

RULE BOOK

TECH ROOM KEYS :

- There will be a set of 4 keys, one each with a Tech council member
- Details of tech council member are available on tech notice board, tech room door and hostel 10 site
- If in case of the absence of tech council, a spare key will be made available at the security desk

ISSUE SYSTEM :

- Tech room keys will be issued on I-card
- *A site will be made by the end of this semester for issuing things in tech room where one can login using Ldap ID, same as the library system
- Till then a spreadsheet will be maintained which will have a record of things issued from the tech room, by whom are the things issued, time and date
- Things can be issued for not more than 3 days

FINES IMPOSED :

- A fine of Rs.100 will be imposed if one who has issued the tech room keys leaves the door open for a long time or doesn't not lock the room while leaving
- If the keys are lost then a fine of Rs. 200 will be imposed
- If someone damages or loses any component of the Tech room, a fine will be imposed based on the price of the component
- Proper decorum has to be maintained in the Tech room. Eatables are not allowed inside. A fine of Rs. 100 is to be imposed on the same
- A fine of Rs 50 will be imposed if a person does not return things on time which will increase by Rs 20 per day