

Guidelines to the I-STEM Users

For Internal Users

1. Pay the usage/analysis charge online before 8 AM of the allotted slot date, failing which the allotted slot will be cancelled.
2. Submit the Sample Requestion Form in hard copy duly signed by the Supervisor/ PI/HOC/HOD to the operator before the start of the slot or upload it in the I-STEM portal during slot booking.
3. Submit the samples (ready for characterization/fabrication) to the respective operators in advance.
4. Contact the operator by email or telephone of the respective instrument from 5 PM to 6 PM.

For External Users

1. Pay the usage/analysis charge online before 72 hours of the allotted slot date, failing which the allotted slot will be cancelled.
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. Contact the operator by email or telephone of the respective instrument from 5 PM to 6 PM.