

To,

The Principal  
Aditi Mahavidyalaya  
Bawane

2<sup>nd</sup> Aug 2017

Sub: Request for Technical Report of computers/laptops  
to not in working condition

Madam,

The IT committee requests you to kindly instruct the person concerned to prepare a technical Report of the Computers and laptops in the college which have not been in working condition and not upgradable in the present configuration. The same may be forwarded to Delhi Govt for necessary action.

Thanking you,

Yours sincerely

Khanna

POOJA KHANNA

Convenor

IT committee

To  
The Principal  
Aditi Mahavidyalaya  
Bawana  
Delhi-110039

10  
15/7

AO / Convenor  
Office Automation  
Committee

Mamta  
15/07/2017

Sub : Requirement of infrastructure for Office Automation

Madam,

It is submitted that the college is in the process of automation of the college. Prior to the automation of the office, we need the following infrastructure for its smooth functioning :

Sl. No.	Requirement	Quantity	Expected Price per Piece
1.	Computer Smart PC (All in one)	06	Rs.68,000.00
2.	Computer Smart PC – Server room	01	Rs.85,000.00
3.	Laser Color Printer – MFP M176n	01	Rs.28,000.00
4.	Reconfiguration of college Network		Rs.2,00,000.00

The configuration for Sl. No. 1 to 4 is attached herewith for your kind perusal. You are requested to provide the same at the earliest.

Thanking you.

Yours faithfully

JAMIL

System & Network Administrator

Jamil  
12/7/17

To  
The Principal  
Aditi Mahavidyalaya  
Bawana  
Delhi-110039

11/15/17

As per discussion ✓  
12/7/17

Madam,

This is with reference to the Office Order No. AM/2017/537 dated 08.07.2017 regarding digitization of college documents stored in Administration and Accounts Department

I would like to draw your kind attention that there are huge pile of documents in the Administration and Accounts Department of last 22 years. There will be more than one lakhs documents need to be scanned in order to digitize the documents. The infrastructure available with me is not sufficient to work out the above work. Please provide the following infrastructure for smooth digitization of the college documents.


1. HP Scanjet 7000 S2 sheet feed Scanner Rs.32,000.00
2. External Storage Drive – 10 TB Rs.50,000.00
3. PDF Merger Software with license Rs.10,000.00
4. One Attendant – for managing the files & documents

Keeping in view the above, you are requested to provide the above infrastructure to enable me to start the process of digitization.

The above is for your information.

Thanking you.

Yours faithfully

  
- 12/7/17  
**JAMIL**  
System & Network Administrator

## Aditi Mahavidyalaya

ICT requirement for Office Automation for year 2017-18

Sr. No.	Item	Specifications	Propose	Quantity Available	Quantity Required	Approx. Cost (Rs.)
1.	Computer Smart PC(All in one)	Intel I-series processor (i5 ), 4 GB RAM, 1TB Hard Disk LCD display, Wireless adapter, Windows 10		Nil	6 (Seven)	68,000/-
2.	Computer Smart PC(All in one)	Intel I-series processor (i5 ), 4 GB RAM, 2TB Hard Disk, LCD display, Wireless adapter, Windows 10		Nil	1 (One)	85000/-
3.	Laser Color Printer	Color ' <u>Laser</u> ' Printer with duplex printing Recommended Brand model:  HP laser jet Pro MFP M17n		Nil	1 (One)	28000/-



Ref. No. A.M. 2017.1537

Dated. 8-7-17.....

OFFICE ORDER

Mr. Jamil, System & Network Administrator is hereby instructed to digitalize the college documents stored in the Administration and Accounts Department.

*Mamta Sharma*  
DR. MAMTA SHARMA  
PRINCIPAL

Mr. Jamil.  
System & Network Administrator  
Aditi Mahavidyalaya  
Bawana, Delhi-39

Copy to :

1. S.O.(Admn.).
2. Personal File.
3. Master File.

ADITI MAHAVIDYALAYA  
UNIVERSITY OF DELHI  
BAWANA,  
DELHI-110 039.

Dated : 11.9.2015

We are enclosing herewith a letter dated 11.9.2015 received from System & Network Administrator regarding the requirement of following computer softwares of different departments:

SOFTWARE

- Administration Data Base Software – Admn Deptt.
- Accounting Fee Collection – Salary & Tax Related Software – Accounts Department
- Library Software – Library Deptt.
- Students' related software – 100 microsoft licence, 100 anti virus licence etc.

The estimated cost of the above items is around Rs.3 lacs. We request you to kindly give your approval to invite the quotations for the above items.

(ASHUTOSH AGGARWAL)  
S.O.(ADMN.)

Encl:as above

A.O.

Mamta Sharma

PRINCIPAL

TREASURER 13.9.15

CHAIRPERSON

Approved subject to kind permission  
of treasurer.

Bluer  
16/9/2015

S.O.(Admn)  
for approval action.  
18/9/15  
100% Decret  
S.P. Gull  
Chairperson

Ac  
Mamta  
18/9/15

Khanna

Pooja Khanna

IT Committee

The Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana,  
DELHI-39

APD  
Number 46  
11/09/15  
11/09/15  
Delhi-110039

Dated : 11.9.2015

Subject: Requirement of computer softwares of different departments.

Respected Madam,

I am giving hereunder the requirement of computer softwares and hardware of the following departments:

SOFTWARE

- Administration Data Base Software – Admn Deptt.
  - Accounting Fee Collection – Salary & Tax Related Software – Accounts Department
  - Library Software – Library Deptt.
  - Students' related software – 100 microsoft licence, 100 anti virus licence etc.
- The estimated cost of the above items is around Rs.3 lacs. I request you to kindly give your approval to purchase the above items.

Thanking you,

SYSTEM & NETWORK ADMINISTRATOR

Yours faithfully,  
Dgnif 11/9/15

11/9/2015  
11/9/15

11/9/15

To

The Principal

Date:24/07/2018

Chairman Governing Body,

Aditi Mahavidyalaya,

Bawana

Sub : Proposal / Justification for fee hike under IT committee

Madam, Sir-

As Convenor of IT committee I have proposed as fee hike of Rs 300 /-. The same will be utilised for maintenance of desktops/laptops/ other IT devices in the various labs in the college. The fund will also be utilised for AMC of these devices and procurement of new softwares as and when needed.

The Committee also proposes to organise seminars or workshops on updating the IT skills of the students from time to time during the new academic session. The above work has not been able to reach its right fulfillment.

In light of the above kindly permit the fee hike

Thanking You

Yours Sincerely,



Pooja Khanna

IT Committee



Dated : 11.9.2015

The Principal,  
Aditi Mahavidyalaya  
(University of Delhi),  
Bawana,  
DELHI-39

AO  
Mamber  
11/09/15  
46  
11-9-15

Subject: Requirement of computer softwares of different departments.  
Respected Madam,

I am giving hereunder the requirement of computer softwares and hardware of the following departments:

SOFTWARE

- Administration Data Base Software – Admn Deptt.
  - Accounting Fee Collection – Salary & Tax Related Software – Accounts Department
  - Library Software – Library Deptt.
  - Students' related software – 100 microsoft licence, 100 anti virus licence etc.
- The estimated cost of the above items is around Rs.3 lacs. I request you to kindly give your approval to purchase the above items.

Thanking you,

Yours faithfully,  
*(Signature)*  
11/9/15  
SYSTEM & NETWORK ADMINISTRATOR  
(JAMIL)

*(Signature)*  
11/9/2015  
*(Signature)*  
11/9/15  
*(Signature)*  
11/9/15

# अदिति महाविद्यालय

(दिल्ली विश्वविद्यालय)

आर्यावी रोड, बवाना, दिल्ली-110039

टेलीफोन : 27751317



*Aditi Mahavidyalaya*

(University of Delhi)

Aurchandi Road, Bawana, Delhi-110039

Telefax : 27751317

Ref. No. AW/2014/1793

Dated 2-9-18.....

The Director (Higher Education),  
Directorate of Higher Education,  
Govt. of NCT of Delhi,  
5, Sham Math Marg,  
DELHI

Sir,

This is to inform you that the college is in the process of automation of the college Administration, Accounts and the Library. The proposal for infrastructure compatible with the automation software and automation is attached herewith. Kindly sanction the same in order to have smooth functioning of the college and oblige.

Thanking you,

Yours faithfully,

**DR.MAMTA SHARMA**  
**PRINCIPAL**

Encl:as above

To

Dated: 02/02/2018

The Principal  
Aditi Mahavidyalaya  
Bawana  
Delhi-110039

**Sub: Urgent Requirement for Office Automation**

Madam,

This is with reference to the requests received from the different department & Library regarding installation of Office Automation. The estimates cost for the above items is Rs.1200000.00 approx. You are requested to instruct the concern person to look into the matter immediately for the smoothing functioning of the college. (Copy Enclosed)

Thanking you



Jannil  
System Network Administrator

ADITI MAHAVIDYALAYA  
(UNIVERSITY OF DELHI)  
BAWANA, DELHI-110 039.

Dated : 28.2.2018

The members of IT & Computer Committee attended the meeting held on 28<sup>th</sup> February, 2018 at 11.00 a.m. in the Principal's Office to finalise the quotation for Office Automation and purchase of computers.

Dr. Mamta Sharma, Principal




Dr. Pooja Khanna, Convener

Dr. Rajeev Kaur, Co-Convener

Dr. Parul Chopra, Member

Dr. Sunita Dahiya, Member

  
Sunita Dahiya



Minutes of IT committee held on 28 Feb 13  
at 11 am:

AGENDA: To finalize decision on quotation for Office Automation and purchase of Computers -

\* The committee met in the Principal's room to discuss the request received from Sh. Samid (letter attached) with regard to the purchase of 8 high end computers

\* The above are required to facilitate functioning of NAAC and Office Automation process.

\* Since the purchase of computers has already been approved in the governing Body of minutes attached) the committee decided to forward a request for inviting price quotations for purchase of 8 high end computers.

\* The System Administrator provided the specifications for the same (Attached)

\* The committee also decided to forward request for calling of quotations for office automation (preparably by ... ..)

Minutes

Associate Professor, Department has been appointed as Teachers' Representative for the period of one year w.e.f. 26.12.2017 under less than 10 years' service category vide University letter bearing No. CS-11(108)/TR/GB/AM/2017/194 dated 29.12.2017.

TEM NO.3 (Reporting)

Mr. Santosh Kumar, Assistant Professor (Sanskrit) has been appointed as Teachers' Representative for the period of one year w.e.f. 26.12.2017 under less than 10 years' service category vide University letter No. CS-11(108)/TR/GB/AM/2017/194 dated 29.12.2017.

TEM NO.4

The Governing Body resolved to approve the automation of office and library of the college and the same may be procured as per GFR rules.

- A detailed proposal for the office including the issues of Administration viz. admission, attendance, time-table, leave record etc.; Accounts viz. provident fund, LTC, salary, income tax etc. should be prepared.
- Detailed proposal for the library automation under the advice of Prof. D. V. Singh, University Librarian, University of Delhi should be prepared

These should be sent to Directorate of Higher Education, Govt. of NCT of Delhi for approval and financial aid. However, in the interim period, College Development Fund may be utilized for the above purpose.

It was also reported that 559 laptops are available in the college which were received during the FYUP from the University of Delhi. It was decided that

- Since laptops are lying unutilized, a facility may be created for the benefit of the staff and students of the college.
- All the faculty members may be issued laptops.

letter from Mr. Jamil, System & Network Administrator regarding upgrading of the infrastructure with advanced software was also reported.

To,

The Principal,  
Ardi Mahavidyalaya  
Bansara

28<sup>th</sup> Feb 2018

Sub: Regarding Office Automation Process  
Madam,

In response to the request received from Sh. Javil (System Administrator) regarding initiating automation work in college, the IT committee requests to invite quotation for the same so that the process can start at the earliest. The quotations may preferably be through GEM portal. However, if there is delay/obstruction in the above, the quotations may be invited from the open market if the administration deems it fit.

The technical details are attached for your perusal.

Yours sincerely,

Khanna

Dr. Rojja Khanna  
Convener  
IT committee

Rajeev Kaur

Dr. Rajeev Kaur  
Co. Convener  
IT Committee

TEM NO.4

The Governing Body resolved to approve the automation of office and library of the college and the same may be procured as per GFR rules.

- A detailed proposal for the office including the issues of Administration viz. admission, attendance, time-table, leave record etc.; Accounts viz. provident fund, LTC, salary, income tax etc. should be prepared.
- Detailed proposal for the library automation under the advice of Prof. D. V. Singh, University Librarian, University of Delhi should be prepared

These should be sent to Directorate of Higher Education, Govt. of NCT of Delhi for approval and financial aid. However, in the interim period, College Development Fund may be utilized for the above purpose

was also reported that 559 laptops are available in the college which were received during the FYUP on the University of Delhi. It was decided that

- Since laptops are lying unutilized, a facility may be created for the benefit of the staff and students of the college.
  - All the faculty members may be issued laptops
- letter from Mr. Jamil, System & Network Administrator regarding upgrading of the infrastructure with advanced software was also reported.
- **The Governing Body approved 7-8 high-end computer systems compatible with advanced software**
  - The Governing Body also approved an Apple laptop and Ipad for the Principal office
- detailed proposal should be sent to Directorate of Higher Education, Govt. of NCT of Delhi and in interim period the same may be purchased from College Development Fund



Social growth of students and their development into a complete personality.

The benefits of the College:

1. monitoring,
2. scheduling,
3. tracking,
4. analyzing and
5. reporting

The academic and administrative activities in a single integrated application - Minimizing its need for additional products and further customization at high costs.

### Analytics

1. The tool enables parents / principal to access and analyze any kind of data through
2. Their dashboards.
3. College/institute user can also use the pre-defined reports / outputs and can perform
4. Various functions like sort, order, group etc.
5. The reports can be printed / converted to pdf and saved for later use / exported to

To,

1479  
10/3/18

AC / Ss PA (S.M.A.)

The Principal,  
Aditi Mahavidyalaya  
Bawana

26 April 2018

sub: Proposal to have IT Enabled classrooms  
Madam,

For reference  
I might have checked  
at this is V. computer  
for B.A.A.C.

Wanda

09.06.2018

19/4/18

In order to have IT enabled classrooms  
the IT committee proposes the purchase  
of projectors for the coming academic  
Session 2018-19

It may be noted that the college  
is already in possession of 26  
Projectors out of which 16 are functional.  
Keeping the above in mind the committee  
requests that the projectors that are  
lying unserviceable be rectified and  
arrange purchase of the remaining 20 New  
Projectors. The specifications of the  
same may be sought from the  
Systems Administration, details of projectors  
are attached.

Yours Sincerely,

Khoro

POOJA KHANNA  
CONVENER

Rajeev Kaur  
RATHEE KAUER  
CO-CONVENER

Gmail

Jamil khan <jamilmcp@gmail.com>

## Information regarding Working-Non-working of Projector in College

1 message

Jamil Khan <jamilmcp@gmail.com>

Tue, May 1, 2018 at 12:33 PM

To: Aditi Maha <info@amv94.org>, mamta sharma <mamta610@gmail.com>

Madam,

I am Submitting the projector report.

PROJECTER			
S.No	ROOM NUMBER	CONDITION	
1	42	OK	
2	41	OK	
3	44	OK	
4	49	OK	
5	48	OK	
6	51	Wireing Break	
7	36	OK	
8	35	OK	
9	38	OK	
10	40	OK	
11	32	Electricity Scket Break	
12	23	Electricity Scket Break	
13	25	OK	
14	22	OK	
15	31	Electricity Scket Break	
16	27	Pluge Break	
17	30	OK	
18	33	Electricity Scket+Pluge Break	
19	18	Electricity Scket Break	
20	17	Electricity Scket Break	
21	16	OK	
22	28	Pluge Break	
23	Commerce Wing	Hall	
24	Commerce Wing	Stock Room	
25	Commerce Wing	Stock Room	
26	Confrense Room	projector Cable break	

Thanking you.

Yours faithfully  
Jamil

System & Network Administrator

**From :** Saurabh Gupta (BMSI) <v-gupsa@microsoft.com> Tue, May 08, 2018 03:33 PM  
**Subject :** Microsoft Software Asset Management and Advisory Project Aditi Mahavidyalaya  
**To :** mamta610@gmail.com

**Cc :** info@amv94.org, jamilmcpg@gmail.com, Sandeep Kumar <sandk@microsoft.com>, Ankur Ohri <anohri@microsoft.com>, Kapil Dev Rehani <kareha@microsoft.com>, Alok kumar (V5 Global Services Pvt Ltd) <v-aloku@microsoft.com>, Kunal Seth (V5 Global Services Pvt Ltd) <v-kuset@microsoft.com>, Y.Bala Raju (BMSI) <v-yraju@microsoft.com>, Mohit Ahuja (BMSI) <v-moahu@microsoft.com>, Kamal Pal <kapalmit@microsoft.com>, Sharad Gaur (BMSI) <v-shagau@microsoft.com>

7th May, 2018  
Ms. Mamta Sharma

Aditi Mahavidyalaya.  
Aditi Mahavidyalaya, Bawana, Delhi-39.

Dear Ms. Mamta,

Microsoft would like to work with your organization to help you optimize your Software Assets and get the right advisory services suited to your needs. Having accurate and complete information on your software assets can also empower you to make strategic decisions to use updated technologies to safeguard and grow your business.

We have designed the process in a manner that allows us to provide more value to your organization through steps that will be relevant to your business and IT setup. The key steps and stages are as follows.

1. Receipt of the Engagement Letter at your end. Subsequently an authorized Microsoft representative will contact to assist you across the entire process.
2. Please fill in the attached format above to capture the Microsoft layout in your Organization.
3. Please share details of OEM/FPP licenses purchased as well as any End User Licensing Agreement, details if any.
4. Details of Subscription of any Microsoft program that your Organization may have.
5. Based on your inputs above, we would draw an Estimated Licensing Position,

As discussed with Mr. Jamil Khan and as per our current understanding we are sharing the details of the quantity and correct form of licensing under which you need to procure the licenses to become complaint.

Please do understand, license compliance is a matter of corporate responsibility from a

*Dr. Jagan Kumar*  
*2 attachments*

15/14  
14/5/18

user organizations position. In the interest of customer, it is important that we set this record correct.

To avoid Mis-licencing kindly refer to the part codes mentioned below –

Part Code	Item Name	Quantity
KW9-00311	WINHOME 10 SINGL OLP NL Acdmc Legalization GetGenuine	100
Windows 10 Upgrd	WinPro 10 SINGL Upgrd OLP NL Acdmc	100
79P-05537	OfficeProPlus 2016 SINGL OLP NL Acdmc	100
R18-05099	WinSvrCAL 2016 SINGL OLP NL Acdmc DvcCAL	100

Our business team will align Microsoft Partners with you who will be sharing the required quotations.

**Please feel free to contact me or my business manager, Mr. Kunal Seth (9711776559), in case of any query.**

Kindly acknowledge this mail and share the purchase order.

If you have any questions, please do not hesitate to contact the undersigned.

Thank you for your cooperation, we look forward for an early and positive response from you

Thanks and Regards,

Saurabh Gupta  
Sr. Inside Process Specialist - Software Asset Management

☎ +91-124-4759330 Ext: 30171

✉ Mail: [v-gupsa@microsoft.com](mailto:v-gupsa@microsoft.com)

**Please rate your experience of this call here - <https://www.microsoft.com/en-in/campaign/microsoft-and-me/default.aspx?partner=IS>**  
**For more info around Microsoft's SAM initiatives, please visit <https://www.microsoft.com/en-in/sam>**



image001.jpg  
426 B



image002.png  
495 B

# Minutes of Automation Committee held on

31st July 2017 :-

Venue: Principal Room

Time: 12:30 pm

Agenda: To discuss requisition received from Sh. Jamil (System Administrator) regarding procurement of goods/software for automation / Digitization.

- \* The committee received a requisition from Sh. Jamil regarding procurement of goods/software for enabling automation / digitisation of documents in college.
- \* The committee is of the opinion that the list enclosed is justified as the equipments specified are needed to enable smooth functioning of NAAC accreditation also.
- \* The committee approved of the requirement placed as Sh. Jamil was able to convince the members regarding the justification of the above purchases.
- \* The committee endorsed the requisition and it was decided that a copy of the minutes be forwarded to the Purchase Committee after approval from Governing Body.
- \* It was also decided that MGRN be called on 2nd Aug at 10:30 to make a presentation.

\* The Committee is of the opinion that since there is no running/recuring fund for the attached purchases, the same may be permitted by Chairperson/ Treasurer of Governing Body to be purchased from Student Development Fund (Student Fund)

\* The committee also proposed to seek approval from Governing Body regarding enhancement of Student fee, to cater to maintenance of the above.

\* The decision of fee hike is reached in after extensive research from other colleges - Bhoriti College, Rajguru College also following the same process.

\* The amount of fee-hike may be decided in the next meeting after consultation from other colleges

Minutes of Automation Committee endorsed and  
Meeting attended by :-

1. Dr. Manta Sharma (Principal) Present
2. Sh. V. P. Twarri A O (Admin) Admin
3. Sh. I. K. Mishra (S.O. Accounts) Present
4. Sh. Janil (System Administrator) Present
5. Sh. Chander Shekhar Senior Assistant Present
6. Ms. Kavita (Professional Assistant) Library
7. Dr. Rajeiv Kaur (Dept of Communc) Present
8. Dr. Pooja Khanna. (Dept of English) Khanna
9. Sh. Nitesh Maan (Cashier) Khanna
10. Sh. Ashutosh Aggarwal. SO (Admin) Present

21/7/17



To,

Sh Ashutosh Agarwal (S.O Admin)  
Aditi Mahavidyalaya  
Rawana

Date

Sub: Purchase / Upkeep / Installation of CCTV

Sir,

Attached is the requirement to be considered by the three member purchase committee regarding purchase / installation / Upkeep of CCTV cameras for the college campus. The same may be considered urgent and approved to please consider, facilitate smooth functioning

before the commencement of the academic session 2018-19

Yours

(Sh. Tariq Khan)

Systems Administration

312  
23-1-2020

To,

The Principal,  
Aditi Mahavidyalaya  
Bawana  
20<sup>th</sup> Jan 2020

SO (Admin)

Manita  
23.1.2020.

Sub: Request for action on permissions  
sought by Sh. Janil (System Administrator)

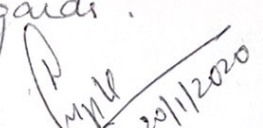
Madam,

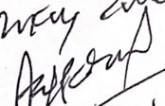
The IT Committee in its meeting on 20/1/20  
has agreed to process the following  
requests received from Sh. Janil :-

1. To withdraw MTNL internet services and restore  
DU and Jio fibre internet facilities (letter attached)
2. To install 5 projectors in the new allotted rooms  
(letter attached)
3. To purchase 8 new access points and rectify 6 damaged  
points (letter attached)
4. To install LAN connection in both computer labs
5. To expedite process of electronic disposal (request attached)  
of obsolete computers (3<sup>rd</sup> Reminder) letter attached.

We request your immediate action in the  
matter to ensure smooth functioning.

Regards.

  
DR HEMA GUPTA  
CONVENOR  
IT COMMITTEE

Principal Madam,  
Kindly may allow.  
  
23/1/2020

## IT COMMITTEE

Minutes of Meeting held as per details :-

Date : 20 Jan 2020

Time : 12.30 pm

Venue : Staff Room

Meeting attended by:

Dr. Hema Gupta Convenor

Dr. Pooja Khanna Co-Convenor Khanna

Dr. Neetu Dabas Member (on CCL)

\* The committee deliberated upon the requests received from Sh. Jamil (System Administrator) regarding the following issues :-

1. Withdrawal of MTNL internet services and restore DU and Jio fibre internet facilities (letter attached)
2. To install 5 projectors in the new allotted rooms (letter attached)
3. To purchase 8 new access points and rectify 6 damaged points (letter attached)

4. To install LAN connection in both computer labs  
(letter attached)
5. To expedite your immediate action in the matter to ensure smooth functioning.
6. Also request processing of electronic disposal of 40 obsolete computers.

The Committee approved processing the above requests.



Aditi Mahavidyalaya <info@aditi.du.ac.in>

SO (Admin) / Convenor, IT Committee

Regarding MTNL Internet

1 message

jamil khan <jamilmcp@gmail.com>

To: mamta610@gmail.com, "ashu0256@yahoo.co.in" <ashu0256@yahoo.co.in>, Chandershekar Sharma <css@aditi.du.ac.in>, info@aditi.du.ac.in, hemagupta212@gmail.com

Mamta  
20-1-2020  
20-1-2020 at 2:57 PM

Madam,

This is to inform you that Internet service DU & Jio Fiber restored. You are requested to

Withdraw The MTNL internet service from MTNL Phone number -01127751317.

The above is for your information and necessary action in this regard.

Thanking you.

Yours faithfully

JAMIL

System Administrator



SO (Adm)

Aditi Mahavidyalaya <info@aditi.du.ac.in>

Mamta  
20.1.2020.

## Regarding Install & Repair Projectors

1 message

Fri, Jan 17, 2020 at 3:00 PM

Jamil Khan <jamilmcp@gmail.com>

To: mamta610@gmail.com, info@aditi.du.ac.in, "ashu0256@yahoo.co.in" <ashu0256@yahoo.co.in>, chandreshkar Sharma <css@aditi.du.ac.in>, Hemagupta212@gmail.com

Madam,

This is to inform you that the five projectors have been removed from five rooms of the college. The projectors are to be installed in new allotted rooms. I request you to kindly permission five Projector install new room. Projector Details:

S.No	ROOM NUMBER	CONDITION
1	42	OK
2	41	OK
3	44	OK
4	49	OK
5	48	OK
6	51	OK
7	36	OK
8	35	OK
9	38	OK
10	40	OK
11	32	OK
12	23	OK
13	25	OK
14	22	OK
15	31	VGA PORT BREAK
16	27	OK
17	33	VGA PORT BREAK
18	18	OK
19	17	OK
20	16	VGA CALBLE BREAK
21	Conference Room	projector Cable break
22	5	NEW INSTALL+ VGA PORT
23	10	NEW INSTALL+ VGA PORT
24	45	NEW INSTALL+ VGA PORT
25	54	NEW INSTALL+ VGA PORT
26	57	NEW INSTALL+ VGA PORT

The above is for your information and necessary action in this regard.

Thanking you.



SO (Adm)

Adil Mahawidya <info@asdi.du.ac.id>

Mamta

20/1/2020

Regarding Purchase & Install New Access Point

1 message

jamil kikan <jamilkcp@gmail.com>

Fri, Jan 17, 2020 at 10:01 PM

To: mamta810@gmail.com, info@asdi.du.ac.id, "astu0258@yahoo.co.id" <astu0258@yahoo.co.id>  
chandertheekar Shamma <cas@asdi.du.ac.id>, Hemagupta17@gmail.com

Madam,

This is to inform you that three new buildings have been constructed for which there is a need of eight new access points. Besides, six wi fi access points are damaged due to renovation & short circuit of college. I request you to kindly accord your approval to purchase eight access points from GeW Portal.

I, therefore, request you to kindly accord your approval to purchase from GeW portal

The above is for your information and necessary action in this regard.

Thanking you.

Yours faithfully

JAMIL  
System Administrator

JAMIL  
(9960078855)

01/20/2020 09:21



Aditi Mahavidyalaya <info@aditi.du.ac.in>

*SO (Admin) / Convenor  
Namta IT Committee*

Information regarding obsolete computers

Message

Jamil Khan <jamilmcp@gmail.com>  
namta610@gmail.com, info@aditi.du.ac.in, "ashu0256@yahoo.co.in" <ashu0256@yahoo.co.in>  
Vidya Shekar Sharma <css@aditi.du.ac.in>, Hemagupta212@gmail.com

Fri, Jan 17, 2020 at 3:35 PM

*20.1.2020*

Madam,

It is submitted that the computers installed in the college as per the configuration given below become obsolete as they were installed around 12 years back. Most of them are not in proper working conditions.

Sl. No.	Configuration	Quantity
1.	HP Intel Core CPU 6600, 2.4 GHz, RAM 512MB	40
2.	Dell OptiPlex 755	20
3.	HP Compaq DX 2700	20

You are requested to instruct the concern official to call upon the Technical Staff from the concern Department of Govt. of NCT to initiate the process of dumping the above computers.

Thanking you.

Yours faithfully

**JAMIL**  
System & Network Administrator

01/20/2020, 09

1/20/2020, 12:15 PM





SO (Adm) |  
Aditi Mahavidyalaya <info@aditi.du.ac.in>

**Requirement Lan Networking two lab (OMSP & Commerce Lab)**

1 message

Mamta  
20.1.2020.

jamil khan <jamilmcp@gmail.com>

Fri, Jan 17, 2020 at 3:31 PM

To: mamta610@gmail.com, info@aditi.du.ac.in, "ashu0256@yahoo co. in" <ashu0256@yahoo.co.in>, chandershekar Sharma <css@aditi.du.ac.in>, Hemagupta212@gmail.com, leenashgl@gmail.com

Ma'am,

This is to inform you that our both computer lab not install Lan networking. I request you to kindly accord your approval to Lan connection both lab.

The above is for your information and necessary action in this regard.

Thanking you.

Yours faithfully

**JAMIL**  
System Administrator



jamil khan <jamilmcp@gmail.com>

---

## Requirement Lan Networking two lab (OMSP & Commerce Lab)

---

1 message

Fri, Jan 17, 2020 at 2:01 AM

jamil khan <jamilmcp@gmail.com>  
To: mamta610@gmail.com, info@aditi.du.ac.in, "ashu0256@yahoo.co.in" <ashu0256@yahoo.co.in>, chandershekar  
Sharma <css@aditi.du.ac.in>, Hemagupta212@gmail.com, leenashgl@gmail.com

Ma'am,

This is to inform you that our both computer lab not install Lan networking. I request you to kindly accord your approval to Lan connection both lab.

The above is for your information and necessary action in this regard.

Thanking you.

Yours faithfully

**JAMIL**  
System Administrator



jamil khan <jamilmcp@gmail.com>

## Regarding Install & Repair Projectors

1 message

jamil khan <jamilmcp@gmail.com>

To: mamta610@gmail.com, info@aditi.du.ac.in, "ashu0256@yahoo co. in" <ashu0256@yahoo.co.in>, chandershekar Sharma <css@aditi.du.ac.in>, Hemagupta212@gmail.com

Fri, Jan 17, 2020 at 1:30 AM

Madam,

This is to inform you that the five projectors have been removed from five rooms of the college. The projectors are to be installed in new allotted rooms. I request you to kindly permission five Projector install new room. Projector Details:

S.No	ROOM NUMBER	CONDITION
1	42	
2	41	OK
3	44	OK
4	49	OK
5	48	OK
6	51	OK
7	36	OK
8	35	OK
9	38	OK
10	40	OK
11	32	OK
12	23	OK
13	25	OK
14	22	OK
15	31	OK
16	27	VGA PORT BREAK
17	33	OK
18	18	VGA PORT BREAK
19	17	OK
20	16	OK
21	Conference Room	VGA CALBLE BREAK
22	5	projector Cable break
23	10	NEW INSTALL+ VGA PORT
24	45	NEW INSTALL+ VGA PORT
25	54	NEW INSTALL+ VGA PORT
26	57	NEW INSTALL+ VGA PORT

The above is for your information and necessary action in this regard.

Thanking you.

Yours faithfully

**JAMIL**  
System Administrator



jamil khan &lt;jamilmcp@gmail.com&gt;

**Information regarding obsolete computers**

1 message

Fri, Jan 17, 2020 at 2:05 AM

jamil khan <jamilmcp@gmail.com>  
To: mamta610@gmail.com, info@aditi.du.ac.in, "ashu0256@yahoo.co.in" <ashu0256@yahoo.co.in>, chandershekar  
Sharma <css@aditi.du.ac.in>, Hemagupta212@gmail.com

Madam,

It is submitted that the computers installed in the college as per the configuration given below become obsolete as they were installed around 12 years back. Most of them are not in proper working conditions.

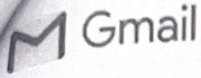
Sl. No.	Configuration	Quantity
1.	HP Intel Core CPU 6600, 2.4 GHz, RAM 512MB	40
2.	Dell OptiPlex 755	20
3.	HP Compaq DX 2700	20

You are requested to instruct the concern official to call upon the Technical Staff from the concern Department of Govt. of NCT to initiate the process of dumping the above computers.

Thanking you.

Yours faithfully

**JAMIL**  
System & Network Administrator



jamil khan <jamilmcp@gmail.com>

## Regarding Purchase & Install New Access Point

1 message

Fri, Jan 17, 2020 at 1:31 AM

To: mamta610@gmail.com, info@aditi.du.ac.in, "ashu0256@yahoo co. in" <ashu0256@yahoo co.in>, chandershekar Sharma <css@aditi.du.ac.in>, Hemagupta212@gmail.com

Madam,

This is to inform you that three new buildings have been constructed for which there is a need of eight new access points. Besides, six wi fi access points are damaged due to renovation & short circuit of college. I request you to kindly accord your approval to purchase eight access points from GeM Portal.

I, therefore, request you to kindly accord your approval to purchase from GeM portal

The above is for your information and necessary action in this regard.

Thanking you.

Yours faithfully

**JAMIL**  
System Administrator

--  
JAMIL  
(9990078655)

1/20/2020, 12:14 PM

To

The Principal  
Aditi Mahavidyalaya  
Bawana  
Delhi-110039

Subject: Regarding WIFI Lan

Date: 13/01/2020

SO(Adm) / Dr. Renu Gupta  
Maamta  
13/01/2020

It is to inform you that six access points and LAN have been damaged due to renovation in class rooms. I request you to kindly accord your sanction worth Rs. 24,000.00 for the above. The details of the items are as follows:

- |                                 |   |          |          |
|---------------------------------|---|----------|----------|
| 1. Cat VI Cable                 | - | 1 bundle | 4800 Rs  |
| 2. Plastic Bid/Pipe for Cabling | - | 300 mtr  | 3000 Rs  |
| 3. 8Port POE Switch             | - | 1 nos    | 10000 Rs |

Electrician Charge for Networking 7000.00 In this regard; please accord your approval to provide an advance of Rs. 24000.00 so that the above items can be purchased from the open markets.

Thanking you

Jamil  
System Network Administrator

Principal Madam,  
kindly may  
allow. Approved  
13/1/2020

Ma'am please  
kindly sanction  
w.b  
14/1/20

approved  
13/1/20  
14/1/20

allowed  
Maamta

75  
01-2-21

Date: 01.02.2021

SO (Admin) | To place in  
Maurta Finance  
01.02.2021 Committee

To

The Principal  
Aditi Mahavidyalaya  
Bawana  
Delhi-110039

**Sub: Requirement regarding CPU (With Two LAN Card)**

Ma'am,

As you already know that the JIO's internet speed is 20 Mbps only at single point /place in your college and in order to provide high-speed internet Connectivity all over college, College has to set up a DHCP server, therefore, there is a requirement of high configuration one unit CPU (Central Processing Unit).

Submitted your kind perusal for purchasing and financial approval, please.

Thanking You

Yours Faithfully

Estimated Cost - 40K to 50K - Per

CP

Jamil

Jamil  
System Network Administrator



Desktop Computers 1

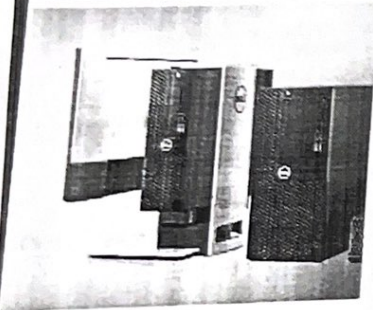


Shopping Cart



### DESCRIPTIONS

Information Technology Broadcasting and Telecommunications Computer Equipment and Accessories Computers Desktop Computers 1



## Dell TN Desktop Computers 1, Size 19.5 Inches (Dell) (Dell Vostro 3681 SFF)

# ₹ 49,500.00



Price For : 1 pieces

MRP/Unit: ₹ 72,345.00

Offer Price/Unit: ₹ 49,500.00

Availability: 19 In Stock

Min. Qty. Per Consignee: 1

[EDIT CONSIGNEE](#)

Product id: 5116877-83940173594

Country Of Origin: India

Local Content (MII): Not Declared

Sold by: Resellers

★★★★★ 3.53

[View Sellers Details](#)

[Compare](#)

[COMPARE](#)

[PRODUCT HISTORY](#) ①

2/10/2021, 10:27

Date: 15/2/2021

To

The Principal  
Aditi Mahavidyalaya  
Bawana  
Delhi-110039

SO (Admin)  
Mamta  
16.02.2021.

**Sub: Regarding installation and configuration of Wi-fi Access Point**

Ma'am,

It is submitted that we have given order for procuring 15 Access Points from GeM Portal for providing internet through wi-fi in the college campus.

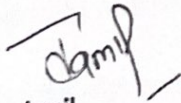
You are requested to give your permission to install and configure the Access Points at different locations in the college after procuring Access Points from the vendor. The estimate cost for installation and configuration of Access Points is approximately Rs.20,000.00.

You are also requested to give permission to buy 300 metres of CAT 6 Cables from GeM Portal required in the installation of Access Point.

The above is for your information and approval please.

Thanking You

Yours Faithfully

  
Jamil  
System Network Administrator

Estimate

These members  
committee  
Dr Beena Riji  
Dr Pooja Khanna  
Dr Hema Gupta

Minutes of the meeting held on 18<sup>th</sup> Feb. 2021 at 11 A.M.

Platform : Google meet

Agenda: To invite quotations for installations of access points

1. The three member committee constituted to look into the request received from system administration Mr. Jamil regarding installation of access points in college premises.
2. The feasibility and need for the same during online mode of teaching was discussed.
3. We were told by the Mr. Jamil that access point are not available on GEM portal so the committee decided to invite quotations from the open market on the basis of the requirements raised by the system administration.
4. The system administration was requested to look into the technical feasibility of the proposal.

Compose

Inbox 1146

Starred

Snoozed

Important

Sent

Drafts 32

More

Labels

[imap]/Sent

[imap]/Trash

Junk

Notes

More

### Reminder 1 - Regarding installation and configuration of Wi-fi Access Point

Inbox x

Mon, Mar 1, 2021, 11



**jamil .** <jamil@aditi.du.ac.in>  
to info, principal, ashutosh, me, Pooja, beenaareji

Ma'am,

It is submitted that we have given order for procuring 15 Access Points from GeM Portal for providing internet through wi-fi in

You are requested to give your permission to install and configure the Access Points at different locations in the college after from the vendor. The estimated cost for installation and configuration of Access Points is approximately Rs.20,000.00.

You are also requested to give permission to buy 300 metres of CAT 6 Cables from GeM Portal required in the installation of Ac

The above is for your information and approval please.

Thanking You

Yours Faithfully

Jamil

mail

Jamil Khan <jamilmcp@gmail.com>

---

**Access point configuration**

1 message

---

**business@erservices.in** <business@erservices.in>  
To: jamilmcp@gmail.com

Wed, Feb 17, 2021 at 2:11 PM

Dear Sir,

Greetings of the day!!

Kindly find the enclosed quotation.

For any clarifications please feel free to contact us.

Thanks With Regard

Team Er. Services  
150 BBC Complex Kilokri New Delhi 110014  
8178435724,9802122948,  
Email ID: business@erservices.in , service@erservices.in  
Website :- www.erservices.in

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 **ADITI.pdf**  
226K

15-Feb-21

Principal  
Aditi Mahavidyalaya  
Kuchhandi Main Rd, Bawana Industrial Area, Vijay  
Nagar, Bawana, Delhi, 110039 Delhi, Delhi

### Estimate for Access points configurations

Sl No	Site	Specifications	Qty	Make/ Model	Unit Price	Total AMOUNT	
1	Aditi Mahavidyalaya	configurations on server	15	TPLink / Accesspoints EAP	INR 1,200.00	INR 18,000.00	
						CGST @9%	1620
						SGST @9%	1620
						GST AMOUNT	3240
						Total After GST 18%	INR 21,240

\* Warranty As per OEM  
\* Payment should be 100% after Delivery  
\* This quotation is valid for 30 days from the date as mentioned



...y8ec7a&view=pt&sent

mail

Jamil khan <jamilmcp@gmail.com>

configuration


1 message

Davender bisht <davenderbisht1@gmail.com>  
To: jamilmcp@gmail.com

Wed, Feb 17, 2021 at 2:12 PM

dear sir

please find the attached documents

 Mtek Aditi Mahavidhwalay.pdf  
114K

# M-TEK INDIA

W-1, Second Floor, DB Gupta Road, Naiwalan, Karol Bagh Delhi - 110005  
Ph 41544551, 9871639944, 9910810044, E-mail: info@mtkindia.com

## Quotation for ACCESS POINT Configuration

To  
The Principal  
Aditi Mahavidyalaya  
Auchandi Main Rd, Bawana Industrial Area,  
Vijay Nagar, Bawana, Delhi, 110039

Quotation No.	132
Date	16-02-2021

Dear Sir,  
This is with reference to discussion you had with us regarding installation of Access Point Configuration, we would like to furnish quotation for the supply of items as indicated below:

S.no	Description of goods	Qty	Unit Price	Amount
1.	Estimate for configurations of TP-Link EAP and profile on server for 15 Access points	15Nos	2,000	30,000
Estimated Total				30,000 + GST

### Terms and Conditions:

1. **Taxes:** Extra, as applicable by govt. of India at the time of billing.
2. Quantities may vary based on actuals at the time of billing.

Please feel free to contact us for any further details you may want.

Thanking You,

Regards,



**Radhika Thukral (Sr. Manager – Retail Sales and Administration)**  
**M-Tek India**  
**+91 11 41544551**



view=pt&search=

mail

Jamil Khan <jamilmcp@gmail.com>

**Estimate for Access points configurations on server**

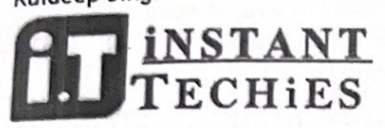
message

Kuldeep Singh <singh.kuldeep.kd@gmail.com>  
To: Jamil Khan <jamilmcp@gmail.com>, Jamil Khan <jamilmcp@yahoo.co.in>

Tue, Feb 16, 2021 at 2:07 PM


Hi,  
Please find the attached estimate.


Thanks & Regards  
Kuldeep Singh

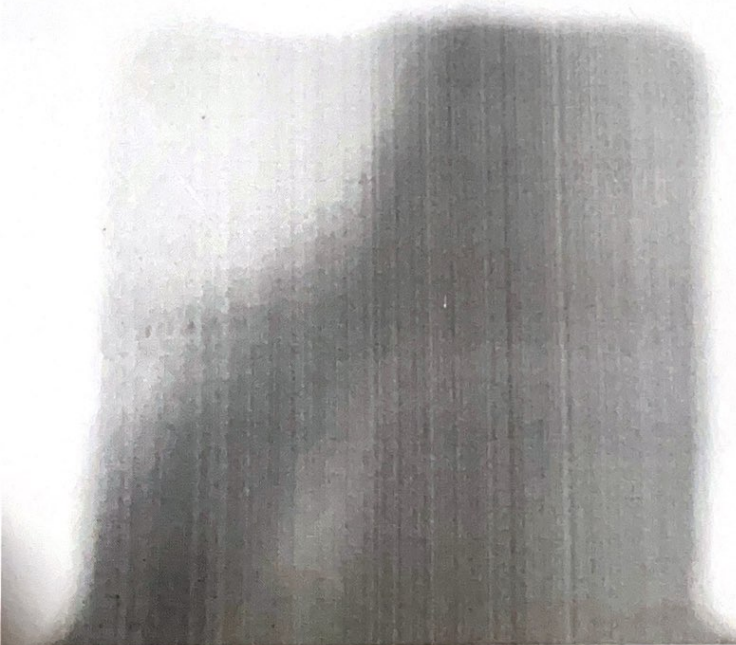


Mob: +91-9711184353 | Mob : +91-8802046276

**P** Don't print this e-mail unless it's really necessary. Spread environmental awareness.

 Virus-free. [www.avast.com](http://www.avast.com)

 **ADITI estimate wireless.pdf**  
237K



15<sup>th</sup> February, 2021

#2021/FEB/ADITI/001

To,  
Principal  
Aditi Mahavidyalaya  
Auchandi Main Rd, Bawana Industrial Area, Vijay Nagar, Bawana, Delhi, 110039

**Estimate for Access points configurations on server**

Sno	Site		Qty	Make/ Model	Unit Price	Total AMOUNT
01	Aditi Mahavidyalaya	Access points configurations on server	15	TpLink Controller & access points	INR 1,500/-	INR 22,500.00
02	Aditi Mahavidyalaya	Mounting				

\* 02 Days activity

\* GST @18% EXTRA

\* 3 months remote support after completing the work.

\* You can contact us by sending an e-mail at [90manishbisht@gmail.com](mailto:90manishbisht@gmail.com)

M +91-9953774388 | +91-8802046276 | +91-9711184353 | L 011-27486837  
MANISH BISHT (Project Manager)



Shopping Cart



APPLICATIONS

Electronic Components and Supplies Passive discrete components discrete components CAT 6 Cable for Outdoor



### Bestnet 0.57 mm (23 AWG) 8 Meter Bestnet<sup>R</sup> (Bestnet BNCAT6-SFTP)

**₹ 6,000.00**



Price For : 1 meter

MRP/Unit: ₹ 12,599.00

Offer Price/Unit: ₹ 6,000.00

Availability: 1 In Stock

Min. Qty. Per Consignee: 1

EDIT CONSIGNEE

Product id: 5116877-23892000712

Country Of Origin: India

Local Content (MII): Not Declared

Sold by: Resellers

Reseller not verified by OEM

Catalogue not verified by OEM

★★★★☆ 3.43

Ask GeMmy  
PRODUCT COMPARE

PRODUCT HISTORY ①

2/18/2021, 10:3

na

Jacket material : PVC  
Storage temperature range : -20 deg.C to +60 deg. C  
Operating temperature range : -20 deg.C to +60 deg. C  
Cable category : CAT6 UTP - Outer Jacket HDPE with UV resistant  
Conductor diameter : 0.57 mm (23 AWG)  
Length of cable in a bundle (Mtrs) : 305 mtrs  
UL Marking on Cable : No

### CONSTRUCTIONAL

"CAT6 Cable can transmit data at 1000 Mbps (~1 Gigabit per second) with a frequency of 250 MHz and suitable for 10BASE-T, 100BASE-TX Fast Ethernet and 1000BASE-T / 1000BASE-TX (Gigabit Ethernet)."

Maximum DC resistance - in Ohm/Km : Yes  
Max. 100 Ohm/Km

Conductor Material : Bare Copper

Conductor Insulation Material : Polyethylene

 **Ask GeMmy**  
PRODUCT COMPARE

PVC  
PRODUCT HISTORY ①

**ADITI MAHAVIDYALAYA  
(UNIVERSITY OF DELHI)  
BAWANA, DELHI-110039**

**Comparative Statement for installation and configuration of Wi-Fi Access Point**

No. of total quotations received – 3.

<b>S.No.</b>	<b>Name of the Vendor</b>	<b>Rate per machine</b>
1	M/s Er. Services	Rs.21,240/- including GST
2	M/s M-Tek India	Rs.30,000/- + GST
3	M/s Instant Techies Technical Services Pvt. Ltd.	Rs.22,500/- + GST

Note: Lowest rate Quoted by M/s M/s Er. Services therefore as per committees' decision order for installation and configuration of Wi-Fi Access Point has been given to Er. Services.

of the three member committee held on 16<sup>th</sup> march 2021 at 1 p.m.

Form - Google meet

Agenda - To process the quotations received.

- Three quotations for the installation of access points in college received by Mr. Jamil.
  - A comparative statement of all three along with the specifications and cost involved was prepared by Mr. Jamil.
  - The comparative statement is attached.
  - The committee members crosschecked the quotation received and comparative statement and further suggested that the services may be availed from L1 (M/S Er. Services) after following due approvals from all other channels as per protocol.
- All three members i.e. Dr. Beena Antony Reji, Dr. Hema Gupta, Dr. Pooja Khanna forward the same for further action by the higher authorities.
- The committee also recommend giving permission to buy 300 meters of CAT 6 cables from GEM portal required in the installation of access point.



SO (Adm)  
Nanda  
18.06.2021

To

Date: 18/06/2021

The Principal  
Aditi Mahavidyalaya  
Bawana  
Delhi-110039

Madam,

**Subject: Information regarding non-working of Both Server Machine**

Respected Madam,

I would like to draw your kind attention towards non-working of Servers Machine. Ma'am Server machine is not working condition since Lockdown due to frequent break down of electricity. Please accord you're approved to repair & Install to Server machine for smooth functioning of the College.

The above is for your information and necessary action.

Thanking you.

Subanit Dhe  
Khanate  
18.6.2021

Yours faithfully

Jamil

System Network Administrator

Mr. Jamil

By  
16/6/21

Aditi Mahavidyalaya <info@aditi.du.ac.in>

work Quote

Message

business@erservices.in <business@erservices.in>  
To: info@aditi.du.ac.in

Tue, Jun 22, 2021 at 12:26 PM


Dear Sir,

Greetings of the day!!

As per the discussion, we are sending you the quotation for the server work as per your requirement. Kindly find the enclosed report.

For any clarifications please feel free to contact us.  
Thanks With Regard

Team Er. Services  
150 BBC Complex Kilokari New Delhi 110014  
8178435724,9802122948,  
Email ID: business@erservices.in , service@erservices.in  
Website :- www.erservices.in

 **SERVER WORK QUOTE.pdf**  
149K



**ERS SERVICES**  
Electrical Power & IT Solutions  
Sale, Maintenance, Installation & Repairing

21 June, 2021

Ref No. - ER/20-21/June/0049

The Principal  
Company - Aditi Mahavidyalaya collage  
Address - University of Delh Auchandi Main Rd, Bawana Industrial Area,  
Contact Person - Mr. Jamil

We are pleased to quote you the following:

Sr.No.	Description	Qty.	Unit Price	Sub Total	GST%	GST AMT	Total
1	Troubleshooting Server Hardware and Software Issue, Installation of server hard drive, and Service of server	2.00	1,000.00	2,000.00	18.00	360.00	2,360.00
2	Installation server 2008 & server 2008 Configuration of AD Creating New Domain Creations of user id and password. NAP server for wifi DHCP for IP	1.00	12,000.00	12,000.00	18.00	2,160.00	14,160.00
3	Backup Server	1.00	6,000.00	6,000.00	18.00	1,080.00	7,080.00
				20,000.00		3,600.00	23,600.00
				TOTAL			

In Words : Twenty Three Thousand Six Hundred Only

NOTE: -

**Terms & Conditions:**

- Prices: GST as per govt. norms
- Payment should be 100% after work
- Material Handling at site : Customer scope
- Delivery : Single point Delivery
- Goods once dispatched will not be taken back.
- This quotation is valid for 30 days from the date as mentioned in quotation
- Warranty : Warranty through OEM

We will be happy to supply any further information you may need and trust that you call on us to fill your order,  
which will receive our prompt and careful attention



150, BBC Complex, Kilokari, New Delhi - 110014  
E-mail : [service@erservices.in](mailto:service@erservices.in), [business@erservices.in](mailto:business@erservices.in)



Aditi Mahavidyalaya <info@aditi.du.ac.in>

Quotation for server  
message


Davender bisht <davenderbisht1@gmail.com>  
To: info@aditi.du.ac.in

Tue, Jun 22, 2021 at 12:28 PM

Hello

Please find the attached document/ quotation.

Thanks & Regards

 Mteck 234.pdf  
130K

# M-TEK INDIA

920/1, Second Floor, DB Gupta Road, Naiwalan, Karol Bagh Delhi - 110005  
Ph. 41544551, 9871639944, 9910839944, E-mail: info@mtkindia.com

## Quotation for Server work

The Principal  
Aditi Mahavidyalaya collage  
University of Delh Auchandi Main Rd, Bawana Industrial Area,  
Vijay Nagar, Bawana, Delhi, 110039

Quotation No.	234
Date	21-06-2021

Dear Sir,  
This is with reference to discussion you had with us regarding Server Work  
we would like to furnish quotation for the supply of items as indicated below:

S.no	Description of goods	Qty	Unit Price	Amount
1.	Troubleshooting Server Hardware and Software Issue, Installation of server hard drive, and Service of serve	02 Nos	1500	3000
2.	Installation server 2008 & server 2008 Configuration of AD Creating New Domain Creations of user id and password. NAP server for wifi DHCP for IP	01 Nos	15000	15000
3.	Backup Server	01 Nos	5000	5000
Estimated Total				23,000 + GST

### Terms and Conditions:

1. Taxes: Extra, as applicable by govt. of India at the time of billing.
2. Quantities may vary based on actuals at the time of billing.

Please feel free to contact us for any further details you may want.

Thanking You,

Regards,



Radhika Thukral (Sr. Manager - Retail Sales and Administration)  
M-Tek India  
+91 11 41544551



Aditi Mahavidyalaya <info@aditi.du.ac.in>

Quotation for Server

message

Kuldeep Singh <singh.kuldeep.kd@gmail.com>  
To: info@aditi.du.ac.in

Tue, Jun 22, 2021 at 1:59 PM


Hi,  
PFA!

Thanks & Regards  
Kuldeep Singh



Mob: [+91-9711184353](tel:+91-9711184353) | Mob : [+91-8802046276](tel:+91-8802046276)

**P** Don't print this e-mail unless it's really necessary. Spread environmental awareness.

 Quotation for server .pdf  
522K

**Instant Techies Technical Services Pvt. Ltd.**  
Computer stays fast and secure 24/7

#DU/June/2020/Aditi Mahavidyalaya/037

22<sup>nd</sup> June, 2021

The Principal  
Aditi Mahavidyalaya College  
University of Delh Auchandi Main Rd, Bawana Industrial Area,  
Vijay Nagar, Bawana, Delhi, 110039  
**Estimate for Server Support Services**

Sno	Site	Problem/ Issues	Qty.	Make/ Model	Unit Price	Total AMOUNT
01	Aditi Mahavidyalaya	Troubleshooting Server Hardware and Software Issue, Installation of server hard drive, and Service of server	02	Acer AR 380 F1	INR 2,000/-	<b>INR 4,000.00</b>
02	Aditi Mahavidyalaya	Installation server 2008 & server 2008 Configuration of AD Creating New Domain Creations of user id and password. NAP server for wifi DHCP for IP	01	Acer AR 380 F1	INR 12,000/-	<b>INR 12,000.00</b>
03	Aditi Mahavidyalaya	Backup Server	01	Acer AR 380 F1	INR 6,000	<b>INR 8,000.00</b>

**NOTE:** In case of any hardware parts faulty/failed we will give you the estimate cost for the parts and service report after troubleshooting the server.

Visit charges included

04 Days activity

03.00.00 EXTRA

01 month server support after completing the work.

\* You can contact us by sending an e-mail at [instanttechies2013@gmail.com](mailto:instanttechies2013@gmail.com)  
M +91-9711184353 | L 011-27486837  
Kuldeep Singh (Associate Director)

To  
The Principal  
Aditi Mahavidyalaya  
Bawana  
Delhi-110039

SO(Adm) / IT committee  
These members.

Date: 24.06.2021

Dr Beena Liji  
Dr Kema Gupta  
Dr Pooja Khanna

**Sub: Submit the Estimate for Installation and configure both Server**

Madam,

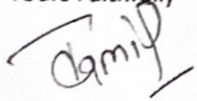
I would like to inform you that the Please find the enclosed I am Submitting Server installation and configuration quotation.

Namita  
28.06.2021

The above is for your information and approval please.

Thanking You

Yours Faithfully



Jamil  
System Network Administrator

To  
The Principal  
Aditi Mahavidyalaya  
Bawana  
Delhi-110039



SO (Adm) / Dr Pooja  
Dr Bedna  
Dr Hemu Gupta

Date: 18/06/2021

Convene the meeting  
T & PC  
committee of the above  
members

Hemta  
18.06.2021

Madam,

Subject: Information Wifi Router

Madam,

In continuation the letter no 75/01.02.2021 regarding requirement of DHCP server, Now our college does not requires DHCP server , We have to shift on new wifi technology hardware's ( Wireless controller and wireless router) for making our college Campus wifi enable.

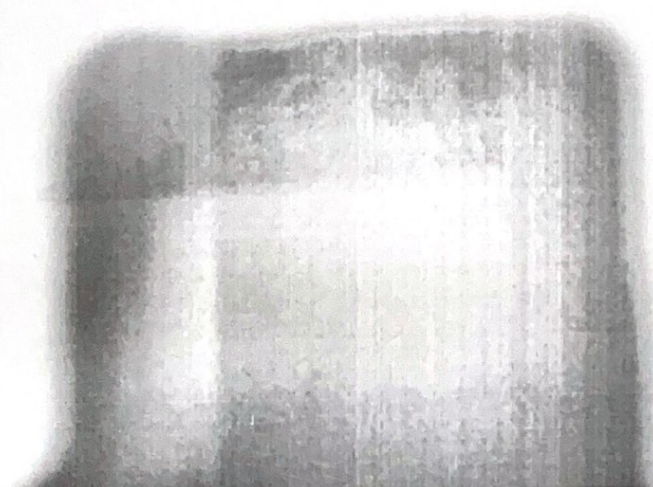
The above mentioned products are available on GeM.

Submitted for your kind perusal for purchasing and financial approval please.

Thanking you.

Jamil  
System Network Administrator

Yours faithfully



**IT Committee**  
**Aditi Mahavidyalaya**  
**Delhi University**  
**(Minutes of meeting held on 26-08-2021)**

An online meeting of the IT Committee was held on 26-08-2021 at 5:00 pm. The following members were present

Dr Suruchi Singh

Dr Manisha

Dr Lovely

Dr Shashi Kumari

Dr Rakesh

Dr Promilla

The following matter were discussed:

Committee recommends the requirements as received by the mails on 23rd August, 2021, from the college.

Requirements are attached herewith.



Prof Manita Sharma (Principal)

Dr. Sureshi Singh (Convener) ~~del~~

Dr. Poonilla (Member)

Dr. Jay Mohan (Member) ~~del~~

Dr. Lovely (Member) ~~del~~

Mr. Jamil (Member)

The following matter was discussed

1. It was discussed that ERP & software integration will be done with the website.
2. Different tabs on the website to be devised as per discussions in the meeting.
3. New tabs to be created as follows:
  - (a) Previous Year Question Papers
  - (b) Green Audit
  - (c) Gender Audit
  - (d) Accessibility Audit
  - (e) Academic & Administrative Audit
4. Any material / activity to be uploaded on website is to be sent on website@aditi.du.ac.in.

**IT Committee**  
**Aditi Mahavidyalaya**  
**Delhi University**  
**(Minutes of meeting held on 23-08-2021)**

An online meeting of the IT Committee was held on 23-08-2021 at 11:00 am. The following members were present

Dr Suruchi Singh

Dr Manisha

Dr JagMohan

Dr Lovely

Dr Shashi Kumari

Dr Rakesh

Dr Promilla

The following matter were discussed:

1. Departments/committees will upload the related material on the college youtube, facebook, twitter and website as per their requirements.
2. All the departments/committees will be asked to assign member/members to upload and update any material regarding their department/committee on the website. The assigned persons should contact Mr Jamil. He will guide them how to update and upload.
3. The duties were assigned to handle the following:  
  
    YouTube: Dr Shashi Kumari  
    Twitter: Dr Jagmohan  
    Facebook: Dr Lovely  
    Website : Dr Rakesh and Dr Promilla
4. We have received mail from college regarding cyber security in Indian Educational Institutions cyber space. We will ask the previous committee regarding the same.



**IT Committee  
Aditi Mahavidyalaya  
Delhi University  
(Minutes of meeting held on 21-03-2022)**

An online meeting of the IT Committee was held on 21-03-2022 at 7:00 pm. The following members were present

Dr Suruchi Singh(Convenor)

Dr Manisha(Co-Convenor)

Dr JagMohan(member)

Dr Lovely(member)

Dr Shashi Kumari(member)

Dr Promilla(member)

Mr Jamil(System and Network Administrator)

The following matter was discussed:

Mr Jamil informed the committee regarding the college website. He attended the meeting in DUCC on 16/08/2022.

As per information provided by him, the college website has been created on old software technology. Moreover, the college website has crashed several times since Delhi university created its own domain on the cloud-based. Furthermore, DUCC directed the college to upgrade software technology, else the website might get hacked due to security reasons .

In view of these inputs given by Mr Jamil, the committee unanimously recommends the upgradation of the college website.

**IT Committee  
Aditi Mahavidyalaya  
Delhi University  
(Minutes of meeting held on 15-02-2022)**

An online meeting of the IT Committee was held on 15-02-2022 at 1:00 pm. The following members were present

Dr Suruchi Singh

Dr Manisha

Dr Lovely

Dr Shashi Kumari

Dr Promilla

The following matter were discussed:

Committee approves the requirements as received from Mr Jamil by the mail on 14-02-2022.

Requirements are attached herewith.

**IT Committee  
Aditi Mahavidyalaya  
Delhi University  
(Minutes of meeting held on 11-11-2021)**

An online meeting of the IT Committee was held on 11-11-2021 at 12:30 pm. The following members were present

Dr Suruchi Singh

Dr Manisha

Dr Jag Mohan

Dr Rakesh

Dr Promilla

The following matter were discussed:

Committee recommends the following tabs for the college website:

Examination tab as Miranda House

Student Corner: tabs to be added are 1. Award and Scholarships      2. Societies

Campus: tabs to be added are                      1. Maps    2. Flora and Fauna

Tabs NAAC and Short term courses were also discussed .

Mr Rakesh will update about the three tabs Home, About us and Admission.

**IT Committee**  
**Aditi Mahavidyalaya**  
**Delhi University**  
**(Minutes of meeting held on 9-03-2022)**

An online meeting of the IT Committee was held on 9-03-2022 at 4:00 pm. The following members were present

Dr Suruchi Singh(convenor)

Dr Manisha(co-convenor)

Dr Lovely(member)

Dr Shashi Kumari(member)

Dr Rakesh(member)

Dr Promilla(member)

Dr Jagmohan(member)

Mr Jamil

The following matter were discussed:

- A discussion on the revision of tabs on the website was done.
- Requirements from the faculty members were discussed.
- All the members are requested to send the list of required details and the tabs and subtabs by tommorow.
- It was suggested that the faculty members will be asked to send their CV in pdf form.