

Revised Guidelines to the I-STEM Users

For Internal Users

- 1. Payment must be made within the slot allotment day by 6 PM (For Example, if your slot allotment date is the 21st of the Month and the allotted analysis date is the 29th of the same month, then you must complete your payment on the 21st by 6 PM). Failing which, the slot will not be accepted.**
2. Submit the 'Sample Requestion Form' in hard copy duly signed by the Supervisor/PI/HOC/HOD to the operator in advance before starting the slot.
3. Submit the samples (ready for characterization/fabrication) to the respective operators in advance.
- 4. Slots will be allocated for a maximum of 7 calendar days in advance.**
- 5. The slot may be rescheduled for the unavailability of the instrument at a suitable date.**
6. Contact the operator by email or telephone of the respective instrument from 5 PM to 6 PM.

For External Users

- 1. Payment must be made within the slot allotment day by 6 PM (For Example, if your slot allotment date is the 21st of the Month and the allotted analysis date is the 29th of the same month, then you must complete your payment on the 21st by 6 PM). Failing which, the slot will not be accepted.**
2. Upload the Sample Requestion Form in hard copy duly signed by the Supervisor/PI/HOC/HOD in the I-STEM portal during slot booking.
3. Send samples (ready for characterization/fabrication) through the courier/speed post to the operator before the slot date.
- 4. Slots will be allocated for a maximum of 15 calendar days in advance.**
- 5. The slot may be rescheduled for the unavailability of the instrument at a suitable date.**
6. Contact the operator by email or telephone of the respective instrument from 5 PM to 6 PM.