National Institute of Technology Meghalaya

Department of Civil Engineering

Bijni Complex, Laitumkhrah, Shillong – 793003, Meghalaya

WORK ORDER FORM

Date: ..... /..... /.....

1. Name of the Student(s) / Indenter(S) :
2. Roll No. / Project No.(If any) :
3. Class (B.Tech / M.Tech / Ph.D. / Other) :
4. Department / Centre / Other :
5. Name of the Institute :
6. Contact No. (*mandatory*) :
7. E-mail Id.
8. Name of the Laboratory to be used to for the said work/project :
9. This work is required for *(Tick the appropriate category)* :
   i) B.tech Project ii) Mtech Project
   iii) Phd research work iv) Consultancy work
   iv) Sponsored Project vi) Others
   If others, specify.....

A. Brief Description of the Work or Experiment (Drawings Should be Attached Separately)	**No. of specimen to be prepared and tested**
Whether materials, consumables etc. is required along with work order:	Yes / No
Remarks:	

B. List of instruments and apparatus required for the work		
Sl no	Name of the Apparatus/ instruments/machines	Required No.
** Attach a different list if the rows are insufficient		

C. Work Schedule (To be filled up by the student/indenter)			
Sl no	Name of the work or experiment	Date	Time
** Attach different list if the rows are insufficient			

D. Materials, Consumables if required (To be filled up by the student/indenter)		
Sl no	List of the materials, Consumables etc	Quantity
** Attach different list if the rows are insufficient		

Student / Indenter Signature **Supervisor** Signature

FOR DEPARTMENTAL USE ONLY

(To be filled by the **Technical Assistant/Technician** of the concerned laboratory)

Reference No: ……..

Date: ….. /….. /……

Sl. No.	Tentative Starting Date	Tentative Completion Date	Materials Req.* (Yes / No)	Staff Assigned	Remarks

**If required a separate sheet may be attached with proper break-ups.*

Remarks: Signature of **Technical Assistant/Technician**
Remarks from **Faculty in charge of the laboratory**: Approved/not approved
Signature of **Faculty in charge of the laboratory**
Remarks from **H.O.D:** Approved/not approved
Signature of **HOD, Civil Engineering**

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Instructions

- The work order form has to be filled up by all students and indenter in order to access the laboratories/ center/ drawing hall of Civil Engineering department for conducting experiments, project works etc.
- The work order form will have to follow the proper channel. It has to be recommended by the concerned authority and approved by the HOD.
- The ***approved work order*** form has to be submitted to concern Laboratory Staff **two (02) days** prior to starting of the work. Without prior submission none will be allowed to work in the laboratories of the department. The concerned lab technicians and technical assistants should strictly oversee that.
- The materials required & work schedule for projects has to be planned and filled in properly by the student or indenter. The work schedule should be strictly adhered to by the students or indenter.
- Materials, consumables should be provided based on the details provided by the student or indenter. The record should be maintained separately in a register.
- Separate work order forms should be filled and approved for the following cases:
  - Different works, experiments etc
  - Revision in requirements of apparatus, instruments etc
  - Revision in work schedule for the project or work
  - In case of revision of requirements of materials, insufficient materials etc.