



DEPARTMENT OF ELECTRICAL ENGINEERING

Equipment/Item(s) Issue Form

Name of the Faculty :

Department/Centre/Others :

Contact Mobile Number :

Official E-mail ID :

Equipment/item required for : a) Research work b) Consultancy work c) Others
(Tick the appropriate category)

If others, specify details:

Name of equipment/item required :

Purpose of Issue
(Mention the utilization details) :

Details of authorized recipient Name of Student/Staff :

Identity Card Number :

Mobile Number :

Official E-mail ID :

Declaration

I shall ensure for the above issued equipment/item(s) in good condition during return by the authorized recipient.

I shall be responsible in case the authorized recipient is unable to return the issued equipment/item(s) in good condition within due date of return.

.....
Signature of Faculty with date

NB: Duly filled form to be submitted in HoD-EE office.

Name of issuing laboratory :

Remarks : Forwarded for further process.

.....
Signature of HoD-EE



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

Bijni Complex, Laitumkhrah, Shillong - 793003

Details of issuing equipment/item

Sl	Name of Equipment/Item	Model No. & Specifications	Quantity	Proposed Date of	
				Issue	Return
1					

Comments from Staff In-charge

Remarks/Recommendation

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.....

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.....

Signature of TA/Technician

Signature of Faculty In-charge

Approved/Not-Approved

Signature of HoD-EE

NB: Submit the form in the concerned laboratory

DECLARATION

I, have received the above mentioned equipment/item(s) in good condition from laboratory on ___/___/___ at FN/AN and will return the above received equipment/item(s) in good condition on ___/___/___ at FN/AN to the concerned laboratory in presence of concerned staff in-charge. If any damage/lost/stolen of the above received equipment/item(s) will be my responsibility.

Signature of Authorized Recipient

Issued by Concerned TA/Technician

Report on Returned Equipment/Item(s)

After proper inspection, the above issued equipment/item(s) is/are received in condition by the authorized recipient/concerned faculty to laboratory on ___/___/___ at FN/AN. Further, the received equipment/item(s) are kept ready for further utilization.

Remarks, if any

Verified by Concerned TA/Technician

Signature of Faculty In-charge

NB: The duly completed of this form should keep in the laboratory equipment/item(s) issue file for record.
If any discrepancy, the same should be informed to the HoD-EE through faculty in-charge by concerned staff in-charge.