 **Indian Institute of Technology Indore**

**Discipline of Mechanical Engineering**

Advanced Manufacturing Processes (AMP) Lab

|  |
| --- |
| **Sr. No.:** |

|  |
| --- |
| **Date:** |

**Work Request Form**

**Name of the Requester:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Institute/ Department / Section/ Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact no. and Email ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Roll Number/Employee Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose:** UG Teaching/ PG Research/ PhD thesis work /BTP/ Sponsored Project/ Consultancy/ others (Please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Source of Funding**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Complete Details of the Work Requested**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Complete Description of work to be done**  (Providing details about work material, geometry, dimensions, required surface finish, dimensional and geometric tolerance and drawing is MUST for completing the desired work) | **Quantity** | **Remark** |
|  | Work material:  Geometry to be manufactured:  Dimensions:  Hardness (approx.):  Required dimensional tolerance (µm):  Required surface roughness value  Any other relevant information which might be useful in completing the task:  (Please attach additional sheet for drawing of the geometry to be made) |  |  |

**Information to be provided by the Manager or Deputy Manager of AMP Lab**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Machine (Please choose the intended machine for your work) | Operating Cost Including Available Essential Consumables **Excluding** Applicable Taxes (INR/hr.)  (Please choose applicable category) | | | Name of the Machine Operator Assigned | Details and Cost of the Additional Tools and Consumables | Estimated Total Time Required  (Hours) | Estimated Total Cost  (INR) |
| For students of IIT Indore | For other Academic and  R and D Organizations | For  Industries |
| CNC WEDM  [EcoCut] | 800 | 1,000 | 1,200 |  |  |  |  |
| CNC EDM  [smart CNC] | 800 | 1,000 | 1,200 |  |  |  |  |
| CNC Milling  [emcoMILL] | 800 | 1,000 | 1,200 |  |  |  |  |
| CNC Turning  [emcoTURN] | 800 | 1,000 | 1,200 |  |  |  |  |
| CNC micro-machining Center | 1,500 | 2,000 | 2,500 |  |  |  |  |
| 3D-Printing Machine | 1,000 | 1,500 | 2,000 |  |  |  |  |
| **Estimated Grand Total** | | | | | | |  |

**Important Note:** Completion of the r*equested Work, actual operation time and actual cost can vary from the estimated time and estimated cost due to nature of work material, constraints on resources (power source, AC, breakage of tools or probes, internet, etc.), criticality of work, manpower availability, queue of previous requests, and machine downtime.*

**Name and Signature of Manager or Dy. Manager of AMP Lab with Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Requester with Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature and Designation of the Recommending Authority with Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remarks and Approval by the Faculty-in-Charge of AMP Lab with Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of the Work Done**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Request Submission  Date | Work Completion Date | Machine(s)  Used | Actual Total Time  (Hours) | Actual Total Cost  (INR) | Acceptance by the Requester  (signature with date) | Machine Operator  Signature with date | Manager or Dy. Manager  Signature with date |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total amount to be paid (INR)** | | | |  |  |  |  |

**For internal users (i.e. students of Mechanical Engineering at IIT Indore):** Pl. Credit an amount of INR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the account of AMP Lab in the Discipline of ME.

**For other than internal users:** Make online payment of INR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to **Project and Consultancy account of IIT Indore** whose details are mentioned below:

Account Holder: **Registrar, IIT Indore**

Name and Branch of Bank: **Canara Bank, IIT Indore, Simrol Campus Branch**

Account Number: **1476101027440** Type: **Saving A/c**

IFSC Code: **CNRB0006223** SWIFT Code: **CNRBINBBISG**

**Faculty-in-Charge, AMP LAB**

INR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ credited in favor of AMP Lab or paid online (attach printout of receipt)

**Transaction ID and date of the online payment:**

**Signature of the requester with date:**

**Approval by the Recommending Authority (or external requester) along with signature**

Follow-up action by Manager or Dy. Manager, AMP Lab:

Confirmation of the receipt of the payment by R and D office (for external users only):