



Advanced Instrumentation Research Facility

JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI-110067

16 MARCH, 2011

USER INSTRUCTIONS FOR AIRF TRFS FACILITY

We need to have some guidelines to be followed by all users strictly in order to run this Facility smoothly and make it more available to all users. **The rules are applicable to all users with effect from 16 March, 2011.**

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

Following are the instructions to facilitate the users for the AIRF TRFS Facility:

1. The Bookings shall be given on First-come-First serve basis, irrespective of Academic institutions/Industries. In case of two simultaneous requests, one from JNU and the other from external user, JNU shall be given preference over other institutions.

2. Bookings shall be taken on slot basis (morning slot -10 AM to 1 PM and afternoon slot - 2 PM to 5 PM). One laboratory shall be allowed to book **maximum 6 slots (3 days) at a stretch in a week. However, if somebody requires more slots at a stretch, then they can contact TRFS Operator in-charge (Mr. Sandeep Sarpal) for special permission. The provision of slots (more than 6) can only be made based on the availability.**

3. All bookings have to be done by the students/ faculty members by coming in person to TRFS laboratory and the slot in the booking calendar must have their signature. However, users from outside (more than 10 Km away from JNU) can book the slots over phone in addition to the e-mail wherein the booking would be confirmed by providing them with a **Booking Reference Number. The booking reference number shall be valid only if the request also sends a booking request on e-mail.**

4. The users have to come with their prepared samples and Cuvettes for experiments, as we are currently in the process of procurement of the cuvettes for the TRFS laboratory.

5. For data analysis, at present the users require to wait till the operator-in-charge, Mr. Sandeep gets trained adequately for the analysis in FAST software or other DOS based software.

6. The users are requested to co-operate till Mr. Sandeep is completely trained for this laboratory. So, any critical issues regarding data collection etc. may be discussed with the faculty-in-charge(s).

7. Users can cancel the allotted slot by providing an intimation to the Operator in-charge/ AIRF Office/ AIRF reception at least 4 days prior to the date booked for using the instrument, so that the slot may be used by another user.

DIRECTOR