



K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION



STANDARD OPERATING PROCEDURE FOR CENTRAL INSTRUMENTATION FACILITY

Purpose

Purpose of this document is to outlay complete guidelines to its full capacity utilization of the facilities of Central Instrumentation Facility at KRMU. This S.O.P. describes the procedures to be followed to use the facility at CIF. This document is intended for faculties as well as students (Undergraduate, Post Graduate and PhDs, research staff).

I. Procedure to use the equipment

1. As a first step to book appointment for the Instrument, a requisition form is to be filled (attached in Annexure); complete in all respect after duly recommended by supervisor/HOD/Dean. The requisition form has to be mailed to cif@krmangalam.edu.in. [Whole process will move to ResearchApp which is under development]]
2. After receiving the request, CIF will confirm the readiness of the instrument and final amount which was to be paid. A user code will be given to user which will use in all further communications.
3. After getting mail from CIF, user will pay user charges in Accounts in person or electronically as per the charges listed in Annexure. Accounts details are:

<https://paytm.me/CiE-KP4>

4. After the payment made, the user will send proof of payment on cif@krmangalam.edu.in with reference code as subject of mail.
5. After payment of user charges, user can deposit the samples in person or post the samples on following address:
**Central Instrumentation Facility, B409, K. R. Mangalam University,
Sohna, Gurugram, Haryana, India, PIN 122103**

6. User has to carry out sample procedures which do not require CIF facility before the slot was provided to them.
7. Users should come 30-45 minutes before the slot provided to them to the laboratory, with all necessary consumables, accessories such as pipettes, tips, tissue paper etc.
8. All operational steps will be performed by trained CIF scientist/staff. User presence is required during every step for data procurement as far as possible.
9. Results will be provided to them electronically or printout in presence of CIF personnel.
10. User has to clean laboratory space (instruments and accessories) after use in presence of CIF personnel. Remove and dispose appropriately, the used tubes/strips/plates/tissues/solutions from the bench.
11. Make sure to enter requested details in the instrument logbook (provided) prior to using instrument and leaving the facility.

II. Reports

1. Raw data in the form of analysis reports will be sent by email, or the user may pick it from the CIF in Pen drive, in case of large data file.
2. All the records will be stored for a maximum of 45 days following analysis. After the said period data may be deleted due to shortage of storage space.
3. Specifications of instrumental conditions utilized in the analysis as well as calibration, curves, calculated concentrations, can be obtained and matching library data may be provided.
4. If the user wants to note the software settings details, he/she may save the same in his/her notebook for future reference.
5. CIF will ensure to safeguard the data privacy and strictly preserve the IPR of the users.

III. Timings

1. The facility is expected to run on all working days (from 9 am to 4 pm). However, users can deposit their samples from Monday to Friday (9 am to 1pm) in the office of CIF.
2. The facility will abide by the holidays of the Institute and remain closed on these days.
3. Saturdays are reserved for the maintenance of instruments, meetings and events (workshops etc.).
4. Users can collect their reports between 1 pm- 4 pm (Monday to Friday) from the office of CIF.

IV. Responsibilities of the users

1. Users have to prepare and process their samples following reliable protocol. In case of any query, the user may consult CIF for advice for the right method to follow.
2. The user has to decide his/her experiment and choose appropriate kits and protocols accordingly. Please note that CIF only offers machine and technical assistance during run, but has no responsibility for issues regarding the quality or yield obtained after run.
3. Once the machine use is over, user need to clean working areas and discard all the used consumables, plasticwares, etc. prior to leaving.

V. Responsibilities of the CIF staff and Faculty-In -Charge for equipment

1. Staff under the supervision of Faculty-In-Charge for a particular instrument, will perform all procedures involved in handling the instrument and data acquisition.
2. As mentioned earlier the user is required to perform initial steps of sample processing as guided by Faculty -In-Charge. However, may ask for support in case of any need.
3. Considering the nature of high-end equipment, CIF staff will ensure that the all- necessary precautions are being taken to ensure safer run.
4. User's protocols have to be approved by CIF staff to make sure that this do not cause any damage to the machine/instruments.

Notes :

1. The analytical/ spectra are provided only for research and development purposes. These cannot be used as certification in legal disputes.
2. Samples and payment should be sent preferably in the same cover. Separate samples should be sent for different analysis. Samples will not be analyzed until payment is received.
3. Charges are not refundable at any cost.
4. Radioactive material, unstable and explosive compounds are not accepted for analysis. It is the responsibilities of user to ensure the compliance.
5. Research fellows and students are advised to send their application/ performa and samples verified by the Supervisor through Chairperson/HOD/Director/Incharges of Department concerned.
6. It is also desirable that analysis work done using CIF facilities should be acknowledged in the publication/ theses and a note in the regard may kindly be sent to CIF.
7. Query regarding the sample result, if any, is to sent to Director, CIF, K.R.Mangalam University, Sohna , Gurugram, Haryana, India 122103 on the email director.cif@krmangalam.edu.in within ten days after receiving the sample results.

All the communication should be addressed to:

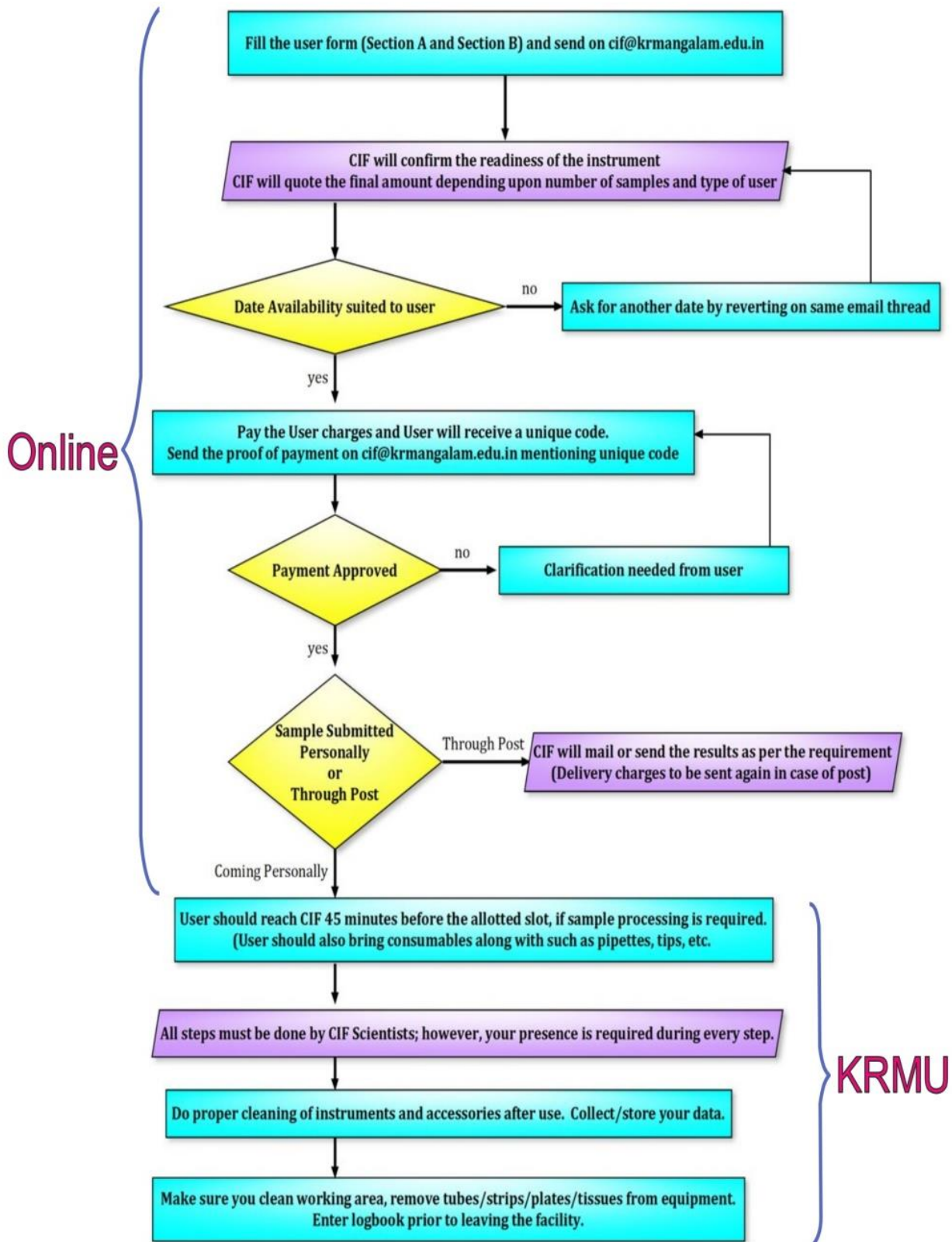
Director,
Central Instrumentation Facility (CIF)
Room No: B-409, B-Block, K.R. Mangalam University, Sohna
Gurugram, Haryana, India
PIN 122103

E-mail: cif@krmangalam.edu.in

director.cif@krmangalam.edu.in

Annexure-1

Standard operating procedure for the use of instruments



Annexure-2

Charge Sheet for instruments		
Instruments Name	Internal users & Other academic institutes	Industries/private laboratories
FTIR (in ATR)	Rs. 500	Rs. 800
TGA-DTA	Rs. 500/hr	Rs. 800/hr
DSC	Rs. 500/hr	Rs. 800/hr
UV	Rs. 300/sample	Rs. 400/sample
LCR Meter	Rs. 350/hr	Rs. 500/hr
Cold centrifuge	Rs. 300/hour	Rs 450/hour