



**SWNT EQUIPMENT UNDERTAKING LETTER**

Date: \_\_\_\_\_

To  
The Associate Dean (SWNT)  
Web, Network, Teleservices & CCTV Maintenance Section  
\_\_\_\_\_  
(Department/Section/Cell/Club etc)

**Subject:** Undertaking for Equipment Taken from WNT Section

I, \_\_\_\_\_ (Employee/ Student Name), with ID/ Student No \_\_\_\_\_  
(Department/Course/Branch/Year), \_\_\_\_\_, hereby undertake that I am taking the  
equipment listed below from the WNT Section for academic/project/laboratory/ others purposes. I  
take full responsibility for the proper usage, safety, and return of the equipment. I assure that the  
equipment will be handled carefully and used only for the intended academic purpose. In case of any  
damage, loss, or malfunction due to negligence while the equipment is in my possession, I agree to  
take full responsibility and bear the cost of repair or replacement as decided by the department/  
institution. I also agree to return the equipment to the WNT Section in good condition on or before  
the specified return date.

**Equipment Details:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Issue Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Employee/ Student Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Officer-in-charge or Head of the respective Section/ Club/ Centre/ etc., .....**

**SWNT Supervisor**

**Associate Dean (SWNT)**