

Central Analytical Facilities

Manipal University Jaipur

General rules and guideline for internal 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. Internal (MUJ) users will be able to submit the request online through an electronic form using their institutional email ID. Research scholars/students (MUJ) are required to apply for booking slots through their supervisors/faculties only.
7. For each type of analysis, labelled and properly packed sample in enough quantity should be submitted.
8. 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.
9. 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.
10. All work areas must be left in neat and clean condition after the completion of work.
11. 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.
12. The results of tests done at CAF shall be used only for research and development activities.
13. Unstable and explosive materials will not be analysed at CAF, MUJ.
14. 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.
15. Any research publication, resulting from the facilities used at CAF must be acknowledged as '**Central Analytical Facilities (CAF) at Manipal University Jaipur**'.

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A copy of publication must be sent to Central Analytical Facilities (CAF) at Manipal University Jaipur.