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.

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Home	People	Academics -	Research -	Central Research Facility -	Safety -	Events -	Gallery	News	Skip to M Outreach 👻
Home / Book	the Facility Onlin	е							
	Book the F	acility Online If you are	a New User Regi	r, please <mark>click here</mark> to ster.	lf you a	are a Registe here	e red User , pl to Login.	ease click	

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.	9893082476
User Category	FACULTY
User's ID Card	Choose File 1.JPG
	Only jpg/jpeg image formats is allowed. Image size should not exceed 200kb.
User must upload a scanned co	py of ID Card that is issued from his/her institute/organization. eg. Employee ID Card, Student ID Card
User must upload a scanned co etc. If you do not have an Department(HOD) or Officials. C	py of ID Card that is issued from his/her institute/organization. eg. Employee ID Card, Student ID Card ID Card, you can provide scanned copy of supporting document for identity issued by Head of Content on ID Card should be clearly visible, otherwise it may lead to rejection of registration.
User must upload a scanned co etc. If you do not have an Department(HOD) or Officials. (Letters are case sensitive	py of ID Card that is issued from his/her institute/organization. eg. Employee ID Card, Student ID Card ID Card, you can provide scanned copy of supporting document for identity issued by Head of content on ID Card should be clearly visible, otherwise it may lead to rejection of registration.
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7. You will be prompted to accept the MRC Terms and conditions. Click OK.

Designation	mrc.mnit.ac.in says Please agree with MRC terms and conditions!
User Email	ОК
User Mobile No.	9893082476
User Category	FACULTY

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

G	ieneral 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 Slo time assigned for analysis of the sample at least three days in advance and get the PAN numbe 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 nn; mm on a 24 hour system). The user should also note it is the Leb where he is authorized to work
	the Lab where he is authorized to work.

9. Finally, Click on "**Register**" again.

User Mobile No.	9893082476
User Category	FACULTY
User's ID Card	Choose File 1.JPG
	Only jpg/jpeg image formats is allowed. Image size should not exceed 200kb.
User must upload a scanned of	opy of ID Card that is issued from his/her institute/organization. eg. Employee ID Card, Student ID Card
User must upload a scanned of etc. If you do not have an Department(HOD) or Officials.	bopy of ID Card that is issued from his/her institute/organization. eg. Employee ID Card, Student ID Card ID Card, you can provide scanned copy of supporting document for identity issued by Head of Content on ID Card should be clearly visible, otherwise it may lead to rejection of registration.
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User must upload a scanned of etc. If you do not have an Department(HOD) or Officials.	opy of ID Card that is issued from his/her institute/organization. eg. Employee ID Card, Student ID C ID Card, you can provide scanned copy of supporting document for identity issued by Head Content on ID Card should be clearly visible, otherwise it may lead to rejection of registration.

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**.

ser Login	
MNITJAS281	
•••••	
TZ ₇ X	5TZ7x
tters are case sensitive	
Login	Reset
Forgotton ye	our password?

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

Malaviya Nat Materials Resear	ional Institute of Technology Jaipur ch Centre (MRC)
Home	Home
Update Profile	Walcome to MPC Portal
Update Password	Welconne to MINC Fortal
Book Testing	
My Bookings	
Wallet Deposit	
Download Receipt	

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

Malaviya Nat Materials Resear	ional Institute of Te	Chnology Jaipur Welcome DR. BHAGWATI SHARMA [MNITMRC1912101]
Home	Book Testing		
Update Profile			
Update Password	Equipment	FTIR Spectroscopy (Perkin Elmer, Spectrum 2, USA)	
Book Testing	Select Testing	ATR Mode (Maxm 16 scan/sample)	KBr Mode (Maxm 16 scan/sample)
My Bookings			
Wallet Deposit			
Download Receipt			

6. Select the type or mode of testing required

Malaviya Nat Materials Resear	tional Institute of Te	Chnology Jaipur Welcome DR. BHAGWATI SHARMA [MNIT	MRC1912101]
Home	Book Testing		
Update Profile			
Update Password	Equipment	FTIR Spectroscopy (Perkin Elmer, Spectrum 2, USA)	~
Book Testing	Select Testing	ATR Mode (Maxm 16 scan/sample)	KBr Mode (Maxm 16 scan/sample)
My Bookings			
Wallet Deposit			
Download Receipt		Facility Reque	est 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.	<u> </u>
Testing Charges (Rs.)	75
Analysis Charges (Rs.)	0
Total Charges (Rs.) Testing Charges + Analysis Charges + Other Charges (If any)	75.00

8. After filling all the details, Click Save.

Other Details	Protein amide bonds
Instruction 1	✓ User must bring there own CD/DVd 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.
Acknowledgement	I agree to acknowledge MRC MNIT Jaipur in all Publications (thesis and papers) arising out of facilities used at MRC.
Terms	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.
	Save

*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.

Home	Book Testin	g	
Update Profile			
Update Password	Success: Your	booking for testing is saved successfully.	×
Book Testing	Note: If you wa	nt to make changes in the saved testing, please select the same testing again and make changes in the facility request form.	×
My Bookings	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 click 'My Bookings' tab.	×
Wallet Deposit			
Download Receipt	Equipment	Select Equipment 👻	

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	My Bookir	ngs							
Jpdate Profile	Note: If pays	ment button	does not appear, please make	sure you have uple	oaded verification cert	ification from	m your supe	ervisor. For inst	itute categor
Ipdate Password	"Academic I	nside MNIT/	Academic Outside MNIT", only	after uploading the	e declaration certificate	e, the Paym	ent option w	vill be shown.	
Book Testing	Upload Deck	aration							
vly Bookings									
-									
Vallet Depesit	Show 10	entries					Searc	ch:	
Vallet Deposit	Show 10	 entries 					Searc	ch:	
Vallet Deposit	Show 10	entries	Form Data 💠	No. of Samples & Consumables 11	Charges (Rs.) 11	Booking Status	Payment Status	Booking Slot	Remarks

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	My Boo	kings							
Jpdate Profile	Note: If p	ayment button	does not appear, please make	sure you have upl	oaded verification cert	ification fro	m your super	rvisor. For inst	titute catego
Jpdate Password	"Academi	c Inside MNIT/	Academic Outside MNIT", only	after uploading the	e declaration certificate	e, the Payn	nent option w	ill be shown.	
Book Testing	Upload D	eclaration							
My Bookings									
Wallet Deposit	Show 10	♦ entries					Searc	:h:	
Download Receipt									
Dominoud receipt		Equipment		No. of Samples &		Booking	Payment	Booking	
Download receipt	(# 11)	Equipment & Testing	Form Data 👔	No. of Samples & Consumables †1	Charges (Rs.) ↑	Booking Status	Payment Status	Booking	11 Remarks

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:

Malaviya National Ine	titute of Technology Jainur	
Materials Research Centre	Upload Declaration	×
Home M Update Profile No	ET Surface Area Analyzer (Multi Point) Br Mode (Maxm 16 scan/sample)	
Update Password "A	2. Click on the link given below and print the certificate. Print Declaration Certificate	
Book Testing	 Get signature and stamp on the certificate from your supervisor. Upload the scanned copy of the document. 	
My Bookings Wallet Deposit St	Select Document	
Download Receipt	Only PDF file with file size less than or equal to 500 kb is allowed.	
	Upload Close	
	Spectroscopy (instruction 1=>user must bring there Consumables: U Analysis Charges: U.UU (Perkin Fimer own CD/III)/rf for data collection 1 Other Charges: 0.00	

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

Malaviya National Inc	titute of Technology, Jainur	
Materials Research Centre	Upload Declaration	×
Home	1. Select the testing(s).	
Update Profile	□ KBr Mode (Maxm 16 scan/sample)	
"A	2 Click on the link given below and print the certificate	
Update Password	Print Declaration Certificate	1
Book Testing	 Get signature and stamp on the certificate from your supervisor. Upload the scanned copy of the document. 	
My Bookings	Choose File No file chosen	
Wallet Deposit St	Select Document	
Download Receipt	Only PDF file with file size less than or equal to 500 kb is allowed.	
	Upload Close	
	Spectroscopy (instruction 1=>user must pring there - Consumables U - Analysis Charges: U-UU (Perkin Filmer - own CD/D)/d for data collection 1 - Other Charges: D.D.	

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.

Malaviya National Ine	titute of Technology Jainur	-
Materials Research Centre	Upload Declaration	×
Home M	1. Select the testing(s). BET Surface Area Analyzer (Multi Point)	
Update Profile	KBr Mode (Maxm 16 scan/sample)	- J
Update Password "A	2. Click on the link given below and print the certificate. Print Declaration Certificate	
Book Testing	 Get signature and stamp on the certificate from your supervisor. Upload the scanned copy of the document. 	
My Bookings	Choose File No file chosen	5
Wallet Deposit St	Select Document	- 6
Download Receipt	Only PDF file with file size less than or equal to 500 kb is allowed.	
	Upload Close	
	Spectroscopy (instruction 1=>User must oring mere Consumables: U Analysis Charges: U UU (Perkin Elmer over ChilD/of for data collection 1) (Perkin Elmer over Charges: 0.00)	

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

Home	My Bookings
Update Profile	Success: Save/update was successful
Update Password	
Book Testing	Note: If payment button does not appear, please make sure you have uploaded verification certification from you "Academic Inside MNIT/Academic Outside MNIT", only after uploading the declaration certificate, the Payment of
My Bookings	Maka Baument
Wallet Deposit	water Payment
Download Receipt	Show 10 ¢ entries
	No. of Equipment Samples & # 1 & Testing Form Data Consumables
	Equipment: FTIR [Sample=>Liquid,Solid,] Samples: 1 Testing Charges: 75.00 Saved No Spectroscopy [Instruction 1=>User must bring there Consumables: 0 Analysis Charges: 0.00 No Operkin Elimer own CD/DV/d for data collection 1 Other Charges: 0.00 Other Charges: 0.00 No

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



19. In the Payment method, select Payment Gateway option

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

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

Payment Method	Payment Gateway			~
Billing Address	MRC, MNIT Jaipur Jaipur Rajasthan Jaipur 302017 GSTIN:			
	SGST 0%	CGST 0%	IGST 0%	
GSI (Rs.)	0.00	0.00	0.00	
Amount to be Paid	75.00			

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

My Bo	okings						
Note: If "Acader Make F	payment button does not appear, mic Inside MNIT/Academic Outside Payment	please ma e MNIT", o	ake sure you have nly after uploading	uplo the	paded verification cert declaration certificat	tification fron e, the Payme	n your superv ent option will
Show	10 🗢 entries						Search
# 11	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		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.