Ref. No.: KIT/ACAD/2022-23/12   Date: 29/10/2022

NOTICE (Regarding smooth functioning of the labs)

Following guidelines are suggested for smooth functioning of the labs:

1. Technical assistant in coordination with faculty lab incharge should display.

   - List of equipment.
   - List of software.
   - List of experiments (As prescribed by AKTU).
   - Lab time table.
   - Name of faculty and lab assistant on the lab notice board.

2. To maintain all experiment manual (soft and hard copy).

3. To maintain main stock register, lab register and dead stock registers.

4. To insure the cleanliness of the lab and switch off all the equipments after use.

5. To organise the labotary for oral and practical examination.

6. All the technical assistant (TA) in co-ordination with the respective faculty lab incharge are require to report matters like maintenance, damage etc. to the HOD.

7. To find out the requirements for the labotary and procure the same before the start of semester.

8. All technical assistant and faculty incharge are requested to submit duly signed lab report in the attached format in the academic cell by fifth of every month and email the copy of the same at:

   1) sumit.kumar1@kit.ac.in

   2) shreya.vishwakarma@kit.ac.in

   3) anand.awasthi@kit.ac.in

   4) neeraj.mishra@kit.ac.in

(Dr.Neeraj Mishra)

Dean Academics

CC.
   1. The Director
   2. All HoDs
   3. All Faculty members
   4 .E-mail to students on there official e-mail id
   5. ERP