

OPENING OF LAB(S) /OFFICES AFTER WORKING HOURS OR ON WEEKEND / HOLIDAYS

Department: _____

- Following Lab(s) / Library / Office facility are required to remain open on the date & time as mentioned below.
- Lab Incharge (Faculty) and Supervisor will be fully responsible for all activities conducted in relevant Lab/Library/office.
- Students/staff/Supervisor will be responsible for safe custody and proper use of lab/library/office equipment, and ensure that all electric gadgets including ACs, Fans/ Heaters / Lights and Multimedia etc are switched-off before leaving.
- HoDs will take overall responsibility of their Labs and activities conducted therein.
- Requirement must be raised on this Form by student upto **1400 Hrs in PA to Principal's Office.**
- PA will send EION to CSO before **4:30 pm** for information of use of Lab(s) after 5pm.
- Form will be submitted to Admin Office and one copy will be handed over to Student Coord for consolidated monthly submission to Main Office.

	<u>Students/Staff</u>	<u>Batch</u>	<u>Deptt</u>	<u>Lab/Office Required (Dept)</u>	<u>Date &Time</u>	<u>Supervisor Name</u>	<u>Supervisor Sign</u>
(1)	_____	_____	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____	_____	_____
(3)	_____	_____	_____	_____	_____	_____	_____
(4)	_____	_____	_____	_____	_____	_____	_____
(5)	_____	_____	_____	_____	_____	_____	_____
(6)	_____	_____	_____	_____	_____	_____	_____
(7)	_____	_____	_____	_____	_____	_____	_____

Faculty Incharge (Required Lab)

Date: _____

HoD (Required Lab)

Date: _____