

MANAV RACHNA UNIVERSITY

Estd. vide Haryana Act no.26 Of 2014
(Formerly Manav Rachna College of Engineering)
Sector 43, Aravali Hills, Faridabad.

F. No. MRU/UIC Centre/2022/11525

Dated: 30.08.2022

Subject: Establishment of University Instrumentation Centre (UIC-MRU) and Guidelines thereof.

The undersigned is pleased to inform that the Manav Rachna University has established University Instrumentation Center (UIC-MRU) in the campus to cater the needs of all researchers including faculty and students to characterize their samples/materials pertaining to ongoing research.

All the faculty members and students of Manav Rachna Educational Institutions (UG, PG, Ph.D. RAs & PDFs) shall be given free trainings in the centre. For usage of the UIC instruments User shall pay Usage Charges as per UIC-MRU Guidelines (**enclosed**) approved by the Competent Authority. Internal users can pay these charges from sponsored research projects, consultancy projects and startup grants received for the development work.


Registrar

F. No. MRU/UIC Centre/2022/11525

Dated: 30.08.2022

Copy to;

1. PS to Chancellor for kind information to Hon'ble Chancellor
2. PS to VP for kind information to the Hon'ble VP, MREI
3. PS to VC for kind information to Hon'ble Vice Chancellor.
4. Pro Vice Chancellor for information
5. All the Deans & Directors
6. Dean, Research with request to circulate the same among the other stakeholders as required.
7. Registrar, MRIIRS, with request to kindly get the guidelines be circulated among the faculty & staff of MRIIRS
8. Exe. Director Admission & Marketing, MREI
9. Head of Departments with request to get the UIC Guidelines be circulated among the Faculty and Students
10. CFO/ Senior Manager, CAD
11. Ph.D. Co-coordinator, Ph. D. office
12. Deputy Registrar (Academics)
13. Website Coordinator for uploading on the University website
14. Sr. Executive Accounts, MRU


Registrar

UNIVERSITY INSTRUMENTATION CENTER (UIC)

Vision:

- UIC envisions to be an advanced instrumentation centre by acquiring the modern and sophisticated instruments to serve in frontier areas of Science & Technology.

Mission:

- To host various sophisticated instruments to cater the need of cutting-edge research in thrust areas of science and technology.
- To be known as innovative, creative and successful centre for providing high quality sample/specimen fabrication and characterization/analysis.
- To make available the sophisticated instruments at reasonable charges to the faculty members, scientists, UG/PG/Ph.D. students and individuals from universities, laboratories, institutes, and industries that are either government or self-funded.

Objectives of the UIC

UIC has been created with following objectives:-

- To offer, a wide range of fabrication, characterization, testing techniques for Chemical, Mechanical, Nano-Bio-Material, Physics, Agriculture, Geophysical researchers/scientists.
- To encourage and support, extensively, to the UG/PG/Ph.D. students and faculty members towards quality research and developments.
- To extend the collaborative research leading to quality publications/patents/reports to a large extent.
- To generate Research & Consultancy Grants from Govt. Funded Schemes and Industries.
- To extend the facility to external organizations; academic institutions and industries in India/abroad.
- To extend the facility for organizing short term courses/workshops on the use and application of various instruments and analytical techniques.

Services provided by the UIC

The centre will provide following services:-

- Sample Preparation:** The centre provides facilities and assistance in sample preparation to the users.
- Sample Analysis/Testing:** The centre carries out analysis of the samples and provides spectra/results of analysis on a routine basis. Testing of quality of raw materials and products for industries will also be done.
- Short Term Courses/Training Programs:** The centre organizes the short-term courses/Training Programs/Workshops on application and use of various instruments and analytical techniques for UG /PG/Ph.D. students, faculty members, and personnel from other academic institutions, R&D Labs and industries.

iv) **Consultancy services:** The centre offers consultancy on solution to the analytical problems including development of analytical methods for, sampling problems, spectrum analysis and interpretation of results etc. as well as on R&D problems/issues.

General Rules for Users:-

1. Before using the UIC facilities, the Requisition forms need to be filled by the users. Requisition forms are available in the center and can also be downloaded from the website and must be submitted in advance. A Sample Requisition Number (SRN) will be generated and provided to the users.
2. Users must inform the Centre In-charge, if there is a change required in time slot assigned for analysis of the sample at least three days in advance and get the SRN number changed.
3. Samples can be sent or submitted in person with the detailed descriptions of the samples (i.e., type of sample, elements present in sample etc.) and purpose of testing.
4. The charges for the use of the equipment are available from the list provided on the website of University.
5. All users have to pay in advance either through RTGS or deposit the required amount in the MRU bank account, provided at MRU website.
6. Departments/Centers organizing short courses may book slots in advance for visits/Centre classes. Such visits will be entertained only if slots are available.
7. **Departments/centers may book slots in advance for conducting regular UG/PG course classes, prescribed in curriculum, in advance only for learning about an instrument which forms a part of the Centre course curriculum. No charges shall be applicable for such purposes.**
8. Staff attached to UIC will help/advise the users in sample preparation/data acquisition.
9. Smoking is strictly prohibited inside UIC and within 25 meters of the building premises.
10. No food items from outside are allowed for consumption inside the centre. The stipulated space for the same must be used for this purpose.
11. 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.
12. Turn OFF all systems after use.
13. Clean all the equipment after use as per protocol.
14. All procedures and preparations yielding fumes and gases must be performed in hoods.
15. 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 Centre.
16. As per rule, all publications of research work, resulting out of the services taken from UIC must acknowledge UIC of Manav Rachna University.
17. UIC users shall follow safety guidelines as per University norms. Any deviation in safety guidelines may invite accidents and damages to individuals and to the centre, suitable action may be taken by the University.



Guidelines for Users

1. Testing fees of instruments can increase from time to time.
2. Samples, letters of request and payment must be submitted at one time. In case of any failure to do so, SRN number shall not be assigned and testing will not be carried out.
3. All correspondences must bear the SRN to be provided to the intending user at the time of booking.
4. Unstable, explosive or radioactive materials will not be tested at UIC, MRU.
5. If interpretation of any test results is sought by the external agencies, extra charges shall have to be paid as decided by the centre In-charge on case to case basis.
6. 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.
7. For internal users all requisition forms must be signed by the Supervisor.
8. Internal research fellows and students are required to apply for booking slots through their Supervisors.
9. The internal faculty members shall meet their expenditures either from sponsored projects or from their contingency grant/departmental funding.
10. All users, internal or external, must follow, the general rules, listed above, both in terms of maintaining the decorum, decency and ambience of the centre.

Training

11. Extensive training for all potential users for specific equipment shall be organized with the help of the equipment supplier and as specified by the In-charge of the Centre and approved by the Dean Research.
12. 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 centre In-charge.
13. The fee for such training/certificate course will depend on the number of instruments to be learned by the trainee.

Charges for users:

List of Major Instruments and their Charges*

The list of identified equipments alongwith their charges are given below:-

S. No.	Instrument Name	Model / Make	Minimum quantity of sample required	Charges per Sample (In Rs.) with GST**
1	FTIR with ATR	Spectrum Two with ATR -Shimadzu	1 gm	500
2	GC-MS Gas Chromatography- Mass Spectrometry	GC-2014C AFsc -Shimadzu	2 gm	1200 (Qualitative) 2500 (Quantitative)
3.	UV-Visible Spectrophotometer	UV-Vis 1800-Shimadzu	5 ml / 2 gm	250
4.	Programmable High Temperature Furnace (RT to 1400°C)	Pro Fur 1500- City Instruments	5 gm	500
5.	ICP-OES Inductively Coupled Plasma – Optical Emission Spectrometry	Avio 220 -Perkin Elmer	10 ml / 2 gm	2000 (for 4 elements) For each additional Element 300
6.	STA Thermal Technique (DTA and TGA)	STA-6000-Perkin Elmer	2 gm	1500
7.	RF Magnetron – Sputtering System (for preparation of Thin films and nanostructures)	RF/DC Sputtering System Scientific & Analytical Instruments	- Targets size 2x2 inch - Substrate size 1x1 cm	2000 per set (max. 4 pieces) 300 for additional Per piece

* The number of instruments and their charges will be updated, time-to-time.

** GST as applicable

Note:-

1. All the faculty members and students of Manav Rachna Educational Institutions (UG, PG, Ph.D. RAs & PDFs) shall be given free trainings in the centre and 20% fees shall be payable for the usage of UIC instruments from an individual using the facilities as recurring cost.
2. External users will get 50% rebate in charges for bulk sampling i.e. more than 20 samples for the same instrument. No clubbing of instruments allowed in case of bulk samples.



Users may transfer the fee as per the following bank details:

Bank Details

1	Institution's Account Name	MANAV RACHNA UNIVERSITY
2	Account No.	50200045814055
3	IFSC Code	HDFC0002549
4	Bank name (in full)	HDFC BANK LIMITED
5	Branch Name	PALAM VIHAR GURGAON
6	Complete Branch address	H BLOCK, OPPOSITE CELEBRITY HOMES, PALAM VIHAR, GURGAON- 122017 HARYANA
7	MICR No.	110240247
8	Account Type	SAVING

Refund Policy:-

In case of receipt of damaged/denatured or inappropriate quantity of sample, applicant will be informed in this regard through mail and user may be requested to resend the sample. Refund may be possible if machine is out of order for long time, inappropriate sample and users wish to perform measurements, urgently, in other centers.

Requisition Form Link:

The following Google link shall be used by the users for booking of samples.

https://docs.google.com/forms/d/e/1FAIpQLSfLEG1QnAjieloj0eUxTYk6dxq4haY_gLfMSdf2jdB4_1YPcQ/viewform?usp=sf_link

Website link:

All details of equipments shall be uploaded on MRU website.

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