## Instructions for the Users

- 1. Sample Preparation/Gold coating will be done daily between 10am 12pm, Its user's responsibility to get their sample ready before the mentioned time.
- 2. Users are expected to reach at least 15 minutes before the slot timings.
- 3. If you are exchanging the slot with someone, intimate the same to Lab Staff.
- 4. Users are requested to inform at least 3 days in advance, if they are not able to use the allotted slot.
- 5. Users are expected to be aware of sample criteria for SEM, one can visit "About Samples" tab on the website for more details
- 6. Users are requested to bring the new unused CD/DVD for data collection, no request will be entertained for providing data by E-mail, Pen-drive etc.
- 7. All users are sincerely requested to inform the Lab if any of the results obtained from SEM receive special recognition (Publication, Award, Journal-Cover page, Special Citation etc.) and leave/send a copy of their reprint, photograph, or award copy to SEM Lab for Internal Documentation.
- 8. In case of any query contact lab staff at (0512-259-6053) or mail to <a href="mailto:ravindr@iitk.ac.in">ravindr@iitk.ac.in</a>, <a href="mailto:samata@iitk.ac.in">samata@iitk.ac.in</a>.