

Indent Serial No.

Date:

Digital Micro Vickers Hardness Testing Machine

CENTRAL RESEARCH FACILITY

IIT(ISM), DHANBAD – 826004

[Please read the information given overleaf before filling up this form and put a tick (✓) in the appropriate box]

1. I wish to get _____ (in words _____) number of samples be measured on hourly basis.
2. The nature of samples is HARD POLYMER (), METTALIC (), or OTHERS (); if others please elaborate:
3. I wish to study my sample/s as per ASTM _____ standard and using the following settings:

Number of indents per sample:	
Required test force (gram force):	
Dwell time period (seconds):	

Please allot measurement slots ofhour/s/samples (as per Annexure - I)

User's Name (block letter):

Name of Supervisor

Dept. /Centre

Cell No:

Signature of HOD/HOC/Guide/PI/Prof.-in-Charge

Signature of the User

Please allot time and complete the work.

Signature of the Laboratory In-Charge

The above work has been done satisfactorily on _____ (Date) within _____ number/s of slot/sample and generated data has been delivered to me.

Signature of the Operator

Signature of the User

INFORMATION FOR Digital Micro Vickers Hardness Testing Machine

1. The Digital Micro Vickers Hardness Testing Machine is available for booking **every week: Total of 3 sessions (Monday-Wednesday-Friday)**. Each session is for **two hours** (including sample mounting, testing, and data collection time).
2. One full slot is of **2-hour** duration.
3. Only **one** booking is allowed to a user from a research group/PI/Guide from the various department in the institute. The user from the same research group has to wait until the next round of new bookings for the next slot.
4. User must provide good quality (mechanically finished/polished) of sample surface for better data quality and non-damage of the machine.
5. **Dimension required for Digital Micro Vickers Hardness Testing Machine are as follows: 5mmx5mmx5mm (minimum), Weight: up to 100g.**
6. The deadline for submitting slot booking forms is **Thursday (up to 3 PM)** of the previous week.
7. Allotment of slots will be notified at **4 PM the next day (i.e., Friday)**.
8. All forms must be forwarded through the concerned HOD, HOC, PI, Guide or Prof.-in-Charge, etc., and to be submitted in the Digital Micro Vickers Hardness Testing Machine Laboratory, Central Research Facility.
9. In case of power shut down or unforeseen disturbances, any unutilized slot will be subsequently compensated in the next round of booking.
10. All users should inform composition and sample details to the operator and leave a copy of the data/results in the laboratory for internal records (log book).
11. Generated data will be provided to the user only through the new, unused blank CD/DVD. No request will be entertained for providing generated data by e-mail, pen drive, external hard disk, or any other means. Thus, the user may bring a new CD for the collection of their data.