

Academic/ Non Academic Resources - Booking

For use of Academic/ Non Academic Resources all bookings will be made through this form, on first come first serve basis

* Required

Please check availability of required resource by clicking on following link

https://docs.google.com/spreadsheets/d/1YBMmEAVYg0CcaaPqSAkjr0N_WSkjkCjhs-rvQuNcLZ0/edit#gid=1251193386 *

- It is available
- Not able to check
- Other:

Date of Activity *

Date

dd-mm-yyyy

Start Time of Activity *

Time

: AM ▼

End Time of Activity *

Time

: AM ▼



Facility Required *

- UG - A V Room
- PG - A V Room
- Auditorium
- Room No 31
- Seminar Room
- Any other infrastructure resource needed
- Other:

Name of Dept/ Committe booking *

Your answer

Name of person making the booking *

Your answer

Type of Activity/ Program *

Your answer

Name of Activity / Program *

Your answer



If audio / projector needed *

- Only mikes
- Projectors
- Banner Display
- Photography
- Generator Back-Up
- Other:

Any suggestions to improve the form

Your answer

Submit

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Computer / IT Repair Form

Please use this form for any IT Equipment Repair

* Required

Name of Person raising request *

Your answer

UG / PG

UG

PG

Name of Department *

Your answer

Item for Repair / Issue *

Computer

Printer

Internet Issue

Anti-Virus Expired/ New

Other:



Please give in brief nature of problem. If others please specify the issue to facilitate purchase of items. *

Your answer

Submit

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Physical Infrastructure Repair

Please use this form if any infrastructural repair is needed. Requests made through this form only will be accepted.

* Required

Email address *

Your email

UG or PG *

UG

PG

Name of Department: *

Your answer

Name of Person raising request *

Your answer

Room No/ Name where repair needed: Labs *

Your answer



Please state the repair needed to facilitate purchase of items: Microscope servicing *

Your answer

Any suggestions / additions / improvements needed along with Room No.

Your answer

Any suggestions to improve the request form

Your answer

Send me a copy of my responses.

Submit

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