

## 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. Type <http://mrc.mnit.ac.in/> in your browser to go to MRC website.
2. Click on “Central Research Facilities” at MRC site.



3. Click on “Book the Facility Online”.



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

Book the Facility Online

If you are a **New User**, please click **here** to Register.

If you are a **Registered User**, please click **here** to Login.

5. Fill in all the required details in the form that opens up.
6. 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.
7. After filling all the details, click **Register**.


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

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

A registration form is shown with fields for Name of User, Designation, User Email, User Mobile No., and User Category. A pop-up window from mrc.mnit.ac.in is overlaid on the form, displaying the text "Please agree with MRC terms and conditions!" and a blue "OK" button, which is highlighted with a red square.

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

The "Terms and Conditions" pop-up window is displayed, showing a list of "General Rules" for MRC facility usage. The rules include requirements for prior permission, submission of requisition forms, assignment of a Project Account Number (PAN), adherence to safety rules, and sign-in/sign-out procedures. A blue "Agree" button at the bottom right of the window is highlighted with a red square.

Terms and Conditions

**General Rules**

- Prior permission must be obtained from Head MRC in accordance with the rules and regulations of the Centre for use of any of the facilities of MRC.
- The Requisition forms are available in the centre and can also be downloaded from the website and must be submitted in advance.
- Each permission of assignment shall be assigned a Project Account Number (PAN).
- Only after assigning the number to a requisition, the applicant's name will be included in the Facility User's list posted on the notice board and website for outsiders.
- All standard safety rules as stipulated by the Centre for use of any equipment must be observed without fail. Failure to do so the user shall be debarred for using the facility of the centre in future.
- Users must inform the Facility Coordinator/Head of the Centre if there is a change required in Slot time assigned for analysis of the sample at least three days in advance and get the PAN number changed.
- Smoking is strictly prohibited inside MRC and within 25 meters of the MRC building premises.
- No food items from outside are allowed for consumption inside the laboratories. The Stipulated space for the same must be used for this purpose.
- The users must help in keeping the centre clean at all times.
- All persons must sign in and sign out while entering and leaving the centre and record the time giving PAN. (The typed format can be hh; mm on a 24 hour system). The user should also note it in the Lab where he is authorized to work.

Agree

10. 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

11. The following message will be displayed:

User Registration

**Success!** Your registration is successful. Your application has been sent for verification. Once your verification is successful, you will receive an email from No Reply/MNIT MRC containing your user id and password in 1-2 working days in your inbox, spam, or All mails folder. Thank you.

All fields are mandatory. Please go through terms and conditions before proceeding.

☒ **MRC Terms and Conditions** You haven't agreed yet.

Institute Category

You will receive a login ID and password in 1-2 working days in your inbox, spam or All mails folder from No Reply.

## 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.

User Login

MNITJAS281

\*\*\*\*\*

5TZ7x 5TZ7x

Letters are case sensitive

Login Reset

Forgot your password?

4. It is necessary to have the booking amount in your MRC wallet. You can either deposit a lumpsum amount or the particular testing amount in your wallet. To recharge your wallet, click on **Wallet Deposit**.

5. Enter the amount you wish to deposit in the wallet.

Update Profile  
Update Password  
Request Facility  
My Bookings  
**Wallet Deposit**  
Download Receipt  
My Transactions

Total Credit: 343.00 - Total Debit: 100.00 = Balance: 243.00

Add Money

Billing Address

MRC, MNIT Jaipur  
Jaipur  
Rajasthan  
Jaipur  
302017

D-54, MNIT Staff colony  
Jaipur  
Rajasthan  
Jaipur  
302017  
GSTIN:

Amount  
SGST  
CGST  
IGST  
Total Amount  
Remarks

Amount in Rs.  
SGST Amount in Rs.  
CGST Amount in Rs.  
IGST Amount in Rs.  
Total Amount in Rs.  
Remarks

Make Payment

6. Click on **Make Payment**

Update Profile  
Update Password  
Request Facility  
My Bookings  
**Wallet Deposit**  
Download Receipt  
My Transactions

Total Credit: 343.00 - Total Debit: 100.00 = Balance: 243.00

Add Money

Billing Address

MRC, MNIT Jaipur  
Jaipur  
Rajasthan  
Jaipur  
302017  
GSTIN:

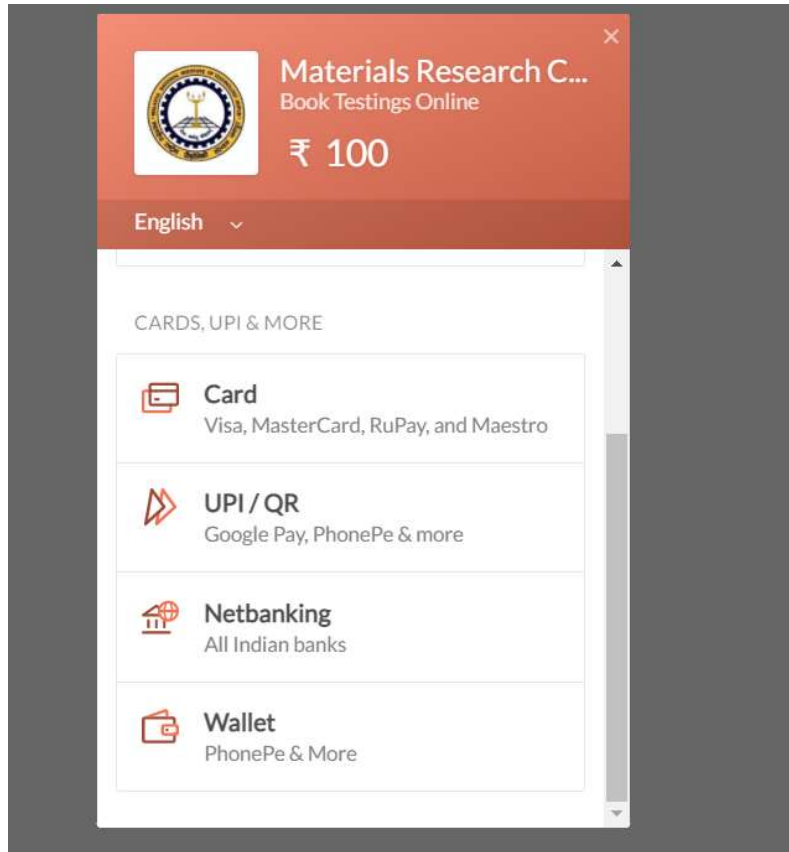
D-54, MNIT Staff colony  
Jaipur  
Rajasthan  
Jaipur  
302017  
GSTIN:

Amount  
SGST  
CGST  
IGST  
Total Amount  
Remarks

Amount in Rs.  
SGST Amount in Rs.  
CGST Amount in Rs.  
IGST Amount in Rs.  
Total Amount in Rs.  
Remarks

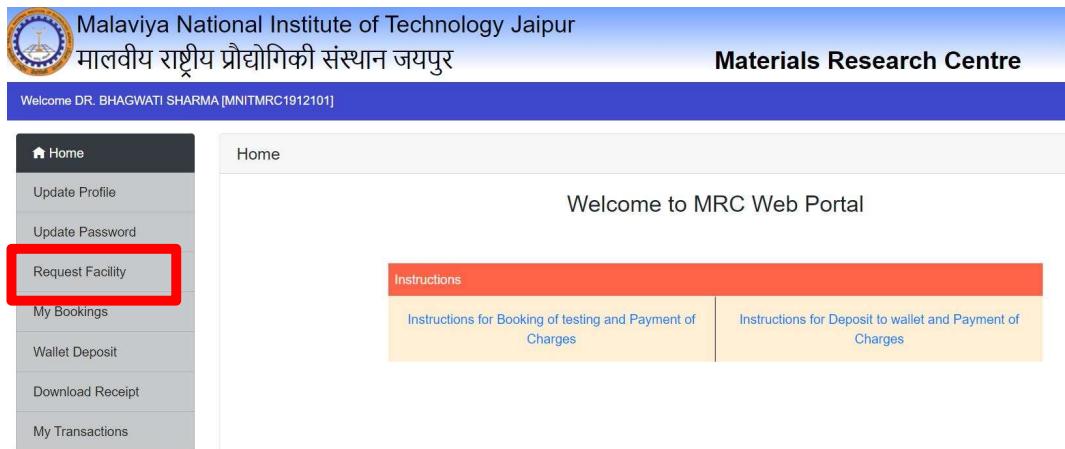
Make Payment

7. Choose your preferred mode of payment (Card/Netbanking/UPI/Wallet) and make the payment.



8. Once the payment is successful, your wallet will be recharged and will be ready for booking of facilities.

9. To book the facility, click on **Request Facility**



10. Select the equipment you wish to use from the dropdown menu.

11. Select the equipment required from the drop-down menu, followed by selection of the testing mode.

Welcome DR. BHAGWATI SHARMA [MNITMRC1912101]

Request Facility

Facility Request Form

Please select the equipment then testing for a facility request form to appear. **Note:** If you want to make changes in the saved testing, please select the same testing again, make changes and save the facility request form.

Equipment: FTIR Spectrometer

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

12. 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
Testing Charges + Analysis Charges + Other Charges (If any)	

13. After filling all the details, Click **Save**.



Other Details	<input type="text" value="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.
<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <input type="button" value="Save"/> </div>	

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

14. The following window will appear on the screen after clicking Save. The second point highlighted in orange indicates that payment is pending and booking is not confirmed.

**Malaviya National Institute of Technology Jaipur**  
**मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर**

**Materials Research Centre**  
Tue, 06 Jul 2021  
Skip to Main Content

Welcome DR. BHAGWATI SHARMA [MNITMRC1912101] Log

- Home
- Update Profile
- Update Password
- Request Facility**
- My Bookings
- Wallet Deposit
- Download Receipt
- My Transactions

**Request Facility**

**Success:** Your booking for testing is saved successfully.

**Payment Due:** Your payment is due at this stage and booking is not confirmed. Please make payment to confirm the booking. To make payment, please go to 'Select Time Slot and Make Payment' section on this page. If payment section does not appear, make sure you have uploaded the Supervisor's certificate (For institute category Academic Inside MNIT and Academic Outside MNIT only).

**Facility Request Form**

*Please select the equipment then testing for a facility request form to appear. **Note:** If you want to make changes in the saved testing, please select the same testing again, make changes and save the facility request form.*

Equipment

--Select Equipment--

15. Scroll the page down and click on **print declaration certificate**. (for users from academic institutions)

## Saved Testings



To cancel the saved testings, please use the **Cancel** button. Once cancelled, it can't be undone.

☒ FTIR Spectrometer - KBr Mode (Maxm 16 scan/sample)

Cancel

## Upload Declaration



Only for institute categories **Academic Inside MNIT** and **Academic Outside MNIT**.

1. Saved testing(s).

☒ FTIR Spectrometer - KBr Mode (Maxm 16 scan/sample)

2. Click on the link given below and print the certificate.

[Print Declaration Certificate](#)

3. Get signature and stamp on the certificate from your supervisor.

4. Upload the scanned copy of the document.

Choose File No file chosen

Upload

Only PDF file with file size less than or equal to 500 kb is allowed.

16. Take a printout of the certificate, get it signed by your supervisor and upload it in the space provided.

17. The following page will appear after uploading the declaration certificate.

**Success:** Your declaration certificate is saved successfully.

## Saved Testings



To cancel the saved testings, please use the **Cancel** button. Once cancelled, it can't be undone.

☒ FTIR Spectrometer - KBr Mode (Maxm 16 scan/sample)

Cancel

## Upload Declaration



Declaration Certificate has been uploaded. Click [here](#) to view the uploaded certificate.



You have uploaded the Declaration Certificate verified from your supervisor for all of your saved testings. Please proceed for time slot selection and payment to confirm the booking. At this stage, you won't be able to save a new testing. If you want to add a new testing, please complete the booking process or you can optionally cancel the saved testings and start a fresh.

Select Time Slot and Make Payment

18. Scroll down and go to **Select Time Slot and Make Payment**, and select the testing and time slot for the booking

Select Time Slot and Make Payment

S. No.	Testing Name	Testing Charges	Analysis Charges	Other Charges	Total Charges	Selected Time Slot
1	FTIR Spectrometer-KBr Mode (Maxm 16 scan/sample)	75.00	0.00	0.00	75.00	--
<b>Total</b>		<b>75.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75.00</b>	

*Please check the availability of the time slot before making the payment. Saved time-slot will expire in 10 minutes. After that, it will be made available for all users.*

Select Testing

--Select--

Select Time Slot

**×** Time Slot is not saved for all the saved testings or saved time slot has been expired. Please save time slot for all the testings. Expired time slot will turn into green from blue in the **Time Slot Selection Calendar**. Please select the testing and save time slot for all of your saved testings.

19. Once you select the equipment, the calendar with time slots will be displayed. (Green slots are available and red ones are already booked).

Select Time Slot

Available Booked In-process Off Your Slot

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			07-07-2021	08-07-2021	09-07-2021	10-07-2021
			09:15-10:15 10:30-11:30 11:45-12:45 14:00-15:00 15:15-16:15 16:30-17:30	No Slot Available	No Slot Available	No Slot Available
11-07-2021	12-07-2021	13-07-2021	14-07-2021	15-07-2021	16-07-2021	17-07-2021
No Slot Available	09:15-10:15 10:30-11:30 11:45-12:45 14:00-15:00 15:15-16:15 16:30-17:30	No Slot Available	09:15-10:15 10:30-11:30 11:45-12:45 14:00-15:00 15:15-16:15 16:30-17:30	No Slot Available	No Slot Available	No Slot Available
18-07-2021	19-07-2021	20-07-2021	21-07-2021	22-07-2021	23-07-2021	24-07-2021
No Slot Available	09:15-10:15 10:30-11:30 11:45-12:45	No Slot Available	Holiday	No Slot Available	No Slot Available	No Slot Available

20. Select your convenient slot by clicking on the time under a particular date (Green). A pop up window will open up. Click on **OK**

mrc.mnit.ac.in says  
Are you sure to save [12-07-2021 16:30-17:30] time slot?  

OK

Cancel

			07-07-2021	08-07-2021	09-07-2021
			09:15-10:15		
			10:30-11:30	No Slot Available	No Avai
			11:45-12:45		
			14:00-15:00		
			15:15-16:15		
			16:30-17:30		
11-07-2021	12-07-2021	13-07-2021	14-07-2021	15-07-2021	16-07-2021
No Slot Available	09:15-10:15	No Slot Available	09:15-10:15	No Slot Available	No Avai
	10:30-11:30		10:30-11:30		
	11:45-12:45		11:45-12:45		
	14:00-15:00		14:00-15:00		
	15:15-16:15		15:15-16:15		
	16:30-17:30		16:30-17:30		
18-07-2021	19-07-2021	20-07-2021	21-07-2021	22-07-2021	23-07-2021
No Slot Available	09:15-10:15	No Slot Available	Holiday	No Slot Available	No Avai

21. The following screen indicating that your time slot has been saved successfully will appear.

Request Facility

**Success:** Your time slot has been saved successfully.

Saved Testings

To cancel the saved testings, please use the **Cancel** button. Once cancelled, it can't be undone.

Scroll down the page and go to Make Payment and click on Make payment.

Make Payment

Wallet Balance (Rs.)
243.00

Amount to be Paid (Rs.)

75

Make Payment

22. Then click on OK in the pop up window that appears. Payment will be done from your wallet and following page will appear.

Request Facility

**Success:** Your payment was successful. Please see your confirmed bookings under **My Bookings** menu.

Facility Request Form

*Please select the equipment then testing for a facility request form to appear. **Note:** If you want to make changes in the saved testing, please select the same testing again, make changes and save the facility request form.*

Equipment

23. Click on My Bookings. All the details details of your bookings will be displayed.

Home

Update Profile

Update Password

My Bookings

Wallet Deposit

Download Receipt

My Transactions




My Bookings

Show10entries

Search:

#	Equipment & Testing	Form Data	No. of Samples & Consumables	Charges (Rs.)	Booking Status	Payment Status	Booking Slot	Remarks
1	Equipment: FTIR Spectrometer Testing: KBr Mode (Maxm 16 scan/sample)		Samples: 1 Consumables: 0	Testing Charges: 75.00 Analysis Charges: 0.00 Other Charges: 0.00 Total Charges: 75.00 Amount Paid: 75.00	SlotAllotted	Paid	2021-07-12 16:30-17:30	-
2	Equipment: UV-VIS NIR Spectrometer Testing: Absorbance Mode		Samples: 1 Consumables: 0	Testing Charges: 50.00 Analysis Charges: 0.00 Other Charges: 0.00 Total Charges: 50.00 Amount Paid: 50.00	SlotAllotted	Paid	2021-01-11 09:15-10:15	-
3	Equipment: UV-VIS NIR		Samples: 1	Testing Charges: 50.00	Booked	Paid	-	-

24. Click on **Form Data** to take a print out of your filled facility request form.

My Bookings								
Show 10 entries		Search: <input type="text"/>						
#	Equipment & Testing	Form Data	No. of Samples & Consumables	Charges (Rs.)	Booking Status	Payment Status	Booking Slot	Remarks
1	Equipment: FTIR Spectrometer Testing: KBr Mode (Maxm 16 scan/sample)		Samples: 1 Consumables: 0	Testing Charges: 75.00 Analysis Charges: 0.00 Other Charges: 0.00 Total Charges: 75.00 Amount Paid: 75.00	SlotAllotted	Paid	2021-07-12 16:30-17:30	-
2	Equipment: UV-VIS NIR Spectrometer Testing: Absorbance Mode		Samples: 1 Consumables: 0	Testing Charges: 50.00 Analysis Charges: 0.00 Other Charges: 0.00 Total Charges: 50.00 Amount Paid: 50.00	SlotAllotted	Paid	2021-01-11 09:15-10:15	-
3	Equipment: UV-VIS NIR Spectrometer		Samples: 1 Consumables: 0	Testing Charges: 50.00 Analysis Charges: 0.00	Booked	Paid	-	-

25. Go to **Download receipt** and print invoice for the wallet deposit and Booking slip for the payment against any particular testing.

26. Submit your samples with the printout of facility request form wallet receipt and Booking slip.



**Note:** You will also receive a confirmation email with booking details on your registered email id.