

Training & other policy documents

Equipment Training and Usage Policy

For a Training Request:

1. This is a limited access tool hence training would be given to no more than one group member each of the IITBNF FOC faculty. Un-authorized users can access the tool through the operator or AUs.
2. Put a training request for the equipment using Equipment Usage Request Module from the CEN website [Online Modules->Equipment Usage Request].
3. Trainee should finish reading/viewing the reading material required for the equipment. Reading material is available in Equipment Training document which is uploaded on CEN website [Online Modules->slotbooking-> management- >resources].
4. Once online training request is generated, training can be done by SO/OP. Please contact the operator/SO regarding your training slots.
5. The authorization test is to be taken by SO, giving complete theoretical and practical understanding of the equipment.

For a Process Request:

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

1. SO/ FIC will approve/ disapprove the request within 2 days of submission of the request. 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.
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. Only thin films or devices made on them are allowed.
9. Sample history for each sample will be thoroughly checked.