



भारतीय प्रौद्योगिकी संस्थान पटना
INDIAN INSTITUTE OF TECHNOLOGY PATNA
Kanpa Road, Bihta, Patna - 801106, Bihar, India
Department of Metallurgical and Materials Engineering

Form No: MME-XRD__

XRD USAGE REQUEST FORM

FOR OFFICE USE ONLY

Serial Number: IITP/MME/XRD/AOH/20__ / ____ (MME ref number)	Date:
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REQUISITIONER'S DETAILS

Name of the Requisitioner:	Date:
Designation:	Department:
Contact Number:	Email ID:
Name of the Supervisor / Faculty Advisor:	

(NB: Please read the guidelines given on the back side of the page and sign below)

SAMPLE AND OPERATION DETAILS

Form of sample (please tick): Solid / Powder / Pellet	Material Type:
Sample dimensions/ Volume:	Total number of samples:

TESTING PARAMETERS

S.No.	Sample ID	Composition	2 θ Range (degrees)	Step size	Scan rate*	Running time (hr)

Whether the sample itself is toxic/volatile? YES / NO (If YES, mention the precautions that must be taken care during sample handling:

Does the Requisitioner need samples after characterization? Yes/No

Estimation of charges (See page 2 for details) and Bank details

Estimation of charges (₹)		Bank details of R&D IIT Patna	
XRD charges		Bank Name	SBI
18% GST charges		Account No.	30957551934
Total charges		IFSC Code	SBIN0017164
		Branch	IIT Bihta Campus

Please attach the payment details along with this form

(NB: Minimum slot time is ONE hour)



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Charges* for XRD usage:

Lab In-charge: Dr. Dinesh Kumar Kotnees, Dr. Nitish Raja & Dr. Anirban Chowdhury

Type of analysis: PXRD				
Category	Institution/ Industry	Operation time	Charges per hour (Excluding GST)	Minimum Slot
(A)	MME Department, IIT Patna	Regular office hours	Rs.100.00	1 hour
(B)	Any Department within IITP excluding MME	Regular office hours	Rs.350.00	1 hour
(C)	Any Department within IITP excluding MME	Beyond regular office hours	Rs.450.00	1 hour
(D)	Academic/ Educational Institution outside IITP, R&D and National Labs	Any time	Rs.500.00	1 hour
(E)	Industry	Any time	Rs.1100.00	1 hour
Type of analysis: GIXRD				
(A)	MME Department, IIT Patna	Regular office hours	Rs.100.00	1 hour
(B)	Any Department within IITP excluding MME	Regular office hours	Rs.800.00	1 hour
(C)	Any Department within IITP excluding MME	Beyond regular office hours	Rs.1000.00	1 hour
(D)	Academic/ Educational Institution outside IITP, R&D and National Labs	Any time	Rs.1250.00	
(E)	Industry	Any time	Rs.2000.00	1 hour
Please tick (✓) appropriate category for your analysis				

* GST as applicable

NOTE: Special request for any slow rate below normal 2⁰/min (which may take longer time) will be subjected to the approval of faculty In-charge and the sample log/queue remaining.

Signature of Requisitioner

Signature of Faculty advisor/ Supervisor

MME Office/ XRD Operator

Faculty In-charge of XRD



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Guidelines for XRD lab:

1. Regular office hours 9:00AM to 5:30PM.
2. One student cannot book more than one slot in a week if there is a long queue.
3. Operator/ Lab in-charge has the right to stop the work as soon as it exceeds allocated time for a slot. If any user needs more time, he/she can book another slot in the subsequent week based on the availability.
4. Requisitioner should not force or manipulate the operator of getting earlier slots. In such a situation the Requisitioner will be debarred to use the machine in the future.
5. In any circumstances, Requisitioner should not misbehave with the operator. If such incidences are reported, he/she may not be allowed to use the machine in the future.
6. Sample should be cleaned properly before bringing it to the room. Dirty and/ or moist sample will not be used in the instrument. Operator has the right to discontinue or reject such samples.
7. Requisitioner should not touch the equipment or any other accessories lying around the equipment or in the room.
8. All the Requisitioner should remove their shoes outside the respective lab.
9. Unnecessary use/ misuse of the instrument may lead to discontinuation of the facilities of those Requisitioners.
10. Requisitioner should fill a form before booking a slot. The form should be forwarded by the concerned faculty and faculty in-charge of the Lab.
11. During institute holidays, normal operations may be hampered. Some adjustments may be done by the faculty in-charge based on demands.
12. Any Requisitioner can use the XRD beyond regular office hours upon request, i.e., if the operator is available during the time. The slot will be on chargeable basis per hours and concern faculty should pay the charges before booking any slots.
13. The regular operation may be disturbed due to maintenance issues, repairing of any components, unavailability of consumables, unforeseen circumstances (e.g. electrical issues, power shut down, nonfunctional ACs etc.).
14. Please bring Re-writable CD to collect your Data. Pen drives are strictly prohibited.
15. Sign the log book before collecting your Results.
16. Submit your samples with the form.
17. Maximum Four Samples will be allowed with a form at a time.

(Signature of the Requisitioner)

Name of the Requisitioner: