

WELCOME

To

The 28th Meeting of the Facility Management Committee

of

The

SAIF

Dept. of Instrumentation & USIC
Gauhati University

Date : 15.12.2014

Time : 10.30 AM

Venue : VC's Conference Room

Agenda

1. Welcome
2. Confirmation of the proceedings of the FMC meeting held on 12.11.2013
3. Matters arising out of confirmation
4. Action taken report
5. Status of instruments
6. Instrument utilization details & list of users
7. Statement of accounts (2013-2014)
Requirement of funds for the year (2014 – 2015)
8. Important achievement and performance
9. Any other matters
10. Vote of Thanks

Minutes of the 27th meeting of the Facility Management Committee (FMC) of the SAIF, Guwahati, Department of Instrumentation & USIC, GU held on 12.11.13.

Agenda

1. Welcome
2. Confirmation of the proceedings of the 26th FMC meeting held on 15.10.2012
3. Matters arising out of confirmation
4. Action taken report
5. Status of instruments
6. Instrument utilization details & list of users
7. Statement of accounts (2012-2013)
Requirement of funds for the year (2013 – 2014)
8. Important achievement and performance
9. Any other matters
10. Vote of Thanks

The meeting was held under the chairmanship of Dr. M. Hazarika, Hon'ble Vice Chancellor, GU, & Chairman, FMC in the VC's chamber at 11.30 AM. on 12.11.2013.

The following members were present.

1. Dr. M. Hazarika, Vice Chancellor, GU
2. Dr. P. K. Malhotra, Scientist G, DST, Govt. of India
3. Dr. K. C. Sarma, Prof & Head, Dept. of Instrumentation and USIC & SAIF, Member Secretary
4. Prof. S. Bhattacharya, Dept. of Chemistry, Jadavpur University
5. Prof. B. K. Das, Dept. of Chemistry, GU
6. Dr. H. Basanata Kr. Sharma, Dept. of Physics, Manipur University

Special invitees present were :

1. Mr. U. C. Das. Registrar, Gauhati University
2. Mr. B. Chakravarty. Treasurer, Gauhati University
3. Mr. S. K. Bhaduri, Geological Survey of India, Kolkata
4. Dr. U. Sarma, Asst. Professor, Dept. of Physics, Gauhati University
5. Mr. Dipak Das, Technical Officer, Dept. of Instrumentation & USIC, Gauhati University
6. Dr. S. Karmakar, Scientific Officer, Dept. of Instrumentation and USIC & SAIF, Gauhati University
7. Dr. S. Bardaloi, Scientific Officer, Dept. of Instrumentation and USIC & SAIF, Gauhati University
8. Prof. P. Phukan, Dept. of Chemistry, Gauhati University
9. Dr. S. K. Gogoi, Dept. of Chemistry, Gauhati University

The Head, SAIF, GU introduced the members of FMC as well as special invitees to the meeting.

Dr. M. Hazarika, Chairman, FMC welcomed all.

The resolutions of the FMC meeting are

- 1) The minutes of the previous meeting held on 15.10.2012 were confirmed
- 2) The old XRF PW 1480 was approved for written off by the Expert Committee and was recommended by previous FMC held on 15.10.12. DST representative has advised to send filled up Form 17 in order to get necessary clearance from DST to write off the machine.
- 3) DST representative pointed out that, the matter of NABL accreditation for Axios XRF has been going on for quite some time. Chairman FMC has instructed to send application for NABL accreditation for XRF Lab positively in January, 2014. DST representative also observed that as the XRF Lab has participated in International Proficiency Test for Geo-Chemical Laboratory (GeoPT) continuously from 2000, it will be a positive aspect in obtaining NABL accreditation.
- 4) Members has advised to set up Advisory Committee for each machine for smooth functioning. It will increase inflow of sample as well as performance of the centre.
- 5) Workshop on Single Crystal Diffractometry should be held positively before March 2014. Error in % utilization of Single Crystal Diffractometer (Shown in the agenda papers) should be corrected.
- 6) Proposal for a separate new building for SAIF, GU to meet the increased requirement of space is to be considered later on.
- 7) FMC resolved that, AMC for dedicated 15 KVA UPS connected to XRF machine should not exceed 10% of cost price (Rs. 3,00,000). The remaining high capacity UPS should repaired On Call basis, when need arises.
- 8) Regarding Bead Making Fusion Machine for XRF, FMC recommended that at least three quotations from reputed manufacturer / suppliers should be obtained and all possibilities should be explored whether the requirement can be met within Rs. 20 Lakhs. Sri Sujit Kr. Bhaduri, XRF Expert was requested to do the needful in this regard.
- 9) FMC recommended the procurement of X-ray tube for XRD machine and advised to negotiate with the vendor to reduce the price as the quoted price shown in the agenda copy is very high (Rs. 8,23,905/-). The new price should be approved by Chairman, FMC.
- 10) FMC recommended Rs. 10.00 lakhs for NON PLAN requirement of SAIF, GU for 2014-15. (Annexure 1)
- 11) FMC recommended Rs. 31.50 Lakhs against PLAN requirement of SAIF, GU for 2014-15. (Annexure 2)
- 12) FMC considered the proposal for Scanning Electron Microscope (SEM) for SAIF, GU presented by Prof. P. Phukan and noted that it was a strong proposal. FMC recommended that the proposal for SEM should be placed before the next FMC meeting for approval. Copies of proposal in the prescribed format complete in all respect should be sent to DST before FMC meeting.

It was suggested that, proposal for SEM should be broad be based including users from Physics, Biology, Earth Sciences, Engineering with users from Arunachal Pradesh, Mizoram, Nagaland, North Bengal, CIT, Kokrajhar, etc.

Justifying the pressing need : Letter from IITG, Letter from NEHU, List of users from North East, delay in getting results, sensitive & time dependent samples, Potential user base 50% internal and %5 outside should be highlighted in the proposal.

DST representative suggested that the SAIF/Gauhati University should consider the issues like lab space and possible manpower to operate the instrument etc. which are crucial to the operation of the instrument. The utilization of existing instruments at the SAIF, specially recently installed single crystal XRF needs to be improved to justify addition of another instrument at the SAIF.

- 13) FMC recommended that the website of SAIF may be made interactive so that users may be able to track the status of their samples.
- 14) The DST representative pointed out that the usage of the instruments specially XRD (SC) and XRD (powder) is quite low. Efforts are needed to improve it.
- 15) More efforts be made to get information about publications facilitated by the SAIF instruments. Publication data bases like SCOPUS, SCI, Google Scholar etc. may be used to extract information about it.

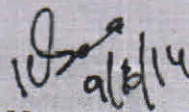
The Hon'ble Vice Chancellor, Gauhati University & Chairman FMC thanked every one present in the meeting. The meeting ended with a vote of Thanks offered by Prof. K. C. Sarma, Head, SAIF, GU.

Countersigned :



Vice Chancellor
Gauhati University
&
Chairman, FMC
SAIF, GU

VICE - CHANCELLOR
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Head, Dept. of Instrumentation
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Member Secretary, FMC Gauhati University
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