



DR. BHIM RAO AMBEDKAR COLLEGE (University of Delhi)



Main Wazirabad Road, Delhi-110094, Phones: 22814126, Telefax: 22814747

www.drbrambedkarcollege.ac.in, Email: info@drbrambedkarcollege.ac.in; brambedkarcollege.du@gmail.com

Ref.No. BRAC/2017-18/ 118

Dated: 24.04.2017

NOTICE

Ref: College letter dated 08.09.2012, 08.03.2013, 02.09.2013, 17.01.2014, 22.04.2015, 06.01.2016, 11.03.2017 and Interface meeting with the student 02.03.017 at 1:30. P.M. ...

Sub: Request to Prepare Guidelines for Media Lab Equipment

As you are aware the College has purchased the Media Lab Equipment including high quality and related equipments etc. through the Media Lab Committee constituted long back for this purpose and further renewed vide college letter No 1593 dated 11.03.2017.

You will appreciate that such instruments are these expensive and have to be carefully handled and maintained. These may also have to be issued to our students and Guest faculty invited for the purpose to train the students.

In view of this, the Convenor (Dr. Chitra Rani), Media Lab Committee is requested to submit the complete guidelines with respect to the custody of such instruments/equipments, issue/return and use, maintenance, penalty for non-compliance of those guidelines etc. both for teachers as well as students.

The detailed Report should reach the College during the next 07 days positively.

24/04
PRINCIPAL

Copy for information and necessary action to:

- (1) Dr. Chitra Rani, Convenor, Media Lab.....;
- (2) Dr. Bijender Kumar.....;
- (3) Dr. Kusum Nehra.....;
- (4) Dr. Shashi Rani.....;
- (5) TIC, Hindi.....;
- (6) S.O. (A/cs).....;
- (7) Sr. P.A.....;
- (8) Students Notice Board.....;
- (9) SNA: Please upload on College Website.....