

How to use MRC facilities

In order to book the facility, please follow the below mentioned instructions/steps:

Step 1: Registration

Registration on the online portal using a valid identity card is must in order to use the facilities.

Steps to Register:

1. Click on “**Central Research Facilities**” at MRC site.



2. Click on “**Book the Facility Online**”.



3. Then Click on “Click **here**” under new user tab for Registration.



4. Fill in all the required details in the form that opens up.

5. Upload a valid institute identity card (for academic section to avail the rates for Academic Institutions) and valid identity card issued by respective industries for users from Industry.

6. After filling all the details, click **Register**.

User Mobile No.

User Category

User's ID Card 1.JPG

Only jpg/jpeg image formats is allowed. Image size should not exceed 200kb.

User must upload a scanned copy of ID Card that is issued from his/her institute/organization. eg. Employee ID Card, Student ID Card etc. If you do not have an ID Card, you can provide scanned copy of supporting document for identity issued by Head of Department(HOD) or Officials. Content on ID Card should be clearly visible, otherwise it may lead to rejection of registration.



Letters are case sensitive

7. You will be prompted to accept the MRC Terms and conditions. Click OK.

A registration form is shown with a pop-up dialog box. The form fields include: Name of User, Designation, User Email, User Mobile No. (9893082476), and User Category (FACULTY). The pop-up dialog box contains the text: "mrc.mnit.ac.in says Please agree with MRC terms and conditions!" and a blue "OK" button highlighted with a red square.

8. After this, Click on **Agree** to agree to the MRC terms and conditions in the Pop Up window.

A "Terms and Conditions" pop-up window is displayed. The title bar reads "Terms and Conditions" with a close button (X). The content is titled "General Rules" and lists several rules for facility use, including requirements for permission, safety, and sign-in procedures. A blue "Agree" button is highlighted with a red square at the bottom right of the window.

9. Finally, Click on “**Register**” again.

User Mobile No.

User Category

User's ID Card
Only jpg/jpeg image formats is allowed. Image size should not exceed 200kb.

User must upload a scanned copy of ID Card that is issued from his/her institute/organization. eg. Employee ID Card, Student ID Card etc. If you do not have an ID Card, you can provide scanned copy of supporting document for identity issued by Head of Department(HOD) or Officials. Content on ID Card should be clearly visible, otherwise it may lead to rejection of registration.



Letters are case sensitive

10. You will receive a login ID and password in 1-2 working days.

Step 2: Booking a Facility and Payment

Instructions for Booking of testing and Payment of Charges

Please follow the given instructions step wise for booking a testing and making payment.

1. Click on “**Central Research Facilities**” at MRC site.



2. Click on **User Login**



3. You will be redirected to Login page. Login to the MRC online portal using your registered User ID and Password by clicking on **Login**.

The image shows the 'User Login' page. The form contains the following elements:

- A text input field with the value 'MNITJAS281'.
- A password input field with masked characters '.....'.
- A CAPTCHA image showing the characters '5TZ7x' overlaid on a background of wavy lines.
- A text input field with the value '5TZ7x'.
- A note: 'Letters are case sensitive'.
- Two buttons: 'Login' (highlighted with a red box) and 'Reset'.
- A link: 'Forgotton your password?'.

4. Click on Book Testing to book any particular testing.

 **Malaviya National Institute of Technology Jaipur**
Materials Research Centre (MRC) Welcome DR. BHA

- Home
- Update Profile
- Update Password
- Book Testing**
- My Bookings
- Wallet Deposit
- Download Receipt

Home

Welcome to MRC Portal

5. Select the equipment required from the drop down menu.

 **Malaviya National Institute of Technology Jaipur**
Materials Research Centre (MRC) Welcome DR. BHAGWATI SHARMA [MNITMRC1912101]

- Home
- Update Profile
- Update Password
- Book Testing**
- My Bookings
- Wallet Deposit
- Download Receipt

Book Testing

Equipment: FTIR Spectroscopy (Perkin Elmer, Spectrum 2, USA)

Select Testing: ATR Mode (Maxm 16 scan/sample) KBr Mode (Maxm 16 scan/sample)

6. Select the type or mode of testing required



- Home
- Update Profile
- Update Password
- Book Testing**
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Book Testing

Equipment: FTIR Spectroscopy (Perkin Elmer, Spectrum 2, USA)

Select Testing: ATR Mode (Maxm 16 scan/sample) KBr Mode (Maxm 16 scan/sample)

Facility Request Form

7. Fill all the required details (such as no. of samples, solvents, scan range, sample form, instruction points, Acknowledgement, Terms etc.) in the facility request form.

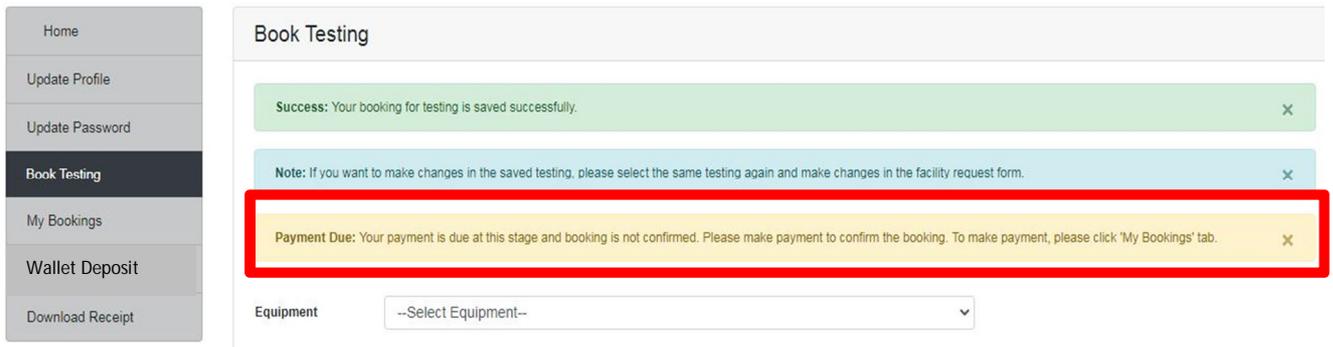
Facility Request Form	
Testing Name: KBr Mode (Maxm 16 scan/sample)	
Booking Status	Not Saved
Equipment Name	FTIR Spectroscopy (Perkin Elmer, Spectrum 2, USA)
Testing Mode	Per Sample
Category	Academic Inside MNIT
Required no. of samples/ runs/ hours/ etc.	1
Testing Charges (Rs.)	75
Analysis Charges (Rs.)	0
Total Charges (Rs.)	75.00
<small>Testing Charges + Analysis Charges + Other Charges (if any)</small>	

8. After filling all the details, Click Save.

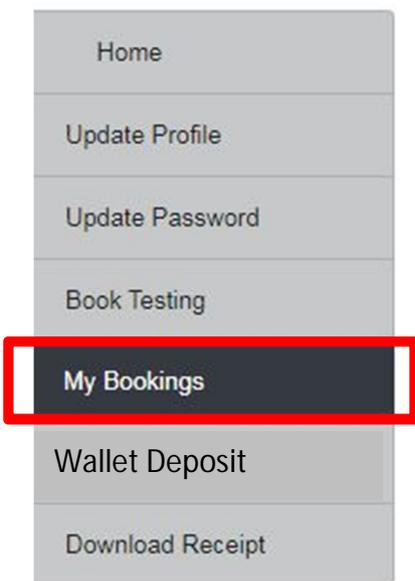
Other Details	Protein amide bonds
Instruction 1	<input checked="" type="checkbox"/> User must bring there own CD/DVd for data collection.
Instruction 2	<input checked="" type="checkbox"/> For KBr pellet user have to make the pallet by him/her self.
Instruction 3	<input checked="" type="checkbox"/> Material/parameter required should be mentioned properly.
Acknowledgement	<input checked="" type="checkbox"/> I agree to acknowledge MRC MNIT Jaipur in all Publications (thesis and papers) arising out of facilities used at MRC.
Terms	<input checked="" type="checkbox"/> I hereby confirm that the sample/samples being submitted for characterization at MRC belong to me. If at any stage it is found that the samples belong to someone else I may be debarred from using MRC facilities.

*Make sure to fill all the required details in the facility request form, otherwise request will not be saved.

9. The following window will appear on the screen after clicking Save. The third point highlighted in orange indicates that payment is pending and booking is not confirmed. To make payment, click on My Bookings.



10. Click on My bookings tab on the left side of the screen.



11. After clicking on my bookings, screen will appear as below.

Home

Update Profile

Update Password

Book Testing

My Bookings

Wallet Deposit

Download Receipt

My Bookings

Note: If payment button does not appear, please make sure you have uploaded verification certification from your supervisor. For institute category "Academic Inside MNIT/Academic Outside MNIT", only after uploading the declaration certificate, the Payment option will be shown.

[Upload Declaration](#)

Show entries Search:

#	Equipment & Testing	Form Data	No. of Samples & Consumables	Charges (Rs.)	Booking Status	Payment Status	Booking Slot	Remarks
1	Equipment: FTIR Spectroscopy (Perkin Elmer, Spectrum 2, USA) Testing: KBr Mode (Maxm 16 scan/sample)	[Sample=>Liquid,Solid.] [Instruction 1=>User must bring there own CD/D/V/d for data collection.] [Instruction 2=>For KBr pellet user have to make the pallet by him/her self.] [Instruction 3=>Material/parameter required should be mentioned properly.] [Materials=>Protein,NP] [Range (400 cm-1 to 4000 cm-1)=>4000-400] [Class Data: ->Protein solid, liquid]	Samples: 1 Consumables: 0	Testing Charges: 75.00 Analysis Charges: 0.00 Other Charges: 0.00 Total Charges: 75.00	Saved	Not Paid	-	-

12. To make payment and confirm the booking, it is compulsory to upload a declaration form, duly signed by the user and the supervisor. Only after uploading the declaration form, Payment option will be available. Click on **Upload Declaration**.

Home

Update Profile

Update Password

Book Testing

My Bookings

Wallet Deposit

Download Receipt

My Bookings

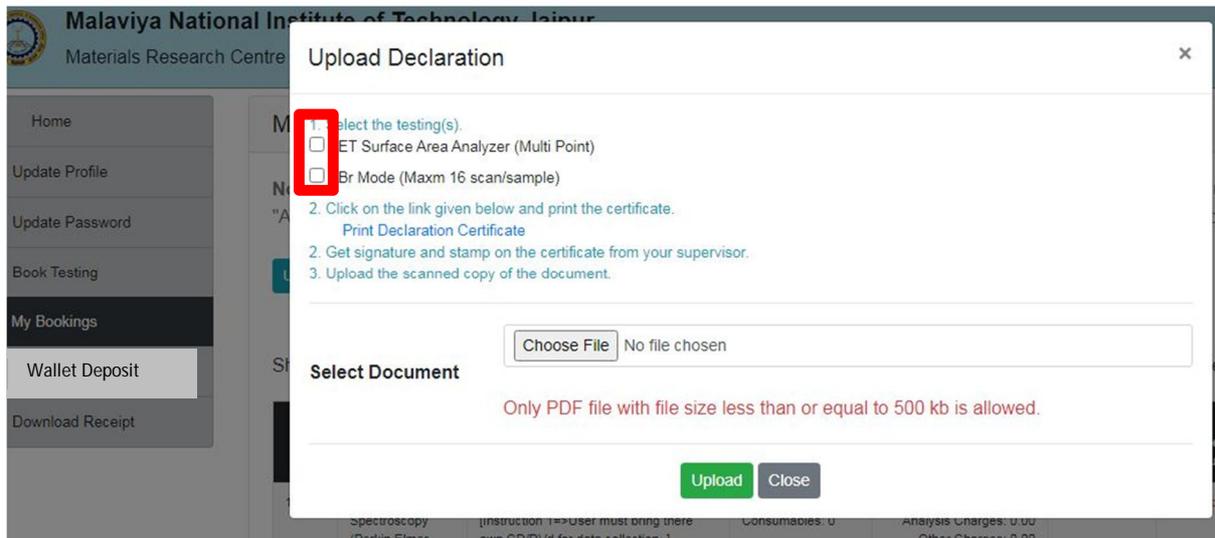
Note: If payment button does not appear, please make sure you have uploaded verification certification from your supervisor. For institute category "Academic Inside MNIT/Academic Outside MNIT", only after uploading the declaration certificate, the Payment option will be shown.

[Upload Declaration](#)

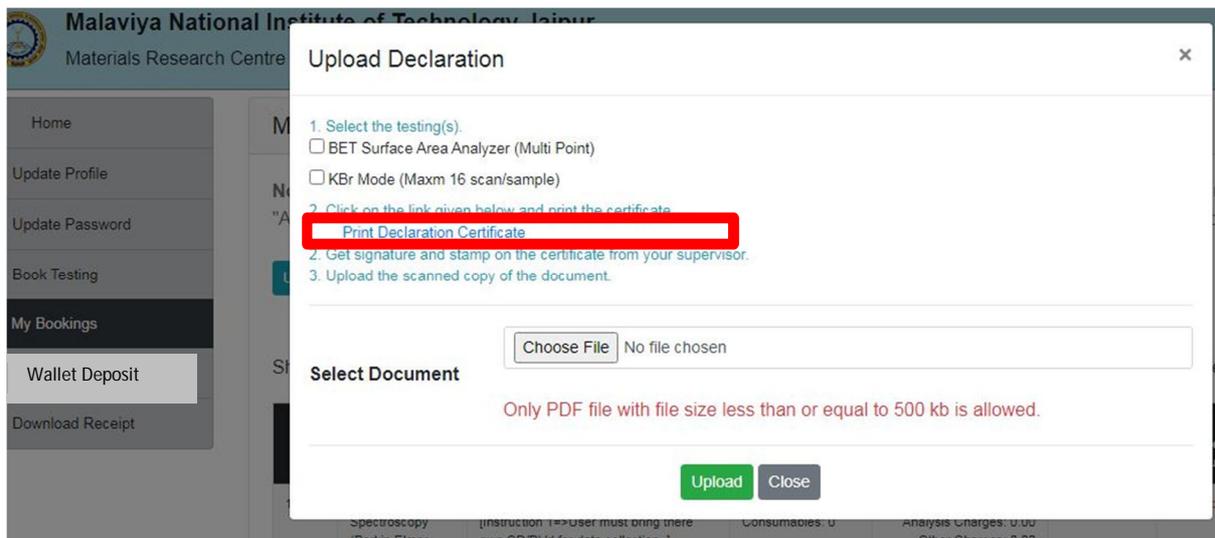
Show entries Search:

#	Equipment & Testing	Form Data	No. of Samples & Consumables	Charges (Rs.)	Booking Status	Payment Status	Booking Slot	Remarks
1	Equipment: FTIR Spectroscopy (Perkin Elmer, Spectrum 2, USA) Testing: KBr Mode (Maxm 16 scan/sample)	[Sample=>Liquid,Solid.] [Instruction 1=>User must bring there own CD/D/V/d for data collection.] [Instruction 2=>For KBr pellet user have to make the pallet by him/her self.] [Instruction 3=>Material/parameter required should be mentioned properly.] [Materials=>Protein,NP] [Range (400 cm-1 to 4000 cm-1)=>4000-400] [Class Data: ->Protein solid, liquid]	Samples: 1 Consumables: 0	Testing Charges: 75.00 Analysis Charges: 0.00 Other Charges: 0.00 Total Charges: 75.00	Saved	Not Paid	-	-

13. Select the booking for which you want the declaration form. If you have booked more than one testing and want declaration form for all the testings, select all the bookings by clicking on the checkbox before the testings, as shown below:

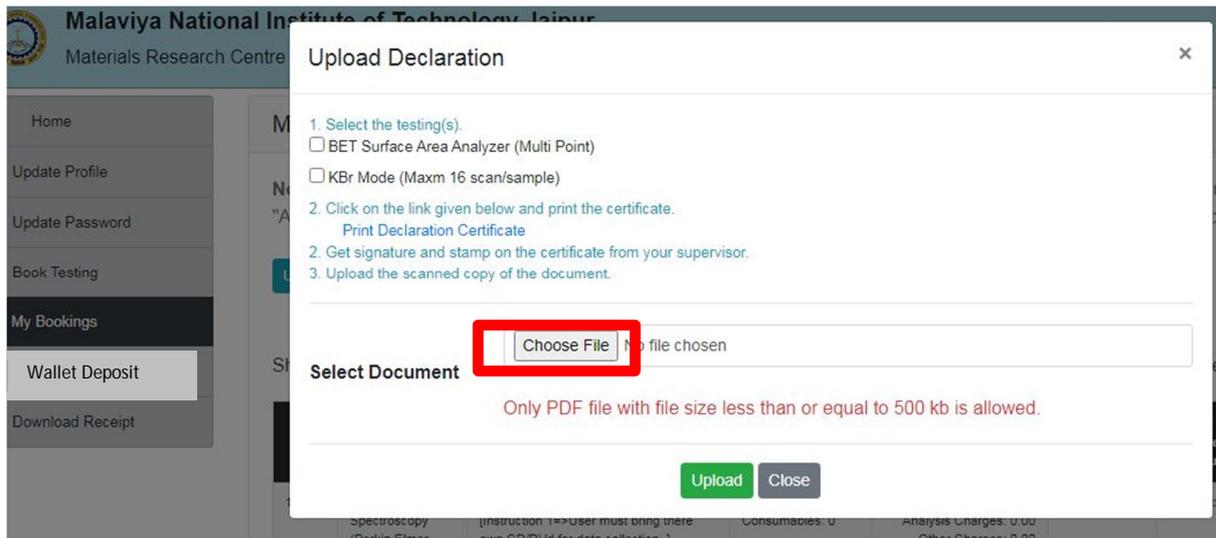


14. Then Click on Print Declaration Certificate given at Point 2.



15. A PDF of the Declaration form will be generated. Print the declaration form, Sign it and get it signed by your supervisor with official stamp and Scan the form and keep it ready for Upload.

16. Again Go to My bookings, click on upload declaration and click on Choose file and upload the scanned declaration form.



17. After Uploading the declaration form, Make payment button will be visible. Click on **Make Payment**

#	Equipment & Testing	Form Data	No. of Samples & Consumables	Charges (Rs.)	Booking Status
1	Equipment: FTIR Spectroscopy (Perkin Elmer)	[Sample=>Liquid,Solid,] [Instruction 1=>User must bring their own CD/DVD for data collection.]	Samples: 1 Consumables: 0	Testing Charges: 75.00 Analysis Charges: 0.00 Other Charges: 0.00	Saved

18. Upon clicking on make payment, all the booked testings will be visible. Select the testing/testings that you wish to pay for.

Select Testing	<input checked="" type="checkbox"/> KBr Mode (Maxm 16 scan/sample) Total Charges (Excluding. GST) (Rs.): 75	
	<input type="checkbox"/> DTA-TGA Total Charges (Excluding. GST) (Rs.): 1200	
	<input type="checkbox"/> RAMAN Total Charges (Excluding. GST) (Rs.): 2400	
	<input type="checkbox"/> EBSD Total Charges (Excluding. GST) (Rs.): 2100	
	<input type="checkbox"/> FESEM Total Charges (Excluding. GST) (Rs.): 2100	
	<input type="checkbox"/> BET Surface Area Analyzer (Multi Point) Total Charges (Excluding. GST) (Rs.): 1500	
	<input type="checkbox"/> Proton 1H Total Charges (Excluding. GST) (Rs.): 700	
	<input type="checkbox"/> Flame Absorption Total Charges (Excluding. GST) (Rs.): 200	
	<input type="checkbox"/> HRTEM + EDS Total Charges (Excluding. GST) (Rs.): 950	
	Grand Total (Rs.)	75.00
	Payment Method	--Select Payment Method--

19. In the Payment method, select **Payment Gateway** option

Select Testing	<input checked="" type="checkbox"/> KBr Mode (Maxm 16 scan/sample) Total Charges (Excluding. GST) (Rs.): 75	
	<input type="checkbox"/> DTA-TGA Total Charges (Excluding. GST) (Rs.): 1200	
	<input type="checkbox"/> RAMAN Total Charges (Excluding. GST) (Rs.): 2400	
	<input type="checkbox"/> EBSD Total Charges (Excluding. GST) (Rs.): 2100	
	<input type="checkbox"/> FESEM Total Charges (Excluding. GST) (Rs.): 2100	
	<input type="checkbox"/> BET Surface Area Analyzer (Multi Point) Total Charges (Excluding. GST) (Rs.): 1500	
	<input type="checkbox"/> Proton 1H Total Charges (Excluding. GST) (Rs.): 700	
	<input type="checkbox"/> Flame Absorption Total Charges (Excluding. GST) (Rs.): 200	
	<input type="checkbox"/> HRTEM + EDS Total Charges (Excluding. GST) (Rs.): 950	
	Grand Total (Rs.)	75.00
	Payment Method	--Select Payment Method--

20. After Selecting Payment Gateway as payment method, click on make Payment and Pay using Internet Banking or credit/Debit card.

Grand Total (Rs.) 75.00

Payment Method Payment Gateway

Billing Address MRC, MNIT Jaipur
Jaipur
Rajasthan
Jaipur
302017
GSTIN:

GST (Rs.) SGST 0% 0.00 CGST 0% 0.00 IGST 0% 0.00

Amount to be Paid (Rs.) 75.00

Make Payment Close

21. After making payment, go back to my bookings, and print the facility request form by clicking on form data against the booking.

My Bookings

Note: If payment button does not appear, please make sure you have uploaded verification certification from your superv "Academic Inside MNIT/Academic Outside MNIT", only after uploading the declaration certificate, the Payment option will

Make Payment

Show 10 entries Search

#	Equipment & Testing	Form Data	No. of Samples & Consumables	Charges (Rs.)	Booking Status	Payment Status
1	Equipment: UV-VIS NIR Spectrometer (Perkin Elmer, Lambda 750, USA) Testing: Absorbance Mode	Form Data	Samples: 1 Consumables: 0	Testing Charges: 50.00 Analysis Charges: 0.00 Other Charges: 0.00 Total Charges: 50.00 Amount Paid: 50.00	Booked	Paid

22. Then go to Download receipt and print the receipt for the payment.

23. Submit your samples with the printout of facility request form and payment receipt.