



**Requisition form for allotment of IMac LAB**

Dated:.....

To,

Respected Madam/Sir,

We the students of Deviprasad Goenka Management College of Media Studies would like to avail the Computer facility. The details are as follows:

Sr. no.	Name of the student	Class/Div/Roll. No.	Phone no.	Email	Sign
1					
2					
3					
4					
5					

Computer no.	Project name	Allotted by
1		
2		
3		
4		
5		

Date:..... Time: from.....to.....

Subject..... Project assigned by.....

Date of Submission.....

- 1) Signature (Faculty-in-charge).....
- 2) Signature (Principal/Program Coordinator / Registrar) .....

**Note:**

- a) All students must carry their ID card.
- b) Students must assure that there shall be no disturbance or damage of any kind inside the IMac Lab.
- c) No data should be stored in the IMac computers
- d) Any data stored by the students will be deleted on a regular basis by the IT department, kindly store and save your data in your drives/ pen drive, etc.
- e) Switch off the computers after use to avoid unnecessary consumption of electricity.
- f) Make sure you arrange the chairs, etc. and keep the lab neat and clean
- g) Any students found misusing the IMac Lab (listening to song, downloading videos, using lab for their personal projects) will not be allowed to use the IMac lab for any future college assignment/projects.

**Declaration**

We undertake the full responsibility in case of any damage or disturbance during our use of the IMac lab.

Sincerely, ..... (Full name, Signature & date)