

Training & other policy documents

1. Equipment Training Policy and Guidelines

Sequential Steps to follow

1. Put a training request for the equipment using Equipment Usage Request Module from the CEN website [Online Modules->Equipment Usage Request].
2. Once online training request is generated, trainee will be given slots for training by the OP/SO/AU. Training can be done by SO/OP/AU. Please contact the operator/SO regarding your training slots.
3. After 4 runs are done and authorization test is taken, please finish filling the Online Training Form.

Policy Guidelines to follow

1. Trainee has to come prepared with the prescribed reading/viewing material. Trainee's knowledge on the subject may be checked by the trainer and training will be cancelled if required theoretical/operational understanding is not exhibited.
2. Please contact SO/operator if the Equipment Training Document is not uploaded for the equipment.
3. More than one training run per equipment per day is not recommended. But in emergency it may be taken.
4. The authorization test is to be taken by SO, giving complete theoretical and practical understanding of the equipment.

Equipment Usage Policy

Submit a request (Process/ Training) for equipment online. Go to “www.cen.iitb.ac.in--> Online Modules --> Equipment usage Request” to submit a request.

For a Process Request:

1. SO/ FIC will approve/ disapprove the request within 2 days of submission of the request. If not, requester should raise the flag to SO/LIC/ Assistant Lab manager within 2 days after the mentioned time period or send a mail to iitbnf@ee.iitb.ac.in. Note: Slots can be rejected for following reasons - Incomplete or not clear details of sample history, contamination issue, feasibility issue, equipment 'not working'.
2. Requester will receive a mail from SO regarding the approved or rejected mail.
3. If the request is approved by SO/FIC, operator will book a slot within one day after SO's approval as per the requester's mentioned preferred slot.
4. If no preferred dates are given, operator will book slots as per his/ her convenience. Note: If no slot is booked, requester should raise the flag to SO/LIC/ Assistant Lab manager within 2 days after mentioned time period, or send a mail to iitbnf@ee.iitb.ac.in

5. If the 'preferred dates' submitted by requester are not convenient for operator, operator needs to coordinate with requester and then book the slots accordingly with mutual consent.
6. When a slot is booked, requester will receive a mail about the scheduled slot dates.
7. If for some reason, the slot was not used or cancelled, a fresh request needs to be submitted by the requester to book another slot.
8. If the request is rejected by SO/FIC, requester should check the 'comments' made by the SO for rejection and submit a fresh request accordingly.

For a Training Request:

1. SO will check the details of the request w.r.t. feasibility and contamination for future usage of the tool by the requester. Note: Training can be rejected for following reasons - Incomplete or not clear details of sample history, equipment 'not working', usage requirement of requester as an AU.
2. If the request is approved by SO/FIC, the lab member should receive a mail from the SO/ Operator/ AU of that equipment about the schedule of 1st training slot within 7 working days of submitting a training request. If not, member should raise the flag to LIC/ Assistant Lab manager within 2 days after the above mentioned time period or email to iitbnf@ee.iitb.ac.in
3. Member needs to be in touch with SO/ Operator/ AU for taking mutually convenient dates for future training slots.
4. A formal mail will be received by lab member granting him/her formal authorization for the equipment. After that, member can book slots on his/her own for the equipment.
5. More than one training run per equipment per day is not recommended. But in emergency, it may be taken.
6. A lab member should complete training and authorization test within 20 working days of submission of a training request [provided the equipment is in a 'working' condition]. In case this does not happen, the member/ SO/ operator should raise the flag to LIC/Assistant Lab Manager.