

Lab Service Policies

Islamic University Central Lab (C Lab)

Facilitating: Faculty of Science, Faculty of Biological Science, and Faculty of Engineering & Technology

1. Objective

The Central Laboratory at Islamic University is committed to support advanced research activities, including the preparation of M.Sc., M.Phil., and Ph.D. theses. Additionally, this facility will serve as a hub for diverse scientific training programs and specialized research initiatives under the guidance of Islamic University faculty members. The laboratory is designed to support academic endeavors across all departments of Islamic University as well as collaborations with other universities and organizations. Clear policies have been established to ensure the efficient, effective, and ethical use of the Central Lab's resources.

2. Lab Facilities

2.1 Analytical Labs

The analytical lab is equipped with specialized devices, including:

- I. Thermo Scientific Gas Chromatography
- II. Digital incubators and ovens
- III. Medical devices like EEG and EMG systems
- IV. High-Performance Liquid Chromatography (HPLC)
- V. Atomic Absorption Spectrophotometry (AAS)
- VI. Confocal laser scanning microscopes
- VII. ELISA microplate readers
- VIII. Western Blot Apparatus
- IX. RT-PCR
- X. TOC machine
- XI. And other specialized instruments as detailed in the Central Lab inventory.

2.2 Computer Lab

- I. The computer lab houses **48 PCs (i5 6th Gen, 4GB RAM)** with appropriate software for academic purposes.
- II. Facilities include:
 - a. 54 computer desks
 - b. 52 chairs
 - c. Air-conditioning for comfort during extended sessions.
- III. The Computer lab designed for:
- IV. Academic practices (e.g., coursework, assignments).
- V. Online or computer-based examinations.

3. Governance and Approval

3.1 Lab Director

- I. The Central Lab Director manages day-to-day lab operations and ensures adherence to all policies.
- II. Responsibilities include:
 - a. Approving lab usage requests submitted by Department Heads/Chairmen, Exam Committee Chairs, or faculty members.
 - b. Supervising lab operations and ensuring resource availability.

3.2 Board of Advisory Committee

- I. All policies and rules regarding the Central Lab are subject to approval by the **Board of Advisory Committee**, chaired by the Vice Chancellor of Islamic University.
- II. The Board is responsible for:
 - a. Reviewing and approving lab policies.
 - b. Providing strategic oversight for lab operations.

3.3 Technical Committee

The Central Laboratory's Director will be supported by a five-member Technical Committee, which will be established with the approval of the Board of Advisory Committee. The technical committee will take the overall maintenance and operation of the instruments through the suggestion of the Lab director. The Director will act as the Chairman of this committee.

Functions of the Technical Committee:

- I. To provide technical support to the Director for repairing and maintaining instruments.
- II. To provide training and suggestions to the instrument engineers to improve safety measures after the installation of new instruments.

- III. To ensure the security of the Central Lab's premises both inside and outside.

4. Lab Access

4.1 Operating Hours

- I. The lab operates from **9:00 AM to 8:00 PM**, Saturday to Wednesday.
- II. Special access requests must be approved by the Lab Director upon recommendation from a Department Research Supervisor/Head/Chairman or Exam Committee Chair.

4.2 Authorization Process

- I. All lab usage requests must be formally submitted to the Lab Director via the Department Head/Chairman, Exam Committee Chair, or faculty member.
- II. Authorized users must log their access in the lab register.

4.3 Access to Equipment Labs

- I. Only trained or supervised users may operate specialized instruments.
- II. The users should be taken prior permission through the recommendation of the member of the technical committee.
- III. Advance bookings are required for equipment with limited availability.

4.4 Access to Computer Lab

- I. The computer lab can be used for:
 - a. **Practice Sessions:** For assignments, project work, and research.
 - b. **Examinations:** As scheduled by Exam Committees or departments.

5. Nominal Service Charges

5.1 Equipment Labs

- I. Charges for equipment use:
- II. Analytical Services
 - a. The rate for analytical service is categorized by **A**, **B** and **C** as shown in **table – 1**.
 - b. **Category A:** Islamic University (IU) faculties and students doing M.Sc. / M.Phil / PhD under Islamic University
 - c. **Category B:** Local / foreign funded project samples of IU faculties / researchers
 - d. **Category C:** Analytical services to external public / private organization, individuals and others

Table – 1: Rate of the analytical services

Analysis/Equipment	All Rates are in BDT		
	A	B	C
I. Thermo Scientific Gas Chromatography (per sample)	2000/-	4000/-	5000/-
II. High-Performance Liquid Chromatography (HPLC) (per sample)	2000/-	4000/-	5000/-
III. GC-MS (per sample)	2500/-	4500/-	5000/-
IV. Atomic Absorption Spectrophotometry (AAS) (per element)	250/-	350/-	500/-
V. Confocal laser scanning microscopes (per sample)	2000/-	3000/-	4000/-
VI. Digital incubators and ovens (per hour)	50/-	100/-	150/-
VII. TOC machine (per sample)	500/-	1000/-	2000/-
VIII. Thermogravimetric Analyzer (per sample)	500/-	1000/-	2000/-
IX. RT-PCR (per sample)	250/-	500/-	1000/-

5.2 Computer Lab

I. Training Sessions:

- Students: **BDT 15/hour per computer.**
- Faculty/staffs: **BDT 25/hour per computer.**

II. Examinations:

- Institutional Exams: **BDT 1,500/hour for full lab use or full day exam BDT 5000/6 hours**
- External Exams: Fee to be determined by the Lab Director.

5.3 Payment Process

- Payments must be deposited into the Central Lab's **Agrani Bank account no: 0200022996455, Account Name: Director, Central Lab, Islamic University Branch, Kushtia.**

- II. A copy of the payment receipt must be submitted to the Lab Director or lab staff for verification.
- III. All financial activities and management of the Central Lab will be conducted in a fair and transparent manner in accordance with the existing financial rules, regulations, and applicable administrative guidelines of Islamic University.

6. Equipment and Computer Usage Policies

6.1 General Guidelines

- I. Lab resources must only be used for academic or research purposes.
- II. All equipment usage must be logged in the designated register.

6.2 Reservations

- I. Reservations for equipment or computer lab sessions must be made at least **72 hours in advance** through formal requests.

6.3 Maintenance and Reporting

- I. Malfunctions or damage must be reported to the Lab Director immediately.
- II. Users causing damage will be responsible for repair costs.

6.4 Examination Protocols

- I. Computers used for exams will be configured to restrict unauthorized access.
- II. Exam invigilators must ensure compliance with academic integrity rules.

7. Code of Conduct

7.1 Behavioral Guidelines

- I. Users must maintain professionalism and follow lab rules.

7.2 Cleanliness

- I. Users must ensure their workspaces are clean and that equipment is returned to its proper place.

7.3 Prohibited Activities

- I. Food, drinks, and non-academic activities (e.g., gaming, social media) are strictly prohibited.

8. Penalties for Non-Compliance

8.1 Minor Infractions

- I. First offense: Verbal warning.
- II. Second offense: Written warning with temporary suspension of access.

8.2 Major Infractions

- I. Repeated violations or deliberate misuse will result in permanent suspension of access.

9. Policy Approval and Review

9.1 Policy Approval

- I. All lab usage policies and rules are subject to approval by the **Board of Advisory Committee**, chaired by the Vice Chancellor.
- II. Approved policies will be implemented by the Lab Director.

9.2 Periodic Review

- I. Lab policies will be reviewed annually by the Board of Advisory Committee to ensure alignment with university needs and technological advancements.



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