

APPLICATION TO DEVELOP PROJECT IN FABLAB

1. Name of the applicant <i>(In capital letter with initial)</i>			
2. Name of the Department		3. Admission No:	
4. Semester		5. IEDC ID	
6. Contact No. (applicant)		7. Univ. Reg. No:	
8. Mail ID			
9. Team members <i>(Maximum 4 members in a team)</i>	Name (In capital letter)		Admission Number
	1.		
	2.		
	3.		

PROJECT DETAILS

10. PROJECT TITLE	

GUIDE DETAILS

11. Name of Guide <i>(In capital letter)</i>		
12. Name of the Department		
13. Contact No. (Guide)		
14. Mail ID (Guide)		
15. Willingness from guide.	I express my willingness to guide the above said group of students in this project.	
	Signature of the guide:	

PERMISSION FROM HEAD OF THE DEPARTMENT

17. Permission from HOD.	<i>Note if any:</i>	
	Signature of the HOD:	
	Name of the HOD	

22. GENERAL INSTRUCTION TO STUDENTS

1. Get permission from your Department HOD [data 17].
2. Mention the equipment using in Fab lab in your request letter [data 18].
3. Mention the expected working hour & volume of materials /consumables needed [data 18].
4. You should get prior permission from Fab lab In-charge to execute the work & you are permitted to execute the work only with the presence of fab lab In-charge and should follow the recommendations from FAB In-charge.
5. You have to **pay operational cost, material cost & electricity charge** for the equipment/materials used in Fab lab.

(For Eg: In the case of 3D Printer, the above cost is 100 Rs/hour.

For HEERA IEDC students 60 Rs/hour,

For HEERA College students 70 Rs/hour)

6. Expected charge will be calculated prior to the work, **80%** of the amount should be paid to fab-lab before the work.
7. For components **30%** of the component cost should be paid in advance for the wear and tear / damages if any due to improper use. If there is no damage amount will be refunded back.
8. You should check for **damages** when taking it from the store.
9. There is no replacement from students in case of damages/malfunction of equipment/tools/components/ materials. The total amount will be imposed as fine.
10. The maximum number of days you can keep FAB-LAB components is **Four weeks**, for every additional week 20 Rs will be taken as a fine.
11. All equipment should be returned to place after use and maintain discipline while inside the lab.
12. Should take care that the raw materials and tools are utilized effectively.
13. Maintain lab & lab surround neat and tidy.

23. DECLARATION

I, do hereby declare that all

the information furnished above is true and promise that I will obey all the rules and regulations.

Date : ____ / ____ / 20____

Place : _____

Student Signature

Signature of FAB In-charge

Signature of IEDC Nodal Officer