 **Indian Institute of Technology Indore**

Discipline of Mechanical Engineering

**Metrology and Gear Research (MGR) Lab**

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| --- |
| **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 material, dimensions, required surface finish, dimensional and geometric tolerance and drawing is MUST for accepting and completing the desired work) | **Quantity** | **Remark** |
|  | Work material:  Dimensions:  Hardness (approx.):  Dimensional tolerance (µm):  Any other relevant information which might be useful in completing the task:  (Please use additional sheet for providing the drawing of the part) |  |  |

**Information to be provided by Deputy Manager Gear Research and Metrology Lab**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Machine (Please choose the intended machine for your work) | Operating Cost Including Available Essential Consumables **Excluding** Applicable Taxes (INR)  (Please choose applicable category) | | | Name of the Lab Staff 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 Gear Metrology M/c | 1,000 per gear | 1,500 per gear | 2,000 per gear |  |  |  |  |
| Manual Gear Metrology M/c | 500 per gear | 750 per gear | 1,000 per gear |  |  |  |  |
| Optical Surface Profiler | 500 per sample | 800 per sample | 1,000 per sample |  |  |  |  |
| Optical Microscope | 500 per sample | 800 per sample | 1000 per sample |  |  |  |  |
| Coordinate Measuring Machine | 800 per hr. | 1,000 per hr. | 1,200 per hr. |  |  |  |  |
| Gear Hobbing Machine | 500 per hr. | 800 per hr. | 1,000 per hr. |  |  |  |  |
| Contour Tracer  (CV 800) | 1,000 per sample | 1,250 per sample | 1,500 per sample |  |  |  |  |
| Toolmaker’s  Microscope | 300 per sample | 500 per sample | 700 per sample |  |  |  |  |
| Automated 2D-Height Gauge | 500 per sample | 700 per sample | 1,000 per sample |  |  |  |  |
| Automated Geometrical Tolerance Measuring Equipment (MarForm) | 800 per sample | 1,000 per sample | 1,300 per sample |  |  |  |  |
| **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 Dy. Manager of Metrology and Gear Research Lab with Date:**

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

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

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

**Remarks and Approval by Faculty-in-Charge, Metrology and Gear Research Lab with Date:**

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**Details of the Work Done**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Request Submission  Date | Work Completion Date | Machine(s)  Used | Actual Total Time  (Hours) | Actual Total Cost  (INR) | Signature of Requester  with date | Signature of the Operator  with date | Signature of Manager or Dy. Manager  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 Metrology and Gear Research Labin 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, Metrology and Gear Research Lab**

INR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ credited in favor of Metrology and Gear Research 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, Metrology and Gear Research Lab:

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