

COMPUTER SCIENCE AND ENGINEERING DEPARTMENT  
**Software Systems Laboratory**

## Request for Using SSL

You need the signature of an SSL Admin who is willing to be there and then get the request recommended by the faculty-in-charge who is responsible for the program.

You may then bring the form SSL Faculty-in-charge and once approved, submit to CSED office for HOD's approval.

After approval, take 3 copies to submit one each to SSL Admin, Staff I/C, and Fac I/C

### Part I

1. Requested by (please provide Name and Roll/Employee No.):.
2. Date(s) and Time slot(s) Needed:
  
3. Name, Signature and Mobile No. of SSL Student Admin who has agreed to be there:
  
4. Purpose:
5. To be used by (Tick applicable ones): CSED Students / NITC Students / Others
6. Recommended by (if requested by a student, faculty needs to sign below:)
  
7. Undertaking:  
"I agree to be in the lab during the date/time mentioned above and I will be responsible for any damage / loss happening during the slot(s)"

Signature and Mobile No. of the person requesting

### Part II

- Recommendation by SSL Faculty I/C:
  
- Approval by HOD, CSED:
  
- Copy To: SSL Student Admin / Staff-in-Charge SSL / Faculty-in-Charge SSL