



Form-L2	
SART Center Instrument Facility (Form for other departments, IIT Guwahati)	
1. Name of the Student	
2. Registration. No.	
3. Email ID	
4. Faculty (Supervisor)	
5. Department	
6. Instruments to be used	
7. Signature of Supervisor	
8. Date of booking	
9. Time slots	
10. Approval:	
(Technical Officer/ Junior Technical Superintendent)	Faculty In-charge (SART-CIF)

Note: Record for instrument usage



SART Common Instrument Facility - Working Policy

Scope

This policy applies to all common laboratories at School of Agro and Rural Technology, IIT Guwahati.

Sl No.	Laboratory Name under the scope of WP	Room No
1	Centre Instrument Facility	SART-003/004
2	Instructional Laboratory-I	SART-302
3	Instructional Laboratory-II	SART-204
4	Microbiology Laboratory	SART-201

Laboratory working hours are from 08:00 AM to 07:00 PM for Monday through Friday. All other times (weekends, holidays, after office hours (07:00 PM to 08:00 AM)) are regarded as after-hours.

Working policy

Individuals are recommended to work in common laboratories in working hours with proper laboratory log-book entry and pre-approvals to avoid any potential clash of timing (approval email request from Lab in-charge for specific instruments; and cc to Supervisor and JTS).

Usage of common labs to be restricted during weekends.

Prior permission is required from the Lab In charge to extend Lab working hours for any individual for safety reasons. As working in a lab alone in the after working hours comes with certain inherent risks. Individuals should have a **proper technical reason** to perform laboratory work after official working hours.

For after-office hour laboratory access, common lab entry needs to be recorded at the security key entry diary. Only after entry of name and ID, security will give the key to the individual.

Visitors (including interns, researchers from other departments/centers/schools etc.) **are not permitted to work after 5:30 PM** in any common laboratory. They must always be accompanied by a bona fide SART lab user all through the work (PhD/Post-Doc/Supervisor/JTS). Any lapse in this protocol will stop the entry of that particular visitor to SART common labs. Any student outside of SART should apply through proper channel for any instrument use (like any other dept at IITG). Only few selected instruments are available to outside SART members. The approval letter (Form-L2) copy for working in any specific instrument or common Lab must be shown to the entrance security personnel for entering SART facility.

Visitors (from other departments/centers/schools) are required to submit an Analysis Request Form to JTS and get approval from Lab in-charge.

For any high-end equipment only **2 days of booking (8 x 2 = 16 Hrs max.)** is permitted in a week per student from SART and 1 day (8 Hrs only) for other departments' students of IITG).

Lab In-charge

SART

Date: 20-09-2024