

RULES AND REGULATIONS

These Rules Apply to All Persons Using the Facility

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1. Every potential user need to make request for use of the facility of the Centre in prescribed form. It is mandatory to obtain prior grant of the requests of users by the authority.
2. The request form shall be available at the Centre or can be downloaded from the website of the Centre
3. Each grant of permission for use of a facility shall be assigned a Token Number (TN) which needs to be mentioned in all correspondences by the holders of TN.
4. The Token Number will be suitably displayed against the name of grantee user.
5. The users are required to strictly observe all the stipulated rules and regulations of the Centre. Upon failing to do so, the user shall be denied of access to the facilities of the Centre.
6. If a user needs to change the allotted slot timing, the Centre must be informed at last three days in advance; the next earliest available slot may be allotted to the concerned user.
7. Smoking is strictly prohibited inside the University and users shall be denied entry to the Centre if found intoxicated.
8. Carrying food items into the Centre is strictly prohibited.
9. The users must help in keeping the Centre tidy at all times.
10. The user must sign in and sign out during entering or leaving the Centre.
11. An allotment slip/number will be issued to each user. The allotment slip must be produced at the Centre before starting the work.
12. Leaving the work areas in neat and clean condition after completion of work is the responsibility of the user. Failure to do so shall attract penalty in future use of facility. The form of penalty shall be decided by the authority.
13. For operations vulnerable to evolution of fumes, the use of fume hoods is mandatory.
14. No samples of any user can be stored in the Centre. It is the responsibility of the user to take away the tested sample; the left-out samples, if any, will be disposed of in no time.
15. Users with allotted slots can send their test samples by courier or the samples may also be deposited in person.
16. The samples deposited to the Centre must bear a letter from the Head of the Institution/Department, the user belongs to. The submission of the letter stating the purpose for which testing is contemplated is compulsory for all users. Academic institutes and Universities are to declare that the test results will be used for academic

- purpose only and not for any commercial use for which extra testing fee is chargeable.
17. Payment of testing fees must be submitted at the time of slot booking. Slot booking is preconditioned by the deposition of the due testing charges. Without completion of payment formalities, no attempt can be made for a slot booking.
 18. The required GST amount needs to be paid by the user along with the payment of testing fee.
 19. A user is allowed to book a maximum of 3 slots at a time in a week. In exceptional cases, relaxation of this norm may be made by the authority.
 20. The testing fees may undergo changes at times and chargeable testing fee shall be in accordance with the stipulate amount of fee that is valid on the day of booking.
 21. Upon request of an external user, the interpretation of test results can be done by the experts of SGVU; however, extra charges as to be decided by Centre on case-to-case basis need be paid by intending user.
 22. For internal users, requisition forms must be signed by the Head of the department.
 23. The allotment of slots shall be made on the first cum first basis and the givable slot for testing will be decided as per the availability of the concerned equipment. In this respect, there shall not be any discrimination between the internal and external user.
 24. The code of conduct must be strictly followed by all users- internal or external. Violation of the code of conduct may tantamount to debarring the user from further use of the facilities available at the Centre.
 25. The Test Report shall remain to qualify only that sample, identified and tested on the day of testing. The test report is unchangeable and cannot be altered by any means.
 26. Tampering of test reports issued by the Centre shall be considered to be a punishable offence to the extent of permanently barring the individual and the institution the user as well, from future use of the facilities of the Centre.