

CIRCULAR

Date: 09.05.2025

Subject: Penalty Policy for Lost Laptops – Final-Year Students

All outgoing final-year students are hereby informed that the following **penalty charges will be applicable in case of lost laptops** issued by the university:

1. Laptop Models and Penalty Amounts:

- **HP 348 G4** (2018 model)
 - **Penalty for loss:** ₹10,000
- **Acer TravelMate P214-53** (2022 model)
 - **Penalty for loss:** ₹23,187

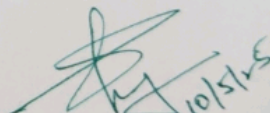
2. Damaged or Missing Parts:

- For any damaged or missing components, **50% of the current market price of the part** will be recovered from the student.

3. Payment Instructions:

Students must **first consult the System Administrator at Room No. AB1-004 (Ground Floor, Academic Block 1)** to verify penalty details. After consultation, payment should be made **through UPI or online banking only**. Once the payment is completed, students must visit **AB1-004** with the **printed payment receipt** to complete the clearance formalities. (keep a copy of the receipt)

Failure to comply will result in delay or withholding of academic and administrative clearance.


FIC Network & System.