



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10. I understand that I will not allow any second person to use / repair my laptop or modify my laptop hardware or software configurations in anyways.
11. I will not misuse the laptop in anyways. I understand that, **I am solely responsible for any internet threats or causes generated from the given Mac id.**
12. I will immediately report any issues to the System Analyst of CEC for Technical Support.
13. If requested to do so by the CEC Technical Support I will return the laptop at the earliest possible opportunity.
14. If my student membership at CEC ceases I will return the laptop to the college.
15. The laptop remains the property of CEC and is only for my project / official use.
16. I shall be liable to replace or pay an equivalent amount to the organisation in case of theft, loss or damage to the property.

Received in good condition

Signature:

Date:

Encl: Copy of ID Card

For office use only: