

LAB UTILIZATION RECORD

(to be maintained separately for each of the laboratories used)

1	Name of the Lab		Room No.	
2	Name of the Faculty I/c		Name of Lab Tech	
3	Work Title / Description			
4	Work Assigned / Approved By			
5	Date of Work Done (Start)		Due Date	
6	Work pertaining to	Student / Faculty / Alumni / Society / Industry /	Consultancy / Paid / Unpaid	
7	Any other information			

Record of Utilization # Non-consumables (Machine / Apparatus / Equipment / Tools etc.) # Actual

S. No.	Name of Machine / Equipment / Apparatus / Tool etc. to be used	Expected duration of utilization	M/c Start Time	Sign of Operator (Start)	M/c End Time	Sign of Lab Tech (Handover)	Working Status of Machine	Remarks, if any

Record of Utilization # Consumables # Actual

Item Name						
Quantity Consumed						
Cost						
Item Name						
Quantity Consumed						
Cost						

Summary of Expenditure # Actual

Recurring / Consumables	Non-recurring / Non-consumables	Repair / Maintenance	Procurement	Any Other	Total

Comments, if any :

Signature of Lab I/c :

Signature of Faculty I/c-Lab :