

Do not write above this line.

Bharti School of Telecom Technology and Management, Indian Institute of Technology, Delhi

Photo

Registration Form for : ☐ Email access ☐ Lab Access for Students

1. Name:				2. Entry No:				
3. Program:	B.Tech / M.Tech / M.S / Ph.D / Other Non-IIT student (please note that Item 15 and 16 are compulsory for non-IIT students)							
4. Hostel / Local address: (Non-IIT students / summer interns must fill in their local address and hostel address if available)	Hostel: Room #: Mobile #: email:@..... Tel #: ++.....- (.....)							
5. Name and address of local guardian who must be contacted in any emergency:	Name: Postal address: Tel #: Mobile: email:							
6. Type of usage:	Mini Project / Minor Project / Major Project / Lab Miniproject / Internship / MTech / MS / Ph.D / Other							
7. Project / Thesis Title:								
8. Brief write-up on project outcome:	1. 2. 3.							
9. Lab usage duration: Name of Lab:	From (day) (mon) (year)	TO (day) (mon) (year)
10. Special requirements	Software 1. OpNet – please sign OpNet Agreement Form with S.Kar 2. 3.				Hardware 1. 2. 3.			
11. Undertaking by the student (submission of the signed form implies agreement to this undertaking)	<p>LAB RULES</p> <ul style="list-style-type: none"> Laboratory safety measures will be strictly followed <ul style="list-style-type: none"> At least two persons will be present in the lab at all times Lab facilities and space will be used only for the bonafide project work No un-authorised persons shall be brought into the laboratory Infringement of the above clauses shall render the student to strict disciplinary action. The Laboratory Staff and IIT Delhi shall not be held responsible for any event of personal injury / disability / demise directly or indirectly arising from my usage of this Lab. <p>I have read and hereby undertake to agree with the above terms of usage of the Lab.</p>							
12. Signature of student (Signature) (Surname) (Name)							

13. [External / non-EE Dept / summer intern students]

PERMISSION OF Coordinator, Bharti School of Telecom Technology and Management
– REQUIRED ONLY FOR NON-EE DEPT & EXTERNAL STUDENTS

I have examined and am convinced that the proposed usage of EE facilities constitutes legitimate academic work, which may be conducted in the EE Dept. The above student is hereby permitted to use the facilities of the EE Dept for the purpose stated above. This includes entry to the laboratory, use of lab equipment, presence in the lab during working/non-working hours and issue of equipment / material for the purposes pertinent to the project on par with students of similar academic programmes of the Dept. A “Temporary User” ID card may be issued by the Lab / IITD Security Unit for identification purposes for the duration of the above work.

Coordinator, Bharti School of Telecom, IIT Delhi¹

Date: Place:

14. Liability Clause

[APPLICABLE ONLY TO NON-IITD STUDENTS / NON-DEPARTMENTAL / EXTERNAL STUDENTS / SUMMER INTERNS]

In any case where misuse of lab equipment, damage of lab equipment, willful manhandling of lab infrastructure is detected either during the execution of the project or before final clearance is given to the student, recovery procedures will be initiated to recover the same on a same-cost basis. A definite budget (such as a ongoing Project expenditure budget head) must be pre-identified and certified to be available by the Faculty Supervisor. Such financial liability will cease once the final clearance is given by the Lab in Item titled “CLEARANCE” of this form. PLEASE MARK (✓) THOSE ITEMS WHICH YOU ARE REQUESTING / WHICH ARE APPLICABLE.

☐ (a) As the Faculty Supervisor of the above non-departmental / non-IITD / external student, I agree that any liability of the above nature shall be met by me from the following budget head:

.....
 I understand that the financial liability shall cease to be binding once the final clearance is given by the Lab in Item titled “CLEARANCE” of this form.

☐ (b) This financial commitment is hereby given with the permission of the Competent Financial Authority whose approval is given in Item titled “CFA-Liability”.

☐ (c) I would request and recommend that the student be given a Departmental email address@ee.iitd.ac.in [please fill desired login name]. The duration of the account is from to

☐ (d) I also certify that the above student is requesting lab usage for legitimate academic purposes.

Signature of Faculty Supervisor / Course Advisor
 (Signature of Faculty Member at this point constitutes acceptance of financial liability)

SIGNATURE NAME EC# TEL
 Email:

15. CFA-Liability

As the Competent Financial Authority, I certify that the stated budget head will be available for any financial liability arising from damage due to Lab usage. Further, this liability shall be limited to a maximum² of Rs.

[Signature of CFA / PI of Project from where the proposed budget head is identified]

16. Signature of Lab in charge

I am satisfied that all necessary permissions have been given, the student may now be allowed access and use of the lab.

SIGNATURE NAME EC# TEL

17. Special Remarks / action

18. ID card / badge of Bharti School issued?

NO / YES – BADGE NO.
 (After clearance process is over, please tick here: BADGE RETURNED: ☐ YES)

19. OpNet/Telelogic used

PLEASE LEAVE A LABELLED CD WITH YOUR THESIS IN BHARTI SCHOOL AS AGREED.

20. CLEARANCE

It is hereby certified that the Lab has no outstanding loans or other financial commitments pending on the above Lab user. Full and final clearance is hereby given and all liabilities / commitments on Faculty/students stated in this form hereby stand annulled once this clearance is given by the Lab. ID card / badge has been returned to Bharti School office.

[To be given by the Lab at the end of the usage duration]

Signature of Tech Staff Member: Name:

Date & time:

¹ Any student who needs to use a Departmental facility / lab must do so with the permission of the Head, Dept of Electrical Engg.

² When a maximum ceiling is stated by the CFA on financial liability, special permission is needed for each use of lab facilities whose cost exceeds this limit.