

## Lab Access Procedure

- Visit the MicroE office: first floor, Electrical Engg Dept, Annexe.
- Contact Anand/Kuldeep/Abhijit ([anandakumar@ee.iitb.ac.in](mailto:anandakumar@ee.iitb.ac.in)/ [kuldeep@ee.iitb.ac.in](mailto:kuldeep@ee.iitb.ac.in) , [abhijitr@ee.iitb.ac.in](mailto:abhijitr@ee.iitb.ac.in) 25723655/25764472/25764441/9757441033)
- You will be directed to a PC which contains presentations related to 'Basic Clean room Practices', 'Fire Safety', 'Chemical Safety' and 'Rules & Regulations', 'Equipment Training Policy' You are advised to go through the presentations and videos thoroughly.
- Online Test to be given and test needs to be given till one gets all answers correct (100% result).
- After clearing the online test, collect the 'Lab Access Form' from Kuldeep/Abhijeet/Anand, **duly fill** it and take the Lab Tour.
- Please note the following schedule for online test, lab tour and biometric access
  - For Test: Monday and Friday; 11am - 12pm  
Please contact [anandakumar@ee.iitb.ac.in](mailto:anandakumar@ee.iitb.ac.in), [abhijitr@ee.iitb.ac.in](mailto:abhijitr@ee.iitb.ac.in)
  - Lab Tour Schedule: Monday and Friday; 3pm - 4pm  
Please contact [valli@ee.iitb.ac.in](mailto:valli@ee.iitb.ac.in), 25764475/9820856337
  - Biometric access will be given from Monday to Friday: 11am – 12noon  
Please contact [kuldeep@ee.iitb.ac.in](mailto:kuldeep@ee.iitb.ac.in)/[abhijitr@ee.iitb.ac.in](mailto:abhijitr@ee.iitb.ac.in)/[rajeshb@ee.iitb.ac.in](mailto:rajeshb@ee.iitb.ac.in)
- To get the access on an urgent basis, please send a request to [knages@ee.iitb.ac.in](mailto:knages@ee.iitb.ac.in) / [valli@ee.iitb.ac.in](mailto:valli@ee.iitb.ac.in) through your supervisor.
- In case of any other query, please contact to [knages@ee.iitb.ac.in](mailto:knages@ee.iitb.ac.in) / [valli@ee.iitb.ac.in](mailto:valli@ee.iitb.ac.in)
- If the lab has not been accessed for a period of 3 months, the biometric access will expire. One needs to contact Kuldeep to renew the access by clearing the biometric access test again.