

Tinkering Laboratory
Indian Institute of Technology Roorkee

No:

Dated: 06-March-2017

Minutes of the First Advisory Committee Meeting, for the Tinkering Laboratory

The following members attended the meeting: Dean SRIC; Dr D K Saxena; Prof D Singh, Dr S Manhas, Dr A Tariq, Dr D Lahiri, Dr P Jeevanandam, Mr Apurwa, Mr Aman and Mr Sankalp Asawa

The minutes are as follows:

1. The coordinator apprised the committee members of the facilities available in the lab, and the state of its readiness.
2. The committee deliberated on several issues, and the corresponding recommendations are tabulated below:

Sr.No	Issues	Committee's Recommendations
a.	Lab's Accessibility and Usage	<ol style="list-style-type: none"> 1. The Lab would be available for use, only for IITR students and faculty members (not for outsiders). 2. Biometric registration of students would be essential for entry inside the lab's premises. 3. Entry into specialized-machine areas (Desktop 3D printers, Rapid Prototyping Machine and the CNCs) would be: <ul style="list-style-type: none"> • permitted only after adequate training of students • possible through card swapping on the biometric machines installed outside each machine cabin. Towards it: • trained students would be required to place an online request to book a time slot for a particular machine, along with submission of one page write-up. • depending on the novelty of an idea and its urgency, priority for distribution of up to 35 swap cards at a time (as many as specialized machines available) would be set
a	Timing for Lab's operations	In wake of the preferences highlighted by the student members, the committee recommended that the following schedule for the first month, spanning 15 March - 15 April 2017, to be dedicated to student training: 12 noon to 12 am (midnight): Monday to Friday
b	Staff Requirements	<ol style="list-style-type: none"> 1. Keeping in view the goal to open the lab from 12 noon to 12 am, for all 7 days a week, 16 April 2017 onwards, the committee recommended hiring of the following staff before 15 April 2017: <ol style="list-style-type: none"> (i) Two new project associates with following specializations - Mechanical & Chemical (ii) one Lab assistant on work hire basis (iii) one sweeper on work-hire basis (for work hire staff, application to be moved by the Coordinator to Dean Administration, through Dean SRIC) 2. From 15 March - 15 April 2017, the available staff would cater to the Lab's opening timings as below: <ol style="list-style-type: none"> a. Non-technical (account's staff): 10 am - 6.0 pm to coordinate the installation work in the chemical room, and for processing of purchase related papers b. Project Associate: 2 pm - 10 pm c. Technology Officer: 4.0 pm - 12.0 am

The meeting ended with a vote of Thanks to the Chairman.