**Indian Institute of Technology Ropar**

 SCANNING ELECTRON MICROSCOPE LABORATORY

CENTRAL RESEARCH FACILITY

**{Please read the Information given overleaf before filling up this form}**

Name of User ………………………………………………………………………………….

Name of the supervisor ………………………………………….........................................

Department ………………………………………………………………………………….

Institute ………………………………………………………………………………….

Affiliation (Please Tick)

* + - * IIT Ropar
			* Educational Institute/Govt. R&D Lab
			* Industry

Total Number of samples to be examined/ analyzed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Samples:-

Metallic\_\_\_\_\_\_\_\_\_\_ Ceramics\_\_\_\_\_\_\_\_\_\_\_\_ Polymer/Rubber\_\_\_\_\_\_\_\_\_\_\_\_ Semiconductor \_\_\_\_\_\_\_\_\_\_\_

Biological Samples\_\_\_\_\_\_\_\_\_\_\_\_\_ If others please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weather conductive coating is required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish to study samples using, Secondary Electron Detector: \_\_\_\_\_\_\_ Back Scattered Electron Detector: \_\_\_\_\_\_\_

I need to analyse samples by the EDS system. I am interested in:-

Qualitative microanalysis: \_\_\_\_\_ X-Ray Elemental Mapping: \_\_\_\_\_ Line Scan: \_\_\_\_\_ Area Scan: \_\_\_\_\_\_\_\_\_\_\_\_

Please allot me \_\_\_\_\_\_\_\_slots (duration of each slot is 60 minutes) for the purposed work.

The estimated charges for the work are:-\_\_\_\_\_\_ Service tax@\_\_\_% \_\_\_\_\_\_ Total Amount:\_\_\_\_\_\_\_\_\_\_

(For Office use Only)

 Signature of Research Supervisor Signature of the User

Please complete the work Officer in-charge XRD Laboratory

Please transfer an amount of Rs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the operating grant of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department/centre to CRF account

**Dy. Registrar (F&A) HEAD OF DEPARTMENT**

 (with seal)\_\_\_\_\_\_\_\_\_\_\_\_

Please transfer an amount of Rs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the following sponsored/consultancy project fund to CRF account:

Title of the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

File No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified that the funds are available for the same under appropriate head of the project

**Dy. Registrar (SRIC) PRINCIPAL INVESTIGATOR**

 (with seal)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Information for Users**

The charges for the SEM&EDS X-Ray Micro analysis System are as under:

* Charges for Powder SEM only

For internal users (IIT Ropar) Rs. 25/-per hour

For users from Educational & Govt. R&D Labs Rs. 1000/-per hour

For users from Industry Rs. 3000/-per hour

* Charges for SEM/EDS analysis

 For internal users (IIT Ropar) Rs. 100/-per hour

 For users from Educational & Govt. R&D Labs Rs. 2000/-per hour

 For users from Industry Rs. 4000/-per hour

 Conductive coating Rs. 200/- per sample

 (Service tax will be applicable **@18%** additionally)

* Work related to consultancy will be treated as an external work. Provision may please be made accordingly while estimating consultancy fee.
* Departments/Centers organizing short courses may book time in advance for visits /laboratory classes on payment of charges at par with the internal users.
* Departments/Centers may book time in advance for conducting regular UG/PG laboratory classes in advance for conducting regular laboratory classes if the Scanning Electron Microscopy forms a part of the laboratory course curriculum. No payment need be made for such purposes. Concerned faculty members should contact the faculty in-charge, SEM laboratory for these purposes.
* **Head of the Departments/Centers/Principal Investigators of the sponsored/Consultancy Projects are required to sign the form before the work can be taken up.**
* The charges will be transferred from the operating grant of the Department/Centers or from the Sponsored / Consultancy Project funds as the case may be to the CRF Account to maintain by the accounts section and SRIC respectively.
* The users are not allowed to use the machine at their own under normal circumstances.
* A user can book maximum 4slots at a time in a week.
* Demand draft drawn in favor of **“Registrar, Indian Institute of Technology Ropar ”**details for online transfer (**Account no.37360100716, IFSC-SBIN0013181,MICR140002008**
* **External user has to send completely filled Form, a compact disc, DD of net amount or account transfer details receipt, a self addressed envelope with appropriate postal stamps on it along with the samples**.
* Address for sending samples by post is **Amit kaushal, XRD lab Room no-113 ,OLD Campus, IIT Ropar,Rupnagar Punjab140001(if sent by post image details like magnification, working distance and energy to be used(KeV) be clearly specified)**
* **User presence is mandatory.**