



**Process for
Testing of Samples
and
Accessing Central Instrumentation Facility**
(For research purposes only)

Version 1.0

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INDEX

S. No.	Content	Page No.
1	Introduction	3
2	Objectives	3
3	Eligibility, Terms, and Conditions	4
4	Process for Sample Testing from Other Institutions	4
5	Process for Sample Testing within Chitkara University	5
6	Process to Access Central Computational Facility	5
7	Process to Access 3D Design Services	5
8	Annexure-I (Sample Testing from Other Institutions)	7

Testing of samples and Accessing Central Instrumentation Facility (for research purposes)

1. Introduction

Chitkara University's Central Instrumentation Facility (commonly known as CUCIF) was established to promote research by providing instrumentation and testing facility to researchers. While many instruments are in house, there are many which are available in nearby collaborating partner institutions.

CUCIF, thus corroborates and integrates all testing requirements of samples prepared by researchers for advancing their research.

- i. **Central Instrumentation Facility (NABL Accredited):** CUCIF is an NABL accredited integrated space, facilitating sample preparation, testing, and characterization. Our comprehensive services encompass a wide array of options, including microbiology testing, HPLC, GCMS, Polarized optical microscope, Atomic Absorption Spectroscopy, UV-visible spectrophotometry, and Antenna testing. The details of equipment and instruments at CUCIF are available at <https://curin.chitkara.edu.in/central-instrumentation-facilities/>. Section 5 provides the details to access testing facilities available at Chitkara University, Punjab.
- ii. **Central Computational Facility:** Within CUCIF, we house the Central Computational Facility, providing access to high-end GPU servers, software, and workstations on a sharing basis. Researchers can take advantage of this facility to perform computationally intensive tasks efficiently. Section 6 provides the details to access the high-end servers at CUCIF.
- iii. **3D Design:** For the inclusion of computer-aided designs in patents, research papers, and projects, CUCIF extends its 3D design services. Researchers can avail this service to enhance the visual representation and accuracy of their work. Section 7 provides the details to access the 3D Designing services at CUCIF.
- iv. **Sample Testing from Other Institutions:** CUCIF also extends its services beyond the university, offering testing and characterization facilities for samples from external testing centers and institutions. This includes XRD, SEM, TEM, NMR, elemental analysis, and HRMS, among others. Section 4 explains the process for sample testing from other institutions.

2. Objectives

The document provides a comprehensive overview of sample testing and accessing the facilities available at Chitkara University and within our partnered institutions. The objectives, thus, are:

- Providing access to sophisticated analytical instruments located in house and in nearby research institutes and reputable centers for characterization purposes.
- Facilitating result validation through expert advice from the respective domains.

- Offering training opportunities on instruments and equipment available in the partnered institutions.

3. Eligibility, Terms and Conditions:

- This document is solely applicable to regular faculty members, Masters/PhD research scholars, and selected undergraduate students at Chitkara University. These applicable individuals are referred to as stakeholders of CUCIF.
- The process is to be followed from August 1, 2023.
- Stakeholders can avail subsidies for a maximum of 10 samples per quarter in the calendar year for sample testing from other institutions and as detailed in Table 1.
- Stakeholders are not eligible for duty leaves for testing/characterization of samples provided by CUCIF, whether on-campus or outside campus.
- The process can be updated or withdrawn at any time without formal notice to stakeholders.

Table 1: Description of Subsidy for Sample Testing

Position	Sample Testing from Other Institutions	Testing within Chitkara University
Faculty Member	<ul style="list-style-type: none"> • 40% cost of sample testing will be borne by university. 	<ul style="list-style-type: none"> • No charges applicable (100% Subsidy) • No cost for consumables.
PhD Scholar	<ul style="list-style-type: none"> • 40% cost of sample testing will be borne by university. 	<ul style="list-style-type: none"> • No charges applicable (100% Subsidy) • No cost for consumables.
PG Student	<ul style="list-style-type: none"> • 40% cost of sample testing will be borne by university. 	<ul style="list-style-type: none"> • No charges applicable (100% Subsidy) • Consumables cost to be borne by student.
UG Student	<ul style="list-style-type: none"> • 40% cost of sample testing will be borne by university. 	<ul style="list-style-type: none"> • No charges applicable (100% Subsidy). • Consumables cost to be borne by student.

4. Process for Sample Testing from Other Institutions

Step 1: How to Apply

- Stakeholders must apply for sample testing through the online form at <https://forms.gle/skSmF48gRbXQ6vky5> . They need to upload the payment receipt or quotation while submitting the application.
- Stakeholders are required to make full payment for the sample testing charges at the respective testing centre.

- c. Stakeholders are required to fill the **Annexure-I (Sample Testing from Other Institutions)** and submit it to the Incharge, CUCIF (at Babbage Block – 4th Floor) for the reimbursement of testing charges. Reimbursement will be paid to the stakeholders periodically as per the details in Table 1.

Step 2: Sample Collection and Transportation

- a. Applicants must submit their samples at CUCIF, located on the 4th floor of Babbage Block, Chitkara University, Punjab.
- b. CUCIF officials will be responsible for transporting the samples to the respective testing facility and collect the reports. No duty leaves and transportation will be provided on individual basis to anybody for this purpose.

Step 3: Report Collection and Disbursement

- a. The duly signed and validated reports will be sent to the individual email addresses provided during registration.
- b. Stakeholders can collect hard copies of the reports from CUCIF, situated on the 4th floor of Babbage Block, Chitkara University, Punjab.

5. Process for Sample Testing within Chitkara University

- a. CUCIF offers a comprehensive range of scientific and analytical services to support research and testing in various fields. The details of equipment and instruments are available at <https://curin.chitkara.edu.in/central-instrumentation-facilities/>.
- b. Stakeholders are encouraged to initiate the testing process by formally submitting a request via email to cucif@chitkara.edu.in.
- c. CUCIF is situated on the 4th floor of the Babbage Block at Chitkara University, Punjab. It is readily accessible to stakeholders who wish to visit in person and explore its offerings firsthand.

6. Process to Access Central Computational Facility

The following servers are available at CUCIF:

- GPU1 (RTX2080TI 11GB) - Asus-Intel Core i-9 CPU 7900X Processor, 64 GB
- Server1(Virtual)- CISCO UCSC-C240-M5SX- 256GB RAM, 57.6TB HDD
- Server2- HPE ML 110 Intel Xeon 1.7 GHz, 16 GB RAM
- Gigabyte GPU System 4U Rackmount High Performance, 128GB, NVidia RTXA6000 GPU, 1.92TB SSD

Steps for GPU Access:

- a. Stakeholders can apply to access GPU services by filling the Google form <https://forms.gle/ZLbvpSif3LR7mUjm8>.
- b. An official from CUCIF will then reach out to provide IT support and grant GPU access within the university campus.

7. Process to Access 3D Design Services

- a. Stakeholders need to obtain prior approval for the design patent idea from the Office of Patent Facilitation, Licensing, and Consultancy (OPFLC), located at Babbage Block, 6th Floor.

- b. Once the approval from OPFLC is granted, inventors can submit a request for a 3D design via email to cucif@chitkara.edu.in, with a copy sent to patents@chitkara.edu.in
- c. Stakeholders are required to submit the PIE form of the invention along with accompanying drawings.
- d. The 3D Design Team at CUCIF will then create the 3D CAD models of the invention and subsequently share the designs with the innovator.

For more Information and feedback/suggestions contact us at

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**Annexure I
SAMPLE TESTING FROM OTHER INSTITUTIONS**

Personnel Details	
Name:	
Designation:	
Department/School:	
Contact No and Email Id:	

Sample Testing Details	
Testing Centre/Laboratory:	
No. of Samples:	
Testing Parameters:	
Testing Charges Paid: <i>(Attach the Payment Proof)</i>	
Reimbursement Amount: <i>(40% of Total Amount Paid)</i>	

Bank Account Details for Reimbursement	
Account No:	
Account Holders Name:	
Bank Name and Branch:	
IFSC:	

Certified that the sample submitted belong to the user mentioned above.

Approved / Not Approved

Name and Signature of Person

Signature with Date and Stamp
Head of Department/Institute

For CUCIF office use only
Payment received vides receipt no.

Transaction ID:	Dated:
Amount:	Bank:

Verified By: