



Advanced Instrumentation Research Facility

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USER INSTRUCTIONS FOR AIRF CONFOCAL FACILITY

As you are all aware about the excessive demand of the Confocal Facility at AIRF, we need to have some guidelines to be followed by all users strictly in order to run this heavily used Facility smoothly and make it more available to all users. **The rules are applicable to all users with effect from 17 May, 2010.**

These guidelines may be further modified in future, as per the needs of the users.

AIRF is in the process of setting an additional Live Imaging Laboratory and that would increase the availability of slots for the users of the Microscopy Facility in future.

Following are the instructions to facilitate the users for the AIRF Confocal Microscope Facility:

1. Bookings for Confocal Microscope will be taken for a maximum of 15 days in advance.
2. Users of the JNU Laboratory, who do not submit requisition forms before or on the day of the scheduled booking will essentially face Penalty Clause.
Penalty Clause: No next booking for any user from the same laboratory for the next 7 days.
3. There would be an availability of the following 4 slots on one working day:

| <u>Sl. No.</u> | <u>Slot No.</u> | <u>Timings for the respective slots</u> |
|----------------|-----------------|---|
| 1. | First Slot | 10.00 AM to 11.30 AM |
| 2. | Second Slot | 11.30 AM to 1.00 PM |
| 3. | Third Slot | 2.00 PM to 3.30 PM |
| 4. | Fourth Slot | 3.30 PM to 5.00 PM |

These slots include the time for data storage.

- A) Each lab will be given only one slot in a day except for FRAP and FRET where booking for the whole day is required.
 - B) One laboratory would not be given more than 4 slots in a single 15 day booking period.
 - C) Students from one laboratory can book 2 slots initially and subsequent third slot can be booked only after the completion of the second slot booked; and booking for the fourth slot would be given only after the completion of the third slot.
4. Every Friday of a week would be reserved for the maintenance and updating the health of the instruments of the Confocal Imaging Laboratory.
Please note: Only the bookings cancelled in between, due to unavoidable reasons would be taken care of, on the next available Friday in the first half from 10.00 AM to 1.00 PM.
 5. Pending Breakdown calls or urgent services by the Company engineer as per the requirement of the instruments will be preferred over pending bookings. In this case, pending booking would get a priority booking for the next booking of the 15 days slots.
 6. Users not reporting for the allotted slot and not providing any intimation to the Imaging Specialist/ AIRF Office/ AIRF reception would essentially face the Penalty Clause.
Penalty Clause: No next booking allotted to any user of the same Laboratory for the next 15 days.

DIRECTOR