

Note No. #1

Attachment:NVCTI_LabUserPolicy.pdf

OFFICE OF THE DEAN (INNOVATION, INCUBATION & ENTREPRENEURSHIP)**IIT (ISM), Dhanbad**

Date: September 6, 2023

Guidelines for the use of laboratory facilities at NVCTI, IIT(ISM) Dhanbad

To facilitate access to NVCTI's laboratory facilities for product development, while maintaining accountability, transparency, and responsible usage for the benefit of the entire NVCTI community and its stakeholders, following specific guidelines should be followed:

General Guidelines:

1. All users must fill out the NVCTI lab access form to avail the facility of NVCTI. For MPDI course users, the rules of MPDI will be followed. At the end of their lab assignment, *every user must submit a closure report in the prescribed format.*
2. NVCTI users, regardless of their academic status, must strictly adhere to all safety protocols and laboratory regulations while accessing NVCTI facilities.
3. NVCTI reserves the right to impose additional guidelines and requirements to ensure the responsible and ethical utilization of laboratory resources.
4. NVCTI's Technical Officer (TO) is responsible for determining and publishing the applicable usage charges for all user categories in consultation with the respective lab In-charges.
5. All users are responsible for promptly reporting any equipment malfunction or safety concerns to NVCTI staff.
6. NVCTI encourages collaborative projects and knowledge sharing among users to foster innovation and creativity within the laboratory environment.

Access Rules for the laboratory facilities at Naresh Vashisth Center for Tinkering and Innovation (NVCTI), IIT(ISM) Dhanbad:

R1. Undergraduate (UG) Students:

- i. UG students can access NVCTI laboratory facilities and consumable items free of charge.
- ii. UG students intending to use NVCTI lab facilities for their final year departmental projects/dissertation must:
 - ➔ Submit an undertaking from their respective guide/mentor/supervisor endorsing the project's need (in a prescribed format) for NVCTI lab access.
 - ➔ Inform the NVCTI office well in advance (preferably at the start of the semester) of their intended usage.
 - ➔ Students and mentors must include an acknowledgement of NVCTI, IIT (ISM) Dhanbad, in their project documentation.
 - ➔ Submit a copy of a project completion report describing the work done, uses of the consumables and outcome on the prescribed format.
 - ➔ Return the unused consumables/items issued to them from the labs of NVCTI.
 - ➔ Get a no-dues certificate from the office of NVCTI at the end of the project.

R2. Undergraduate (UG) Students with financial source:

- i. UG students working on a project and getting fellowship/salary/internship(outside NVCTI)/contingency will incur usage charges for utilizing certain NVCTI facilities (such as PCB prototyping machines, 3D printers, Pouch battery cell assembly lab facilities, CNC, etc.) for the work related to their project for which they are being paid.
- ii. For the Electronic circuit & IoT lab, Pouch Battery Cell assembly lab and Mechanical & rapid prototyping lab, no consumables will be provided. In the case of the 3D printing facility, the user must bear the cost of used printing materials (filaments).

Note No. #1

Attachment:NVCTI_LabUserPolicy.pdf

R3. Postgraduate (PG) Students without fellowship:

- PG students without fellowship/internship/contingency, etc., will get access to the NVCTI lab facility following the same rule outlined for UG students in R1.

R4. Postgraduate (PG) Students with fellowship, Research Scholars and Faculties:

- For PG students with fellowship/contingency/internship(outside NVCTI), Research scholars/Faculties, the access rule will be similar to that stated in R2 for UG students.

R5. Outsiders:

- i. Outsiders, including non-affiliated individuals or institutions, may access NVCTI laboratory facilities subject to the approval of NVCTI's governing body or relevant authority.
- ii. Access by outsiders may be contingent upon the payment of prescribed usage charges for accessing the lab facilities, to be determined by NVCTI in consultation with the competent authority. In general, NVCTI will not provide any consumables (except the 3D printing lab) to such users.

R6. Events:

- For institutional and NVCTI events involving outside participants, such as JH-SIC, etc., the NVCTI facilities will be provided based on the decision taken by HoC NVCTI on case to case basis.