

Team Member Declaration Form

IITBNF, IIT Bombay
IT Team

Declaration by Team Member

I, Patel Mohammed Tausif (name), hereby acknowledge and agree to the following terms as a member of the Software Development Team under the supervision of Mrs. Rajni Moona (team lead/manager):

1. Reporting & Instructions

- I understand that I am required to take work-related instructions **only from my designated reporting manager/supervisor** or individuals formally authorized by them.
 - I will follow the proper reporting hierarchy and will not act on instructions from unauthorized personnel.
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2. Data Handling & Privacy

- I acknowledge that during the course of my work, I may have access to confidential, sensitive, or proprietary information.
 - I agree to handle all data in accordance with institute policies and only use it for authorized work-related purposes.
 - I will not share, copy, distribute, or disclose any company data, client data, source code, documents, or internal communication with anyone who is not authorized to access it.
 - I will immediately report any suspected data breach, unauthorized access, or misuse of information to my reporting manager.
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3. Work-From-Home (WFH) Responsibilities

- If I am working from home on any day, I agree to remain **fully available and reachable** during official working hours.
- I will perform my tasks diligently, professionally, and within expected timelines, regardless of work location.
- I will ensure a suitable work environment at home that allows me to focus and complete my assigned responsibilities effectively.
- I will proactively communicate any issues that may affect my availability or productivity while working remotely.

- If I am unable to perform or am not available or for some other reason, my reporting manager has the right to cancel my WFH and I will then apply for leave on that day.
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4. Code of Conduct & Responsibility

- I will maintain professionalism and integrity while working on team projects.
 - I will ensure that all work I perform adheres to the security, compliance, and quality guidelines of the organization.
 - I agree to be accountable for tasks assigned to me and to communicate promptly regarding any issues, delays, or risks.
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5. Consequences of Non-Compliance

- I understand that any violation of the above commitments may result in disciplinary action as per institute policy.
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Team Member Signature

Name: Patel Mohammed Tausif

Signature: _____

Date: 05-12-2025



Team Lead / Manager

Name: Mrs. Rajni Moona

Signature: _____

Date: _____
