

Central Instrumentation Facility, Central University of Gujarat

Standard operating procedure

A. Duties and Responsibilities of Faculty in-charge

1. The faculty member nominated as in-charge of a particular CIF equipment will be solely responsible for the up-to-date functioning and maintenance of the equipment.
2. The faculty in-charge will report to Nodal Officer about the health of the equipment, its working status, requirement of consumable items viz gases etc. and/or any other specific requirement every fortnightly.
3. The in-charge faculty members may take help of the technician of CIF, wherever required, in the operation and maintenance of equipment, but final responsibility will lie on the faculty in-charge.
4. Individual faculty may train students one student from each school to operate the equipment under written intimation to Nodal Officer. Under the continuous supervision of the faculty trained students may also operate the equipment. However, except faculty in-charge, technician, and the trained students, no one else will be allowed to operate the equipment. After operation/analysis by any equipment the actual operator would be required to make entry in the logbook of the equipment giving details of analysis (type of samples etc.) and working status of the equipment.

The mechanism is aimed so that the user is facilitated to conduct the respective analysis to promote the research work.

5. While working if any equipment goes out of order, it should be immediately brought to the notice of Nodal Officer stating the possible reason there off.
6. Faculty in-charge will immediately contact the manufacturer company engineer for needful action for repairing/servicing of the equipment.
7. If any financial/administrative approval will be required, the Nodal Officer will facilitate the process to bring back the equipment in functional state.

B. Procedure for Sample Analysis

1. User of any equipment will be required to download the proforma of analysis from the University website. One dedicated ICT person may look after digital user record.
2. Duly filled analysis proforma giving all details of samples to be analysed, forwarded by concerned supervisor, should be submitted to Nodal Officer. After Nodal Officer's approval the requisition will be given to faculty in-charge for analysis.

In case of external samples, the user individual or industry representative will be required to download the proforma and will directly approach the faculty in-charge who will do the needful in consultation with Nodal Officer.

3. Concerned faculty in-charge will decide the schedule of analysis following the principle of first come first serve and with mutual convenience of both the operator and user.

C. Charges for Analysis

1. Samples of the Ph.D. students and faculty members of CUG will be analysed free of cost. However, sample analysis related to research project of the faculty members funded by the any funding agency will be chargeable and cost per sample will be 20% of the prescribed rate for a particular analysis.

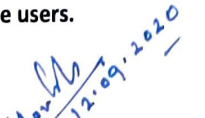
2. Analysis of external samples will be charged as per prescribed rates. List of charges will be available on the website of University.

3. External users will contact the concerned faculty in-charge for analysis and for charges they will be required to write the Nodal Officer. After the consent of faculty in-charge for the analysis the user will make the payment in advance by either electronic transfer (NEFT) or by DD in the name of the Registrar, CUG. The DD or electronic transfer receipt will be submitted to Nodal Officer and Nodal Officer will issue the payment receipt to the user.

4. Counterfoil of all the payment receipts will be submitted to Finance and Account section at the end of month with the details of payment received.

Considering the ground experimental realities, the needful amendments may be made in the SOP to facilitate the research work of the users.


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