



# **Chhatrapati Shahu Ji Maharaj University Kanpur**

**(FORMERLY KANPUR UNIVERSITY, KANPUR)**

**Policy**

*for*

**Establishing and use of  
Common Research Facility  
(CRF)**

## 1. Preamble

CSJM University encourages its scientific staff to pursue cutting-edge basic and applied research in all domains in a transparent, responsible, and ethical manner targeting novel processes, technologies, and products but at the same time, focusing on local problems. The University endeavors to stimulate innovation and entrepreneurship among the academic fraternity through its research activities. The Common Research Facility (CRF) of CSJM University represents a key commitment preserving and raising the efficiency of research to the international standard. The objective of the facility is to facilitate the easy availability and access of high-quality research infrastructure to research staff at the university. It caters to the need of researchers within the university as well as outside wherein both academic and industrial users enjoy the benefits of the sophisticated facilities available at the University.

## 2. About the Policy

This policy document is intended to define the regulations and modalities concerning to establishment and maintenance of Common Research Facility (CRF) and applies to all scientific departments and scientific staff of the university.

### Objective of the policy

- ✦ Simplified but smarter ways of procurement and maintenance of scientific equipment and infrastructure.
- ✦ Providing greater access to instruments funded by the Government of India and its agencies through a network all over the country.
- ✦ Providing a framework for smarter ways of disposal of dated equipment and infrastructure.
- ✦ Providing a framework to improve and promote efficiency of operations of research infrastructure
- ✦ A broad template to monitor utilization of expensive research infrastructure.

## 3. Glossary

- ✦ Research Infrastructure refers to the facilities, resources and services used by the scientific community to conduct research. This includes major scientific equipment, resources such as archives of scientific data, e-infrastructures such as data and

computing systems and communication networks and other such entities.

- ✦ Sharing refers to providing access to equipment(s) in the CRF to users (inside and outside the organization) and collaborators for the purpose of conducting an experiment/test for a fee or free (based on the cost incurred for the intended experiment).
- ✦ Capacity Building refers to the process of providing training to improve the skill sets of a person especially the operators and technicians of scientific equipment and infrastructure.
- ✦ Infrastructure Management refers to the management of various resources, people and equipment housed in CRF to ensure optimal usage
- ✦ Granting Agency is an organization that allocates funds for scientific research (for both intramural and extramural research)
- ✦ Total cost of ownership includes acquisition cost of the equipment (asset), its maintenance cost over its useful life, its operating cost over its useful life and all applicable taxes.
- ✦ High denomination equipment has total cost of ownership greater than or equal to Rs. 10 Lakhs.

#### 4. Principles concerning the policy

- By facilitating sharing of scientific research infrastructure and broadly monitoring utilization, duplicate purchasing of expensive scientific equipment will be avoided resulting in significant cost savings in research. This will also facilitate a mechanism to monitor the creation and maintenance of research infrastructure.
- Sharing of expensive public funded scientific research infrastructure will improve the efficiency of the public expenditure and also provide enhanced access to scientific research infrastructure to scientists, researchers and industry professionals.
- The facility is intended to promote networking among the research and academic fraternity of the university with industry and other universities, national laboratories.
- The guidelines are subjected to review in every year and necessary revisions may be



proposed by the competent authority to make it effective from time to time

## 5. User Policy

- All the users will submit the duly filled application form to Incharge, Central Research Facility.
- If the user is a research scholar/student then the form has to be countersigned by his/her supervisor.
- The users will pay the charges mentioned in the user charges list (the charges would be waived off for the internal user).
- The Bookings shall be given on first-come-first serve basis, irrespective of Academic institutions/Industries. Head, CRF will assign the time slot depending on the availability of the instrument
- All the users are required to give due acknowledgment to CRF, in the results published in journals and also inform Head, CRF about the publications which acknowledges the CRF.

6. **Condemn Policy:** It is acknowledged that scientific equipment has a finite life, which is determined by the relevance, physical wear and tear, and shift in research priorities.

- A technical committee constituted by Head of the Institution will provide a report of equipment to be considered as Condemned Item.
- After the life of the equipment, the concerned authorities can donate as part of the social responsibility or opt for buy-back by supplier.
- Alternatively, the equipment may be condemned by following proper auditing and scraping policy.
- The list s of equipment that are condemned will be informed to the University Store for proper record keeping.



  
**REGISTRAR**  
Chhatrapati Shahu Ji Maharaj University,  
Kanpur