



# VAILANKANNI MATHA ARTS AND SCIENCE COLLEGE

(Affiliated to Bharathidasan University, Tiruchirappalli – 620 024)  
PRATHABARAMAPURAM - 611 111

## REQUISITION FORM FOR ALLOTMENT OF SYSTEM IN COMPUTER LAB

From

Date: \_\_\_\_\_

\_\_\_\_\_  
(Register No.) \_\_\_\_\_

Vailankanni Matha Arts and Science College,  
Prathabaramapuram – 611 111.

To

**The Secretary,**  
Vailankanni Matha Arts and Science College,  
Prathabaramapuram – 611 111.

Through

**The Principal,**  
Vailankanni Matha Arts and Science College,  
Prathabaramapuram – 611 111.

Respected Sir,

I \_\_\_\_\_ student of Vailankanni Matha Arts and Science College would like to avail the Computer facility. I must follow the terms and conditions listed below,

- All students must carry their ID card.
- Students must assure that there shall be no disturbance or damage of any kind inside the Computer Lab.
- No data should be stored in the computers rather than your subjects / academic
- Any data stored by the students will be deleted on a regular basis by the computer department
- Switch off the computers after use to avoid unnecessary consumption of electricity.
- Make sure you arrange the chairs, etc. and keep the lab neat and clean
- Any students found misusing the Computer Lab (listening to song, downloading videos, using lab for their personal projects) will not be allowed to use the computer lab for any future college assignment/projects.

**Declaration:** I undertake the full responsibility in case of any damage or disturbance during my use of the Computer lab.

Signature of the Student

Subject Incharge

HoD

Principal

Secretary

<b>For Dept. Use</b>
<b>SYSTEM No.</b>