

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

FIST (Physics)-IRCC Scanning Probe Microscopy (SPM) Central Facility

E mail: spm@iitb.ac.in

Registration Process:

I) Internal Users:

Users within IIT Bombay can apply from <http://drona.ircc.iitb.ac.in>. The form should be completely filled up and all the sample details must be provided in the requisition form. Users need to be present at the time of analysis on the allotted appointment date/time. If a user wishes to change his/her time slot, an email should be sent immediately to spm@iitb.ac.in requesting change in appointment.

II) External Users:

- **Academic Institutions:** You can come in-person or send a letter from the Guide/HOD on the institution's original letter head along with the registration form stating that the analysis is for research purpose, to qualify for academic concession.
- **National R & D Lab's:** You can come in-person or send a letter signed by an authorized signatory of your Institution on Original Letter Head along with the Registration Form, stating that the analysis is for research purpose.
- **Industry & Non- Government Agencies:** You can come in-person or send a letter signed by an authorized signatory of your Organization, along with the Registration Form.

The letter should be addressed to Convener, SPM Central Facility, #014, Department of Physics, IIT Bombay, Powai, Mumbai- 400076.

You are requested to mention in your request letter that *"We agree to acknowledge the FIST (Physics) – IRCC SPM Central Facility of IIT Bombay when the data from the SPM lab are used in our papers/reports/thesis"*.

The information on such acknowledgements with appropriate reference should be communicated to SPM lab vide email spm@iitb.ac.in. Kindly send the complete publication reference (Journal name/volume number/names of the authors/date of issue of the publication etc).

Charges for Internal and External Users:

Description	IIT Bombay Users	Academic	National R&D Lab	Industry/Non Govt Agencies
Basic Charges Per sample (1hr of analysis)	Rs. 500/-	Rs. 500/-	Rs. 2000/-	Rs. 3000/-

*GST extra as on 1.8.2017:

- 1) If the recipient of the report is from Maharashtra: 9% SGST and 9% CGST
- 2) If the recipient of the report is from outside Maharashtra: 18% IGST

For samples requiring more than one hour of analysis, there will be 50% extra charge per hour. Service tax will be extra, as applicable.

- Payment should be made in advance by a Demand Draft (DD) drawn in favour of "The Registrar, IIT Bombay, P and C Account". The same should be sent to Convener, SPM Central Facility, #014, Department of Physics, IIT Bombay, Powai, Mumbai - 400076, along with the Request Letter and Registration Form.
- **Appointment:** The users will be informed about their date and time-slot by email. If the day and time-slot is not suitable for you, an email request should be sent immediately for an alternate slot.
- **Sample Submission:** Samples are to be brought along on the date of your appointment for analysis.
- **Results:** After the sample analysis is complete the results will be sent by email.

GENERAL INSTRUCTIONS TO THE USERS

1. The experimental data provided is only for research / development purposes. These cannot be used as certificates in legal disputes.
2. A maximum 4 samples will be analyzed against a single Registration Form.
3. The users should know the approximate roughness of the sample before submitting it for analysis.
4. MSDS (Material Safety Data Sheet) should be given along with samples to ensure that the samples are not toxic or hazardous. Samples will not be accepted unless accompanied by MSDS.
5. The Sample will be mounted on steel disc with the help of double sided adhesive tape for strong adhesion, so the sample may get damaged during removal.
6. Please add GST at prevailing rates to charges.