

Access Policy

Central Sophisticated Instrumentation Facility (CSIF)

Purpose

The Central Sophisticated Instrumentation Facility (CSIF) at The Assam Royal Global University (RGU) was established to provide advanced analytical and research support to students, faculty members, and external stakeholders. This policy ensures regulated and transparent access to the facility in compliance with the rules and regulations of RGU.

Scope

This policy applies to:

- RGU research students, faculty members, and researchers (in-house users)
- External academic institutions with active MoUs with RGU
- Government institutions without MoUs
- Industry partners, non-government organizations (NGOs), and bonafide private organizations

Access Prioritization

Access to CSIF will be granted in the following order of priority:

1. Faculty members, Research Scholars, and Students of RGU.
2. External academic institutions with active MoU – Collaborating universities and colleges.
3. Government institutions without MoU – Recognized research labs, agencies, and public sector organizations.
4. Industry samples – Bonafide Private companies, startups, and NGOs.

General Guidelines

- **Booking & Scheduling**
 - All users must submit a requisition form in the CSIF online portal or at the CSIF office.
 - Slots will be allocated based on priority and instrument availability.
- **Sample Submission**
 - Users must provide complete details of the sample (source, nature, safety data, handling requirements).
 - Hazardous samples must comply with biosafety and chemical safety regulations.
- **Data Ownership & Confidentiality**
 - In-house users retain full ownership of their data.
 - External users' data will be treated confidentially, and results will be shared only with the submitting party.
- **Acknowledgment in Publications**
 - Any publication arising from CSIF usage must acknowledge the facility.

Compliance and Biosafety

- All users must adhere to Biosafety, Chemical Safety, and Radiation Safety norms as per the Government of India regulations adopted by RGU.
- Instruments must be operated only by trained CSIF staff or authorized personnel.
- Users are prohibited from independently operating equipment without prior approval.

Fee Structure

- **In-house users:** Subsidized charges as approved by RGU.
- **External academic institutions (MoU):** Discounted rates as per MoU terms or the approved service charges.
- **Government institutions (no MoU):** As per the approved service charges.
- **Industry users:** Commercial rates as per the approved service charges.

Monitoring and Reporting

- CSIF will maintain a usage logbook for each equipment.
- Periodic reports will be submitted to the University Research Council and statutory bodies (e.g., UGC, DBT, DST) as required.
- Any misuse or violation of policy will result in suspension of access.

Policy Review

This policy will be reviewed annually by the CSIF Advisory Committee to ensure compliance with evolving Government of India guidelines and best practices.