RULE BOOK

ISSUES SYSTEM

- Equipment will be issued by security guard
- Equipment will be issued on I-card
- Things can be issued for not more than 24 hours

Fines imposed

- A fine of Rs.100 will be imposed if a person does not return things on time which will increase by Rs.20 per day
- A fine of Rs.50 will be imposed if a person does not fill cupboard dairy properly
- If someone damages or loses any equipment a fine will be imposed on the price of the equipment