

Central Analytical Facilities

Manipal University Jaipur

General rules and guideline for external candidates

1. All users must maintain the decorum of Central Analytical Facilities (CAF) with decency and ambience.
2. 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.
3. The users must always help in keeping the centre clean.
4. All persons must sign in and sign out while entering and leaving the centre. The user should also note it in the logbook where the analysis is going on.
5. Prior permission must be obtained from Scientific Officer in accordance with the rules and regulations of the Centre for use of any of the facilities of CAF.
6. External (I & II) users will submit the Facility Request Form endorsed/signed by the faculty/PI/supervisor to the office of Central Analytical Facilities in advance. The form will be available at Directorate of Research (DoR) webpage at Manipal University Jaipur website.
7. The user shall be allotted slots on first come first serve basis and the exact date of analysis will be allotted as per availability of the concerned equipment.
8. The candidates must pay the prescribed charges (annexure II) for their samples prior to analysis. The GST as applicable will be payable additionally to the analysis charges quoted for External (I & II) users.
9. Analysis charges receipt for External (I & II) users will be issued by the Finance department against successful payment made for respective analysis.
10. Students/ Faculty members from other academic institutes must provide a valid ID for academic rates to be applicable.
11. For each type of analysis, labelled and properly packed sample in enough quantity should be submitted.
12. Users must inform the Scientific Officer of the Centre if there is a change required in slot time assigned for analysis of the sample at least two working days in advance.
13. All work areas must be left in neat and clean condition after the completion of work.
14. Every user is responsible for his/her samples. These cannot be stored or kept in working areas after the completion of the work. The sample left out after analysis will be destroyed routinely in CAF.

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15. The results of tests done at CAF shall be used only for research and development activities.
16. Unstable and explosive materials will not be analysed at CAF, MUJ.
17. Please note that interpretation of the result, conclusion based on result, certificate, recommendation etc. will not be provided with the analysis. The interpretation of any test results is done by the user only.
18. Based on the type of analytical work, development of analytical methods can be provided on payment basis (As per annexure II). For this service, prior discussion with Scientific Officer is necessary before starting the work.
19. Any research publication, resulting from the facilities used at CAF must be acknowledged as '**Central Analytical Facilities (CAF) at Manipal University Jaipur**'. A copy of publication must be sent to Central Analytical Facilities (CAF) at Manipal University Jaipur.