

For office use:

Form No.: CED/CAD/20___/____

Date:

**CAD LABORATORY
DEPARTMENT OF CIVIL ENGINEERING
IIT ROORKEE**

Date:		
Name of user:		
Class/Designation:		
Group/ Specialization:		
Enrollment No. :		
Contact No. :		
IITR E-Mail ID:		
Supervisor(s) :		
Title of thesis / dissertation / project work:		
Operating System:	Windows ()	Linux ()
Software/Compiler/To be used (Please mention with version):		
Allotment type:	Fresh ()	Renew ()
System allotment period required (Max. Limit for Ph.D./M.Tech./B.Tech.: 6/3/1 Months)		
Whether Remote Access required (Yes/No) :		

Terms and Conditions

1. All users must apply for an extension in the CAD Lab within one week before or after the expiration of the validity of their account. Otherwise, your account will be deactivated, and it will be permanently deleted from Workstation without any notice to you after two weeks from the expiration date.
2. The users with inactive and terminated accounts will have to apply again, and the allotment of workstations will be subject to queue and availability of the systems.
3. In view of higher demand and a waiting list, the maximum validity period will be limited to 6, 3, and 1 month(s) for Ph.D., M.Tech., and B.Tech., respectively. As per Point (1), the students may apply again for renewal and every renewal may also have the same maximum validity period.
4. Biometric and seating permission for the workstation room will be allowed only to those students whose account is available at a workstation. Other students will be allowed to sit in the UG/ PG room during office hours to avail themselves of the laboratory facilities (except class-hours, if any).
5. All users will collect their data from the workstation regularly. The CAD Lab staff will not be responsible for loss of your data.
6. More than one user is working on a workstation, so all users are supposed to cooperate to use the workstation by managing time among themselves.
7. No access will be given to any project staff.
8. Consumption of food and beverages (except water) is strictly prohibited.
9. Bags are prohibited within the lab premises; however, books and laptops are permissible. Please note that CAD Lab cannot assume responsibility for personal belongings.
10. Since two or more students are working on one workstation, do not leave any of your items on the desk.
11. Do not alter the air conditioning settings.

12. If you have any problem with the machine, talk to the CAD Lab staff, do not open the CPU and remove any cables. Do not remove the LAN cable from the CPU for your own laptop or any other device.
13. You cannot bring anyone else with you without prior approval. If any discussion is required, please do it outside the CAD Lab premise.
14. I will not share the password to any other unauthorized user/ third person.
15. I understand that the CAD lab is under 24 hour surveillance. Non-compliance with these will result in the cancellation of your biometric registration, and you will only be permitted to access your workstation remotely.

I have carefully read and hereby agree to all the aforementioned terms and conditions.

User Signature

Supervisor Signature

(Sig. of Convener/O.C. of CAD Lab)