ECE Labs

Issue and Return Policy

ECE laboratory issue its resources to the users of our institute as per the following procedure:

- Users may check Online Resource List (available on the labs' web pages) or visit/email the concerned lab to know the availability of resources and components.
- Users may request to get the components/resources issued as per requirement. Only consumables will be issued.
- Lab components/resources will be issued after filling an online Issue Form (available on the labs' web pages) of respective lab in front of the respective Lab In charge (Jr. Research Engineer/ Research Engineer).
- An automated mail will be sent to the user on submitting the "Issue form" online. This mail **must be taken as confirmation** of issued components/resources.
- User will be responsible for the components once issued till returned and verified by lab.
- Resources issued are not allowed to be taken outside the lab without prior information to the engineers. Lockers have been provided in the respective lab for the same.
- While returning the resources back to labs, user must ensure that he/she gets a **confirmation mail of returning the resources as 'returned'** from the respective lab.
- Please check the functioning of the resources issued, on the very same day. After that, the whole responsibility of the resource (whether it is faulty or damaged) will be on the user itself**.**
- Further, you may also verify/track your status/entry by looking at Issue/Return Entries.
- Issue/return of resources will be made only from **Mon- Fri** between **11:00 a.m. -4:00 p.m**.
- Maximum limit of issuance will be **1 month** after which user must have to return the resources back to labs. Student may have to return the issued resource anytime in case of urgent requirement.