Department of Physics

**Indian Institute of Technology Patna**

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**Common Requisition form for Experimental Facilities**

1. USER and PAYMENT DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Name, Affiliation | Department/Organization (In case of outside IIT P, give full postal address) | Contact details  (phone number and e-mail id) | Payment confirmation |
|  |  |  | Amount Paid:  DD number/Transaction Reference:  Date:  Bank: |

1. EXPERIMENTAL DETAILS REQUIRED

|  |
| --- |
| Name of the facility required:  Facility and Experiment specific details: |

1. SAMPLE DETAILS

|  |  |
| --- | --- |
| **No of Sample with sample ID (s):** |  |
| **Nature of sample** | Type of sample: Thin film/Pellet/Powder/Solution  Any other sample info relevant to Facility/Experiment… |

Signature of the user

Name & Signature of the Supervisor

Signature of HoD/Managing Director

(With date and official seal)

FOR OFFICE USE ONLY

1. SLOT ALLOTMENT DETAILS

Job Order Number:

Assigned date and time of execution: No. of slots allotted:

Signature of staff operator/in-charge

Signature of Faculty in-charge

**Terms and Conditions for using the Facilities**

1. The charges mentioned are **per slot of one hour** unless otherwise mentioned in the table mentioning analytical charges
2. The maximum no. of samples allowed for measurement is **three/slot**.
3. Samples should be ready to use for/in/with the instrument used in the experiment.
4. User may contact the concerned operator for the experiment specific preparation/treatment of sample.
5. For getting LN2 issued, the user should bring Dewar or any other container. The user will also have the whole responsibility of transportation of LN2.
6. **User has to send** the respective **tip for SPM** measurement. Alternatively, additional charges of INR 2000 will be charged for issuing a normal contact/non-contact mode tip depending upon the availability.
7. The charges mentioned are only for measurement and providing the raw data (in the format possible with the instrument) thereafter. No analysis/software compatibility of data can be claimed later. For consultancy on data analysis, the user may contact the experts separately through head of the department.
8. Measurements are subject to the corresponding instrument being in working condition. The status of each instrumental facility will be updated regularly.
9. In case of the measurement remains incomplete due to malfunctioning or any unforeseen situation, the user will be notified. Depending upon user’s discretion, either the payment received will be returned or the measurement will be carried out after the instrument becomes functional (maximum waiting period also may be informed by user).