

**POLICY FOR**  
**CENTRAL INSTRUMENTATION FACILITY**  
**SIDDHARTH UNIVERSITY, KAPILVASTU**



**APPROVED BY ACADEMIC COUNCIL DATED:**  
**20.06.2024 & EXECUTIVE COUNCIL DATED: 21.06.2024**

**SIDDHARTH UNIVERSITY, KAPILVASTU,**  
**SIDDHARTHANAGAR, UTTAR PRADESH, 272202**

## **Policy for Central Instrumentation Facility, Siddharth University, Kapilvastu, Siddharth Nagar**

Central Instrumentation facility (CIF) at Suk is established with an aim to provide systematic and scientific support for academic and institutional research. Central Instrumentation Facility of SUK is established to house a wide range of high-end instruments for pushing the boundaries of research in science and technology to higher level. These instruments shall support and facilitate the faculties, research scholars and students to carry out globally competitive research in basic and applied sciences. The modern analytical instruments present in this facility propound a wide range of analytical methods/techniques for scientific testing and analysis. This, consequently, will help researchers to publish their research findings in journals of repute. The services of this facility are not limited only to the stakeholders of SUK but are extended to academic & research institutions, universities, industries, and NGOs. CIF runs under the purview of Division of Research and Development of the Siddharth University and is expected to self-sustain by revenue generation for the upkeep and maintenance of the instruments.

### **Objectives:**

- To provide modern analytical instrumentation facilities to accelerate fundamental and advanced research in SUK and other institution/organisations.
- To motivate the students of the University to pursue research by providing highly sophisticated measurement and analysis facilities.
- To assist research scholars/ UG/ PG students during their Ph.D. thesis/dissertation as part of their curriculum requirement.
- To facilitate interdisciplinary collaborative research involving students and faculty members of the University.
- To promote advanced technological development at the University.
- To promote academic and industry collaboration with the University.
- To promote networking between research organizations on specific instrumentation for synergetic growth of the University stakeholders.

### **ADMINISTRATION OF CIF FACILITY:**

For smooth running of CIF, Siddharth University will constitute following committees. The structure and work profile of the committee will be as follows:

#### **CIF Management Committees:**

Chairman: Dean, Faculty of Science

Coordinator: Nominated Professor/Associate Professor of Faculty of Science, recommended by Dean, Faculty of Science and approved by the Vice Chancellor.

(Tenure-2years on rotation basis)

Members:

1. Heads of each Department (Science Faculty) or Nominated member from each department (Science Faculty).
2. Director, R&D cell of his nominee.

This committee will be empowered for taking final decision on rules, regulation, requirements of CIF, purchase in CIF, maintenance, and other relevant issues of CIF.

#### **Purchase Committee: (Minimum 5 member's)**

Chairman : Coordinator, CIF Management Committee

Member (Admin) : Finance Officer or his Nominee

Members : Heads of each Department of Science Faculty or Nominated member from each department (Science Faculty)

Purchase committee shall call quotations for the purchase of Instrument/Instruments as per Government norms and General Finance Rules of State Government/Central Government. The committee shall also ensure the budgeting and providing the AMC support for the maintenance of the equipment purchased.

### **CIF Maintenance Committee:**

Coordinator of CIF: Nominated Professor/Associate Professor from the CIF management committee of Science Faculty.

In-charge of Instrument's (Biological Science): Any faculty member from (Botany/Zoology/Biotech Dept.): **Tenure 2- years on rotation basis.**

In-charge of Instrument's (Physical Science): Any faculty member from (Physics/Chemistry/Mathematics): **Tenure -2 years on rotation basis.**

Members of this committee shall be responsible for AMC and other routine maintenance related issues of respective type of instruments. The above committees shall be recommended by the Dean, Faculty of Science and notified on the approval of competent authority.

### **BUDGET & ALLOCATION:**

**There shall be an annual budget for CIF, proposed by the CIF Management committee and approved by the statutory body of the University.**

1. Budget provided by University for CIF: The budget will be utilized for the purchase of Instruments and for maintenance & purchase of basic chemicals, components and consumables related to the instrument.
2. Budget generated from funded/sponsored projects.
3. Revenue generated through the analysis of samples of other Institution's: Shall be utilized for the maintenance of CIF facility.
4. The rate list of the utilization of various instruments in CIF shall be notified by the R&D cell of the University on the recommendation of CIF management committee and shall be displayed on notice board as well as University website.

### **BIO-SAFETY:**

Standard biosafety guidelines of governing bodies will be adopted for the running of the facility.

### **WASTE DISPOSAL:**

Standard waste disposal guidelines of the governing bodies will be categorically deployed for environmental safety.

### **GUIDELINES FOR USERS:**

#### **Sample Analysis:**

1. Samples would be analyzed after the requisition is received by CIF from the user. If emergency analysis is required, special approval by recommendation of Dean, Faculty of Science is required and Coordinator, CIF shall make all necessary arrangements on priority basis.
2. Priority will be given to faculty members of SUK.
3. A time slot will be given per user for a long request on first come first serve basis by lodging a log request. If due to unforeseen situations if a user misses the session, he/she is advised to rebook the slot once again and wait for their turn.
4. CIF will be obliged to calibrate the instruments periodically in collaboration with the companies using their standards.
5. The coordinator CIF shall maintain the record of the usage of facility and samples, for record and administration purpose.
6. Raw data directly obtained from the instrument/machines shall be sent by email or the user may pick them at the reception of CIF.
7. All analytical records shall be stored for a maximum of six months.
8. Specifications of instrumental conditions utilized in the analysis as well as calibration curves, calculated concentrations, matching library data may be provided.

9. CIF will ensure to safeguard the data privacy and strictly preserve the IPR of the users.
10. In all conditions, the data shall be maintained in secrecy and shall only be provided through e-mail on the formal request.

**Timings:**

The facility is expected to run on all working days (from 10 am to 6:00 pm). However, users can deposit their samples from Monday to Friday (10 am to 1:00 pm) at the office of CIF.

The facility will abide by the holidays of the University and remain closed on these days. Saturdays are reserved for maintenance of systems, meetings, and events (workshops etc.). Users can collect their reports from 3-5pm (Monday to Friday) at the office of CIF.

However, special permission can be granted by coordinator CIF in case of specific requirements.

**Staff :**

University shall provide technical support staff for regular functioning and maintenance of the instruments/machine at CIF.

**Terms and Conditions:**

1. All publications of research work, where in the analytical services of the CIF, SUK have been made use of, shall be duly acknowledged e.g. “the services extended by the Central Instrumentation Facility (CIF), Siddharth University in the Science Faculty of Siddharth University, Kapilvastu, Siddharth Nagar Uttar Pradesh, 272202 are duly acknowledged”.
2. The content of the report generated should not be used for any advertisement, evidence, litigation or/and quote as certificate to a third party.
3. Volatile/unstable (easily reactive in atmosphere) materials shall not be accepted for analysis. CIF will not take the responsibility of the results obtained by the analysis as the results are dependent on the stability of the material.
4. Explosive, corrosive and radioactive materials shall not be accepted for analysis.

5. Sample vials must be sealed properly and labelled for reference purpose, as per the specified format.
6. The users are also expected to label the standards wherever need to be analysed as one of the samples and give numbering accordingly.
7. Slots will be allotted to users on first come first serve basis. However, for multiple slot requests by any user, the slots will be allotted based on the discretion of CIF considering the availability of the instruments.
8. After completion of externally funded project all instruments would be a part of CIF for multidisciplinary research.
9. In case of any dispute, the matter shall be referred to the CIF management committee. However, the Vice Chancellor, SUK shall be the final appellate authority and his decision shall be binding, on all the parties involved.

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