**Date: / /2025**

**Submitted to the Head:**

**Subject:** Application for registration in DECE Biometric System and laboratory access.

It is requested to approve the registration of the undersigned in the DoECE Biometric System for accessing the side gate of the new building.

Details are as follow:

|  |  |
| --- | --- |
| **Name:** |  |
| **Admission Number:** |  |
| **Mobile Number:** |  |
| **Email-Id:** |  |
| **Name of the Lab/Side Gate:** |  |

Further, I will followed the following points/instruction:

* No one is allowed to alter the setting configuration of any computer
* Software may be installed by Computer Labs staff only. Do not install any software on your own.
* Equipment and cables are to be moved by authorized personnel only. Users are not allowed to attach personal hardware or software in any of the computer laboratory’s network without permission
* Any malfunction or damage observed at the terminals assigned must be immediately reported to the laboratory assistant on duty.
* Chewing gum, eating, drinking, smoking, and any form of vandalism are prohibited inside the computer laboratory.
* Cellular phones must be in silent mode before entering any computer lab.
* Do not abuse the hardware, software, or lab personnel, so please operate the equipment with respect and care.
* Any failure to follow these lab rules may result in the loss of your lab privileges.
* I will maintain the dignity and decor of the place

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| --- | --- | --- |
| -----------------------------  Signature of the Student |  |  |
| Recommended / Not Recommended | |  |
|  |  |  |
| Supervisor | Lab Incharge | Head, CTTD |