

**DEPT. OF ELECTRICAL ENGINEERING
NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
Application for Key/work permission for the laboratories**

Name of student:	
B Tech/MTech/PhD:	Roll No.
Regular/QIP/Sponsored/PT:	
Hostel address: <i>(changes shall be intimated)</i> Room No. Hostel: Name of tutor/warden:	Residential address: (in block letters) <i>(changes shall be intimated)</i> _____ _____ _____ Pin:
Mobile Phone: <i>(changes shall be intimated)</i>	Residence contact Phone with STD code:
Type of permission	KEY or WORK
Name of lab. seeking permission:	
Period of permission requested (maximum one semester)	
Reason for seeking permission:	
I understood clearly the norms/guidelines and responsibilities of students (received a copy) with key/work permission and here by confirm that I will strictly obey the rules/norms/guidelines. I agree that I will accept all disciplinary actions taken against me and punishments given to me by the faculty in charges/programme coordinator/ faculty advisor /HOD or any higher authority.	
Signature of student:	Date:

Recommendation from faculty/guide/Coordinator :	I hereby confirm that the above student of mine will follow clearly the norms/guidelines of the lab/Dept./Institute and I will take the full responsibility of this.	
Name:	Type of permission recommended: Key / Work Period recommended: as above Signature: _____ Date: _____	
Remarks by the faculty I/c of lab: Name:	Key / work permission may / cannot be granted Remarks: _____ Signature: _____ Date: _____	
KEY PERMISSION /WORK PERMISSION is granted for Mr /Ms----- in -----laboratory for the period-----		
Date:	Seal	Prof & Head

Note: Norms/procedures to be followed for students to work in EED laboratories is given overleaf.

Norms/procedures shall be followed for students to work in EED laboratories.

- 1 There will be Key permission to hold the keys of the laboratories and Work permission to work in the laboratories for students after office hours & holidays.
- 2 Only students either with key or work permission shall be allowed to work in the labs after office hours (5.30 pm to 12 midnight) & holidays (9 am to 12 midnight).
- 3 Key/work permissions shall be given by HOD to M.Tech /PhD students only to continue their work in the EED laboratories after office hours & holidays based on their application in the prescribed form with the recommendation from their guides for a specified period (maximum one semester at a time).
- 4 Copy of the key permission shall be submitted to the staff i/c of the concerned lab. Key will be issued at 5.30 pm after making proper entries in the key permission register and shall be returned and handed over to the staff I/c of the lab, at 9.00 am on the next working day.
- 5 Students with a key permission for a lab can get the key of the concerned lab and do their work only in that lab. Lab shall be decided based on the area of their work.
- 6 At least one student with key permission shall be present in the lab after office hours and he/she shall take the complete responsibility of the lab including all equipment /devices /instruments /consumables /power supply. No items in the lab shall be misplaced/dismantled/dislocated or taken out.
- 7 Special permission shall be taken from the faculty i/c of lab. For bringing any items (except CDs) including PCs/Laptops etc. from outside into the lab.
- 8 It is the responsibility of the last person .with key permission. to switch off all the equipment/devices/lights/fans etc shut down computers etc., in the proper manner and close the lab. They shall not keep the lab open whenever they go out of the lab premises. Keys of the labs shall be under his/her safe custody and can be given only to another student with key permission. for the particular lab. On emergency situation, she/he holding the key can hand over the key to any other student with work permission for the lab, after intimating the faculty & staff I/c of the lab.
- 9 The last person .with key permission. can instruct other students without key permission to close their work and move out of the lab enabling him/her to close the lab. If any student continues to work irrespective of the instruction, his/her name shall be reported to the faculty I/c of the lab.
- 10 Students seeking key/work permission shall know the contact nos. of security staff, EMU, staff & faculty I/c of labs / Asst Register/Registrar for making any emergency contact.
- 11 Key or work permission shall not be transferable. All students shall keep a copy of key or work permission and their valid identity card whenever they are inside the labs. They shall produce the same on demand by any security staff/authority.
- 12 It is the responsibility of the student with key permission to report any damages /loss/ disorders of any items immediately to the staff/faculty i/c of the labs.
- 13 It is the responsibility of the student with key permission to report the name of the student(s) responsible for the damages /loss/ disorders of the items or name(s) of students found misuse the lab/lab items or found misbehaving with details immediately in writing to the staff/faculty i/c of the labs. Students shall pay compensation and fine, either individually or collectively by all the students as per the report, based on the decision by the HOD. The amount of compensation and fine will be decided by the HOD in consultation with the faculty i/c of the lab.
- 14 Any damage/loss of any items in the labs due to the misuse or misbehaving by any student in the lab, noticed by the staff/faculty at any time during the period of stay of the students with key permission in NIT Campus and found not reported by the students with key permission, shall be compensated by the students with key permission including the penalty, either individually or collectively by all the students with key permission as per the decision of the HOD .
- 15 Students who do not pay the compensation /fine as decided by the HOD in the above cases, will be reported to the Director. No recommendation for conduct/placement/degree certificates will be issued from the dept. to such students till they pay compensation /fine.
- 16 Students who do not obey the above norms/procedures and guidelines will not be allowed to work in the lab and necessary action will be initiated including termination of their student.s ship in the Institute.
- 17 Students with key permission shall sign in the key permission register (under the custody of staff I/c of lab) with time, both when they take and return the keys. They shall ensure that key has been taken into the custody of staff i/c of the lab.
- 18 Students with work/key permission shall sign in the log-in register (kept at the entrance of labs) with time, both when they enter and move out of the labs.
- 19 Key or work permission granted to any student can be withdrawn by the authority at any time without assigning any specific reason.

Undertaking

I understood clearly all the above norms/procedures and confirm that I will strictly obey the rules/norms/guidelines.

Name and Signature of student:

Date:

Roll No:

Name and signature of faculty recommended with date: