



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

FORM : ME-2

FORM FOR ISSUING PORTABLE EQUIPMENT / ITEM

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

1. Name of the Student/Staff(s) :
2. If student, specify
 B.Tech/M.Tech/Ph.D :
 Roll No. :
 If staff, specify
 TE/TA/TT/Project staff/ Faculty/ Others :
 Staff ID No. :
3. Department/Centre/Other :
4. Name of the Institute/Organization :
5. Contact No. :
6. E-mail ID. :
7. The equipment/item is required for : i) Students Project ii) Sponsored Project
 (Tick the appropriate category) iii) Consultancy Project iv) Others

If others, specify.....

Name of the item/equipment	Name of the issuing shop/laboratory	Date and Time of Issue		Date and Time of Return	
		Date	Time	Date	Time

Purpose of issue:.....

Signature of Student/Staff
(Recipient of the Equipment/Item)

Signature of Supervisor (if any)

FOR OFFICE USE ONLY

Comments from Technical Assistant:

Signature of TA

Remark/Recommendation.....

Faculty I/C

Approved by the HOD

Instructions:

- ✓ The equipment/item will be issued only for 1(one) day.
- ✓ In special case, the return date of the issued equipment/item may be extended upto a maximum of 07 days (or the next working day), provided the student/staff attaches a separate application mentioning the proper justification addressed to Faculty I/C (shop/laboratory).
- ✓ Returning of equipment/item, must be made in the presence of the concerned Technical Assistant for proper inspection/checking of the issued items.