

**Jamia Millia Islamia  
New Delhi**

**PROFORMA  
for Submitting Proposal for Computers & Peripherals**

**Instructions:**

- (i) If the funds are already available from some funding agency, please fill up Sections A & B only.
- (ii) If the funds are requested from Jamia Millia Islamia, please fill up Sections A and C only.
- (iii) The “Estimated Cost” of Computers, Peripherals and Software may be obtained from the Store Purchase Office, JMI, or from other sources.
- (iv) Please tick [√] the appropriate boxes, wherever applicable; leave the boxes blank if not applicable.
- (v) Add separate sheets if required.

**SECTION - A : GENERAL**

- 1. Name of the Applicant: .....
- 2. Designation: .....
- 3. Department/ Centre/ Office: .....
- 4. **PCs:** Specification: Latest model with standard configuration as approved by Jamia.

Whether any extra features required? Yes  No

If Yes, please give the details:  
.....  
.....

Please give the cost details in the following Table:

S.No.	Item Specification	Quantity	Estimated Cost (Rs)
<b>Total [A]</b>			

Justification:  
.....  
.....  
.....  
.....

**5. Printer(s):**

Whether printer required? Yes  No

If Yes, please tick the appropriate box(es):

<u>Item</u>	<u>0 or blank</u>	<u>Quantity</u>	<u>Estimated Cost (Rs)</u>
Laser Printer	<input type="checkbox"/>	<input type="checkbox"/>	.....
Inkjet Printer	<input type="checkbox"/>	<input type="checkbox"/>	.....
Dot-matrix Printer	<input type="checkbox"/>	<input type="checkbox"/>	.....
Any other..... (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	.....
<b>Total [B]</b>			.....

Justification:

.....  
 .....  
 .....  
 .....

**6. UPS:**

Whether UPS required? Yes  No

If Yes, please tick the appropriate box(es):

		<u>Estimated Cost (Rs)</u>
(i) 0.5 KVA for 1PC only	<input type="checkbox"/>	.....
(ii) 0.625 KVA for 1 PC + 1 Inkjet Printer	<input type="checkbox"/>	.....
(iii) 1.0 KVA for 1 PC + 1 Laser Printer	<input type="checkbox"/>	.....
(iv) 0.5 (n+1) KVA = .....KVA (for n PCs + 1 Laser Printer)	<input type="checkbox"/>	.....
<b>Total [C]</b>		.....

Justification:

.....  
 .....  
 .....  
 .....

**7. Software:**

Whether any Software required?

Yes

No

If Yes, please give the details:

Software Specification	No. of User Licences	Estimated Cost (Rs)
<b>Total [D]</b>		

Justification:

.....

.....

.....

.....

**8. Any other Item not covered in S.No. 4-7:**

Item Specification	Quantity	Estimated Cost (Rs)
<b>Total [E]</b>		

Justification:

.....

.....

.....

.....

**9. PCs & Peripherals are required for**

- (i) Computer Lab of the Department
- (ii) Office work
- (iii) General research facility for the department
- (iv) Individual Research


**10. Summary of Financial Requirements:**

S.No.	Item	Quantity	Estimated Cost (Rs)
A			
B			
C			
D			
E			
<b>Grand Total</b>			

**SECTION - B**

**To be filled if the Funds have already been sanctioned by some Funding Agency  
(under Research Schemes or Special Programs)**

**11. Source of Funding:**

The funds for the purchase of Computers and/or peripherals or PC-based equipment have been approved by the following agency / agencies (*Please tick the appropriate box(es)*):

UGC     AICTE     DST     CSIR     ICSSR   
ICHR     Any other

Please furnish a copy of the Sanction Letter of the Funding Agency concerning the approval of the Equipment that is to be interfaced with a PC and/or Computers & Peripherals.

.....  
(Signature of the Head of the Project /  
Coordinator of the Program)

**SECTION - C**

**To be filled if the Funds are requested from Jamia**

**12. General Information about Computers & peripherals in the Department/ Office:**

S.No.	Computer/ Peripheral	Quantity	Remark (if any)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**13. Any further Justification in support of the Proposal:**

.....  
.....  
.....  
.....  
.....

**14. Comments/ Remarks of the Head of the Department:**

.....  
.....  
.....

(Signature of the Applicant)

(Signature of the Head of the Department)  
*Office Seal*