



Patrician College of Arts and Science

Approved by the Govt. of Tamilnadu (G.O.No.168) & Affiliated to the University of Madras.
Accredited 'A' Grade by NAAC

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UNDERTAKING ON USAGE OF TAB

Patrician College Staff members will be provided with a Tab on appointment. The staff will agree to sign the under taking letter on receipt of the TAB.

Undertaking Letter

I agree to abide by the following conditions for use of the TAB

1. I understand that the Management of PCAS is the owner of TAB and it is given to me for official use until the time I serve in the college.
2. If I go on long leave I will surrender the TAB at the Director Office (Martin, Asst. Prof. Viscom).
3. I understand that the replacement of TAB will be done only if there is a software malfunctioning.
4. It will be my sole responsibility to bear the full cost in case of loss or physical damage.
5. I am aware that the TAB has an internal storage of 16GB and for more storage I shall access to Google drive as Patrician College of Arts and Science has installed G suite for Education platform.
6. I am not permitted to use SIM card for making Video Skype calls, Google duo, and is prohibited to install FB, WhatsApp, Instagram or any other social apps as these will affect the performance of the TAB and internal storage.
7. I will not leave the TAB in the classrooms, outside or anywhere else in the campus carelessly and if found by the authorities, Rs.1000 fine will be collected from the user.
8. I am aware that my TAB has a unique QR code with users' name, address, email address and contact details.



- 9. It is mandatory to use the TAB for attendance, email communications, taking notes, class presentations (PPT), seminars and other programs and printouts will be taken only if required for documentation.
- 10. I will use the TAB responsibly and diligently for enhancing the quality of work.

Signature

(Faculty Name)

Date:

Thanking you,



Signature of the Director.

