TESTING REGISTRATION FORM

Internal	External

Project Co-ordiator(s) Name: Department:

1. Title   :

2. Date of Commencement   :

3. Proposed Date of Completion   :

4. Proposed Value   :

   Test:

1. Name of the Test   :

2. Proposed Rate for the Test   :

3. Details of the equipment   :

4. Details of Consumables   :

5. Steps for arriving at the Rate   :

6. Anticipated No. of tests / months   :

Signature of Project Coordinator(s)   **HoD's SIGNATURE**

FOR IC & SR OFFICE USE

Project No.

1. The proposal should contain the following details:

   ✓ Details of the tests being carried out.
   ✓ Details of the equipment used for the list.
   ✓ Details of the consumable used for the test.
   ✓ The rate for the test.
   ✓ The steps used for arriving at the rate of the test.
   ✓ Format for the test.

2. External Test attracts Service Tax.

3. The charges received for the test as cheque / draft to be sent to IC & SR along with the test details in the Test Format every months.

4. No overheads are charged for the tests whereas Service Tax is applicable for external tests.

5. No distribution is permitted in such projects.

6. Only the following expenses are permitted:

   1. Purchase of equipment, spares and consumables
   2. Maintenance of equipments
   3. Appointment of staff

7. User Committee will evaluate and fix the rates.

   Composition of user committee:

   ➢ *Two core members may be selected from the faculty who are providing such common testing facility. One of the core members will be the Chairman of the Committee.*
   ➢ *One faculty member from each user department in IIT Madras for such a facility.*
   ➢ *Member* secretary will be CTEO / STEO