**JADAVPUR UNIVERSITY**

**Kolkata 700032**

Application for permission for emergency access to research laboratories during the period of university closure, from 18 March 2020 to 15 April 2020

[This filled-in form must be emailed to the Registrar, Jadavpur University <drsnehamanju@gmail.com>, with cc's to the concerned Dean and Head of Department/Director of School. For Salt Lake campus,

cc should also be sent to the Deputy Registrar, Salt Lake campus <pranab\_gayen@yahoo.com>]

1. Name of faculty member:

2. Contact number and email:

3. Department/School and designation:

4. Name of Research Laboratory/Room No:

5. Date/s and time required (add more rows if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. | Date/s | Time | |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

6. Name/s of research scholars (maximum two) who may accompany the teacher in the laboratory:

|  |  |  |
| --- | --- | --- |
| Sl | Name | Contact number |
|  |  |  |
|  |  |  |

*Note: Scholars must carry ID proof with them at all times*

**All WHO/Government guidelines and safety precautions must be strictly followed when using research laboratories**