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## **Format for requests for space to Space Allocation Committee, IIT Mandi**

Requirements of space for (a) Center, (b) Theme, (c) Admin, (d) Student, (e) .....

Date of submission:

1. Name of the School/Office/Center
2. Total area requested (sqm):
3. New/Existing laboratory/Space:
4. Existing space allocated for the theme/labs/office (sqm):
5. Major usage of the space (Sitting area/Housing Equipment/Class Room/Office):
6. Activities: (Teaching/Research/ Primary Teaching Secondary Research/ Primary Research Secondary Teaching /Admin/student/)
7. Level of activity UG/PG/PhD/Project:
8. For Research labs (Fill the annexure-1 in details):
  - (i) Total external funding secured:
  - (ii) Number of faculty/staff involved:
  - (iii) Number of research scholars involved:
  - (iv) Number of project staff involved:
  - (v) Total Number of UG/PG students:
  - (vi) Status of procurement of equipment:
  - (vii) Justification from the lab coordinator :
9. Additional requirements for lab (Ground floor/power supply/Proximity to existing lab):
10. Comments from Chair of the school / Center Coordinator:

(Chair/Coordinator/Administrator)

PTO



**Additional details (brief description about level of activity planned)**

\*\*\*\*\* Filled by SAC \*\*\*\*\*

**Received on:**

**Discussed on:**

**Returned on:**

**Competed on:**



Annexure-1

Research Theme:

Research Center Theme:

Total space request: ..... m<sup>2</sup>

Name of Faculty Member	No. of MS students	No. of PhD students	No. of Project Staff	Projects sanctioned/ ongoing (Provide nos. and total value)	Percentage this lab	Projects submitted (Provide nos. and total value)