PG Research Lab slot booking procedure

1. Please send an email <u>at least 3 working days before preferred date/timing of</u> slot to

arijitk@iitk.ac.in containing details as follows:

- (i) A. Supervisor's Name
 - B. Name
 - C. Roll No / PF No
 - D. Department
 - E. Intercom No / Mobile no
 - F. Email
 - G. Project No
 - H. Expiry date of Project
- (ii) Instrument (FESEM / Flow Cytometer / AAS)
- (iii) No of slots required
- (iv) Preferred Date
- (v) Preferred Timing FN (10 am to 12.30 pm)
 - OR AN (2.30 pm to 5 pm)
- 2. An email will be sent to the User after receiving the above details
 - (i) Mentioning the allotted slot timing and date
 - (ii) **Booking form** as mail attachment
- 3. Please
 - (i) Take a print out of the attached **Booking form**
 - (ii) Submit the filled up **Booking Form** (<u>complete in all respects</u>) at PG Research Lab.

PG Research Lab Contact No: 6538, 7753058603