

# MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(An Institute of National Importance under Ministry of HRD, Govt. of India)

## Dean Research and Consultancy

No. DRC-14/2018/58

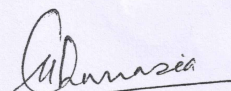
Dated 24<sup>th</sup> July 2018

### OFFICE ORDER

Following changes are being notified in the existing rules related to testing charges and procedures in the Materials Research Center at MNIT Jaipur:

1. There will be three categories of user: (1) Internal, (2) External (Academia) and (3) External (Industry). The agencies which collect samples from Academia/Industry and send to MRC for testing/characterization will be charged at the rates as applicable for category (3) above.
2. The GST as applicable will be payable additionally to the rates of sample characterization quoted for external users.
3. In case of cancellation of slot by the user, 20% of the charges deposited for the same (and GST as applicable, which is non-refundable) will be deducted, if cancelled within 2 days of the scheduled slot provided. For e. g. if the slot is booked for 15th July, and the user cancels the slot anytime between 13th-15th, 20% charges will be deducted. If cancellation is made in advance prior to two days of test date, then full refund may be made after deduction GST. If the test slot is cancelled or unsuccessful due to problem in the equipment, rescheduling of new slot by MRC or refund after deducting GST may be offered.
4. Students/ Faculty members from academic institutes must provide a valid ID for academic rates to be applicable. They must also provide a supporting letter/forwarding endorsement (with signature and seal) in the prescribed form from their faculty supervisor / Head / Principal in this respect.

This bears the approval of the competent authority.



(Prof. S. P. Chaurasia)

Dean, R & C

Copy to:-

1. Head , Material Research Center
2. P.S. to Director
3. P.A. to Registrar

# RULES AND REGULATIONS OF MATERIALS RESEARCH CENTRE

## These Rules Apply to All Persons Using the Facility

### General Rules

1. Prior permission must be obtained from Head MRC in accordance with the rules and regulations of the Centre for use of any of the facilities of MRC.
2. The Requisition forms are available in the centre and can also be downloaded from the website and must be submitted in advance.
3. Each permission of assignment shall be assigned a Project Account Number (PAN).
4. Only after assigning the number to a requisition, the applicant's name will be included in the Facility User's list posted on the notice board and website for outsiders.
5. All standard safety rules as stipulated by the Centre for use of any equipment must be observed without fail. Failure to do so the user shall be debarred for using the facility of the centre in future.
6. Users must inform the Facility Coordinator/Head of the Centre if there is a change required in Slot time assigned for analysis of the sample at least three days in advance and get the PAN number changed.
7. Smoking is strictly prohibited inside MRC and within 25 meters of the MRC building premises.
8. No food items from outside are allowed for consumption inside the laboratories. The Stipulated space for the same must be used for this purpose.
9. The users must help in keeping the centre clean at all times.
10. All persons must sign in and sign out while entering and leaving the centre and record the time giving PAN. (The typed format can be hh; mm on a 24 hour system). The user should also note it in the Lab where he is authorized to work.
11. Usage form has to be signed before starting work in the Lab.
12. All work areas must be left in neat and clean condition after the completion of work.
13. All operations concerning evolution of fumes and gases must be performed in fume hoods kept in appropriate places.
14. Every user is responsible for his/her samples and specimen. These cannot be stored or kept in working areas after the completion of the work. The user should take the samples (if the sample is not destroyed during the testing) and the test report back while leaving.
15. The MRC caters to many users, obeying the rules is paramount. Any violation of the Facility rules or abuse of the Facility equipment may result in the termination of usage of the Facility.

## INSTRUCTIONS FOR USE OF THE FACILITIES

- a. Sign usage form before starting in each Lab.
- b. Turn OFF all systems after use.
- c. Clean all the equipment after use as instructed as instructed.
- d. Return to proper place if moved.

## WORK AREAS

- a. All work areas are to be left in neat and clean condition at the end of the work period.
- b. All procedures and preparations yielding fumes and gases must be performed in hoods.
- c. All persons are responsible for their own samples and specimens. These are to be stored and must not be left in work areas for extended periods. Such items will be discarded if left unsecured.

Types of Users- There shall be three types of users for all equipment.

- Class I- These are the expert operators having an in-depth proven capacity of operating highly sophisticated and costly equipment of the Centre; in general this class of operators constitute highly skilled and knowledgeable in maintenance of scientific equipment and are the persons recruited by MNITJ.
- Class II- These are the knowledgeable and skilled persons having undergone training and being declared to have acquired adequate capability to handle the sophisticated equipment. These users shall be allowed to handle the equipment only in the presence of Class I user.
- Class III- These are the users with application knowledge and requiring use of the equipment for their research purposes. These users shall not be given to handle the equipment but will participate in testing along with Class I and II in accordance with the information/ data they want to generate.

All the facilities shall remain available for all 24 hours of the day subject to the availability of the Class I user.

The relevant procedures as stipulated by MRC must be followed in all cases. The permission formalities for running the equipment beyond 8 PM are different and to be followed strictly by the intended users.

The person who has made reservations must be in use of the facility (within 20 minutes of sign up time), or the time may be used by the other person or be charged to user if he didn't cancel the reservation 24 hours in advance.

### Training

1. Extensive training for all potential users for specific equipment shall be organized with the help of the equipment supplier and as specified by the Head of the Centre and approved by the Director.
2. At the end of training, after conducting a suitable process of assessment / examination, the trainer will declare who has acquired the required competence for handling the equipment. The person declared to have adequate competence on the equipment will be allowed to work on the equipment in presence of Class I/Trainer users for a suitable period of time, which is 4 months. After every 4 months a similar training will be organised within the ambit of AMC which will also include the persons declared previously to have acquired due competence. Only those persons who have qualified this time to attain the required competence level shall be allowed to operate the equipment.
3. No Research Scholar shall be allowed to handle selected equipment which are highly sophisticated as well as very costly.
4. Senior research students permitted to handle specific equipment must comply with the requirement of Clause No. 1 and 2.

### Registration:

- Every user shall have to fill up and submit the requisition form. It will provide the user a Project Account Number (PAN). This form can be filed online, or can be downloaded from the website, filled and submitted in person to the office of Materials Research Center (MRC), MNIT Jaipur.
- Samples can be sent or deposited in person with the letter from the Head of the institution/organization describing the purpose of testing. Educational institutes and Universities have to specifically state that, "the testing results will be exclusively used for research purpose and not for any commercial/consulting activities". The applicant shall also send the testing charges as applicable for that test in advance. As per rule, all publications of research work, resulting out of the services taken from MRC, MNITJ, must acknowledge MNITJ. It is expected that a copy of publication will be sent to MRC, MNIT Jaipur for reference.

The charges for the use of the equipments are available from the list provided on the website of MRC, MNITJ.

- Work related to consultancy work by internal members will be treated as an industry work. They shall have to get the test charges deposited before the use of the facility.
- External users have to pay in advance either through RTGS or deposit the required amount in the specified account of MNITJ.
- Departments/Centers organizing short courses may book slots in advance for visits /laboratory classes. Such visits will be entertained only if slots are available. For demonstrating an experiment it shall be chargeable as per the rates per slot.
- Departments/Centers may book slots in advance for conducting regular UG/PG laboratory classes in advance only for learning about an instrument which forms a part of the laboratory course curriculum. No charges shall be applicable for such purposes. However each batch size must be as per stipulations of MRC for the above said purpose.
- Head of the Departments/Centers/Principal Investigators of the Sponsored/Consultancy Projects are requested to send a requisition form and get the PAN assigned before the work can be taken up.
- Staff attached to MRC MNITJ will help/advise the users in sample preparation.
- A user can book maximum 3 slots at a time in a week. In case the instrument is free and the Coordinator of the Facility is satisfied about the urgency, additional slots may be provided.

Other conditions:

- § The results of tests done at MRC shall be used only for research and development activities
- § Testing fees chargeable can increase from time to time. However the balance shall be payable at the time of testing.
- § Samples, letters of request and payment must be submitted at one time. In case of any failure to do so, PAN number shall not be assigned and testing will not be carried out.
- § All correspondences must bear the PAN to be provided to the intending user at the time of booking.

- § Unstable and explosive materials will not be tested at MRC,MNITJ
- § Internal research fellows and students are required to apply for booking slots through their Supervisors.
- § If interpretation of any test results is sought by the external agencies, extra charges shall have to be paid as decided by the Head on case to case basis.
- § Samples can be submitted at the time of booking if sample preparation is required at the Centre otherwise may be brought on the day of the testing.
- § For internal users all requisition forms must be signed by the Supervisor.
- § The user shall be allotted slots on first come first serve basis and the exact date of testing will be fixed as per availability of the concerned equipment.
- § The internal users will be given incentive from the charges to be taken from external users. However this incentive is givable in terms of reduction in the charge payable by them or account of usage of facilities. The internal faculty members shall meet their expenditures either from sponsored projects or from their contingency grant.
- § A limited number out of the turn testing work may be taken up on the basis of proven emergency on part of the users; in these cases charges will be two times the normal charges.
- § All users, internal or external, must follow in Toto, the code of conduct of MRC, both in terms of maintaining the decorum, decency and ambience.
- § The Test Report will set forth the findings of the Laboratory(MRC) solely with respect to the test samples identified therein and, unless specifically and expressly indicated in the Test report, the results set forth in such Test Report will not be indicative or representative of the quality or characteristics of the lot from which a test sample will be taken. The Test Report will reflect the findings of the Laboratory (MRC) at the time of testing only, and the Laboratory (MRC) shall have no obligation to update the Test Report after its issuance. The Test Report will set forth the results of the tests performed by the Laboratory based upon the written information provided to the Laboratory as set forth in, or attached to, this Test Request Form. The Test Report will represent the entire understanding of the parties hereto with respect to the subject matter of the Test Report and no modification, extrapolation, variance or conclusion with respect thereto shall be permitted without the prior written consent of the Laboratory (MRC).