

The Enactments of Using PG Study Room

Department of Biomedical Engineering, KUET, Khulna-9203, Bangladesh

(As decided by Departmental Monitoring committee on 05/11/2018 and approved by 28th ACPG on 23/12/2018)

The rules and regulations must be obliged by a student during utilization of Postgraduate Study Room:

1. The student must be a **full time post graduate student of the department of Biomedical Engineering** of Khulna University of Engineering Technology (KUET).
2. A written permission from the Head of the department must be taken by the respective student before using the study room.
3. A student will be permitted to use only a single desk.
4. The student must take the responsibility to maintain the sound environment, neat and clean as well as the well arrangement of the study room and follow the university rules and regulations.
5. During work or study a student must take care of other students studying in the room.
6. Some personal staffing like water bottle, flux, water heater, food container, etc. can be used by the student without hampering the environment of the study room.
7. For any physical damage of the study room, student have to report immediately to the office. The student must take the responsibility and have to compensate the damage according to the decisions taken by the authorities.
8. For the security purposes, the student will never copy the key of the lock regarding this laboratory and will never share it with others.
9. When leaving the room be sincere to
 - a. Close the window.
 - b. Shut down the light, fan and/or electric/electronic equipment used in the room.
 - c. Lock the door.
10. On successful completion of the degree, the student have to return the room key to the staff and the used desk have to be handed over after cleaning the desk as like as its initial state, ready to be used by new students.
11. If the student need to extend the use to study room, should apply at least 1 month prior to the expired date.

I understand and accept all the matters stated above for using PG study room and hereby apply for using PG study room.

Date of application : _____

Applicant's signature : _____

Applicant's name : _____
(in block capitals)

Roll no (Status) : _____

Session : _____

Graduation date : _____
(Tentative)