 **NATIONAL UNIVERSITY- FAST**

IT & Networks Department, Islamabad Campus.

 **FYP Equipment Issue Form**

 **CS TE**

***Ref.#.:*** *IT/FYP/\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Project Name :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Name :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requirement Detail :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date : \_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT GROUP MEMBERS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.#** | **Name** | **Batch-Roll No.** | **Contact No.** | **Signature** | **Remarks of Coordinator / IT** |
| 1- |  |  |  |  |  |
| 2- |  |  |  |  |  |
| 3- |  |  |  |  |  |
| 4- |  |  |  |  |  |

***Note: Above mentioned students are equally responsible for the equipment issued and bound to follow the* *rules and regulations***

 ***as mentioned at the back of this page.***

**COUNTER SIGN:**

**Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **F.Y.P. Coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_**Lab Supv.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**H.O.D.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Manager IT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR IT DEPT ONLY:**

**1- PC # : \_\_\_\_\_\_\_\_ Inventory No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2- Specification : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3- Comments :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Prepared By**:** Authorized By**:**

**Qasim Mehmood Haroon Kareem**

**System Officer** **Manager IT & Networks.**

 **LAB RULES**

 1. Display NU ID card while entering the Lab.

 2. No edible stuff is allowed in the Lab.

 3. Use of Mobile Phone inside the Lab is strictly prohibited.

 4. No personal equipment without prior permission of LAB Coordinator or Lab Administrator can be brought can be brought or installed in the computer Lab

 5. Relocation of lab equipment is strictly prohibited

 6. Students should be seated properly while using the computers and must tidy up the chairs and keyboard drawer while leaving

 7. No loud talking, noisy behavior or music is allowed in the lab

 8. No chatting (e.g., Yahoo, MSN, etc) is allowed

 9. Lab facilities are for academic use only as per the fair use policy; therefore, computer games, movies are not allowed in the labs

 10. Students permitted to use the FYP Labs till 8:00 P.M and they are responsible for proper shutdown of their computer(s) before leaving the Lab.

 11. Lab facility is not allowed for students other than those working on FYP.

 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Roll No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***NOTE: All Students are bound to obey the rules and regulations, if any one found doing any kind of violation***

 ***/not maintaining the decorum of the Lab, breaching of any rule would result in a fine against each violations,***

 ***disabling of user account and the Management & Disciplinary committee will take serious action against them.***