

Guidelines for issuance of equipment/s from School of Journalism, Film and Creative Arts:

School of Journalism, Film and Creative Arts is equipped with quality equipment which are very useful for completing various kind of projects and assignment by the students for which equipment is required to be issued for some time. Moreover such equipment are also used for University events by various Divisions. At the same time it is also worth mentioning that equipment are costly and sensitive. Therefore these should be issued with certain conditions. Following guidelines are proposed to be followed for the issuance of equipment in the School of Journalism, Film and Creative Arts:

1. If students need the equipment for upto two days then permission in the form of application is required which should be signed by Mentor- HOD -HOL. After two days the same equipment can be re-issued after assessing the urgency of any other project. Application will be required for the extension as mentioned above. Re-issuance will be done only once. Student should submit the application for issuing of equipment two days in advance.
2. In case any equipment is required for a longer period of time then special permission will be required from Mentor- HOD –HOS-HOF.
3. If the students want to use audio video PCR room then special permission will be required from Mentor- HOD –HOS-HOF.
4. The graphic plate of the school and the mentor name is compulsory to be used in the created videos by the students.
5. Compounding fee will be applicable if the equipment is not returned on due date. (First day Rs. 200, second Day onwards Rs. 400 and it will keep increasing each day in the multiple of Rs.200). Fine amount will be communicated to Block AO by the HOL. Debit note for the compounding fee applicable should be raised by AO so that the same can be recovered.
6. Equipment should be placed and handled properly to avoid damage. Any damage/Loss to the equipment shall be recovered from the concerned person (staff/student) to whom the equipment is issued. For this Debit note of the cost plus 10% of the cost of the equipment should be raised against the borrower within 1 week of the loss/damage. Alternatively the borrower can replace the equipment with the new equipment of same or better specification and/or get the repair done and submit the equipment.

Note: Equipment issuance is goodwill gesture of the University for Student Activities related to their projects and assignment therefore cannot be considered as a Right. Issuance of equipment is subject to the availability in such a way the regular classes must not suffer due to issuance.

Application Format for issuance of equipment from School of Journalism, Film and Creative Arts:

Reg. No./UID:.....**School/Division:**.....**Program of study/Event:**.....**Date of Application:**.....**Name of the equipment/s:**

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Total No. of Equipment:**Purpose for issuance:**

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Period with date and time for which equipment is required:

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Undertaking by the Applicant:

If any damage/loss happens to the equipment or part/accessories of the equipment during my possession then I will be the responsible person for that. All the damages including any kind of theft of the equipment during my possession and use shall be payable by me as per policy.

Signature of the applicant

Signature of the Mentor Faculty with UID

Signature of the HOD with UID

Signature of the HOL with UID

This section is applicable in case permission is required for longer period or/and requirement is other school/division

Signature of the HD/HOS with UID

Signature of the HOF