

# RAWALPINDI WOMEN UNIVERSITY

OFFICE OF THE REGISTRAR

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NO: RWU/R-Est/07/ 2447-A

Date: 03/12/2024

## NOTIFICATION

The undersigned has been directed to notify **Central Lab Policy** of Rawalpindi Women University, w.e.f. January, 2024.

2. This is issued with the approval of worthy Vice Chancellor.

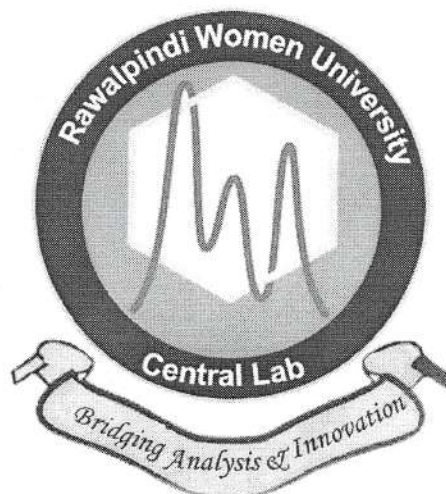
**Huma Rauf**  
Registrar  
Rawalpindi Women University

A copy is forwarded for information and necessary action to:-

- PSO to Vice Chancellor, Rawalpindi Women University.
- Additional Director ORIC, RWU with the request to ensure implementation of Central Lab Policy in true letter and spirit.
- All concerned.
- Archive File.

**Office of Research, Innovation & Commercialization  
(ORIC)**

**Central Lab**



**Central Lab Policy**

**January, 2024**

**Rawalpindi Women University, Rawalpindi**

  
Additional Director ORIC  
The Rawalpindi Women University  
Rawalpindi

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Additional Director ORIC  
The Rawalpindi Women University  
Rawalpindi

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## 1.0 Introduction

RWU has made significant strides in enhancing its research capabilities through substantial investment in high-tech lab equipment and the expansion and improvement of its laboratory facilities. This has led to the creation of a Central Lab (C.L.), a facility designed to facilitate shared research across different departments and foster collaborations with other universities. This central lab is poised to become a hub of excellence in multidisciplinary research.

Recognizing the importance of fully leveraging our advanced equipment for the benefit of RWU's faculty, students, and the broader research community, and extending its availability to other institutions, is crucial for the nation's progress. The C.L. is therefore made accessible to researchers, including those from RWU's Faculty of Science. However, maintaining and regularly upgrading the high-value, specialized lab equipment in C.L. requires significant resources, including manpower, spare parts, consumables, and various utilities and services. Consequently, it is necessary to implement a fee structure for the use of these facilities.

The establishment of a system to calculate usage fees, manage the funds collected, and oversee their allocation is imperative. The goal is to provide all researchers with access to C.L. and its state-of-the-art research equipment, fostering socio-economic development, while also creating a sustainable model for facility maintenance. This approach aims to establish a transparent, auditable mechanism for generating and managing funds, ensuring proper accounting and authorized allocation of resources. The following guidelines outline the usage and sharing policies for the ORIC's C.L. research facilities, particularly focusing on the utilization of Fourier Transform Infrared (FTIR) Spectroscopy and UV/Vis spectrophotometer.

### 1.1 Guidelines for utilization and sharing of RWU research facilities

- All Research infrastructure at C.L is owned by RWU as a whole and does not belong to any particular project, funding or donor agency/institution/ organization.
- ORIC will manage and maintain a policy of open access to research facilities at C.L. and willingly share these facilities with the researchers/scholars as per policy document.
- The research facilities will be offered to the researchers and a conducive research environment will be provided to the scientific community/researchers.
- Only authorized users/researchers will be permitted to use the offered facilities as per the procedure.
- No facility/equipment will be moved, relocated or rearranged outside the authorized laboratory / institution without prior approval by competent authority through director ORIC.
- No equipment, document/associated gears, materials may be removed from its location at any time or for any reason except portable instruments requiring movement for survey purpose after approval from competent authority through director ORIC which will then be returned.
- The central lab's steering committee (Appendix -I) comprised of one focal person (research coordinator) from each respective department headed by Additional Director ORIC will help the ORIC in addressing issues (if any) related to analytical services at central lab.
- The high-tech equipment (s) that could be useful for more than one department should be placed in the central lab. Whereas it would be the responsibility of Department to smoothly run and maintain the sophisticated equipment on their own if it is placed at the department.
- Requisition form for analysis using FTIR (Appendix -II) should be used for booking the

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slots and result report will be prepared as per approved template (Appendix -III).

### **1.2 Priority for service provision**

- Priority of analytical services will be given as; faculty and students from the concerned donating department of RWU > RWU students > external users.
- Monthly activity calendar in coordination with concerned academic chairpersons will be prepared and displayed on the notice board outside of the central lab to provide information regarding the booked and available slots for sample analysis.
- Sample and data will be stored up to 01 month in C.L after delivery of result report to the applicant/researcher.
- The research facilities will not be utilized by any individual/user for commercial/business purposes or any profit venture.
- The utilization charges, their accounting and dispersal will be done as per provisions mentioned in section 2.0 given on page 4-5.

## **2.0 Cost, Accounting, and Expenditure Guidelines for the Use and Collaboration of Research Lab Facilities**

The following guidelines will be observed for the use and sharing of the research facilities at the Central Lab. These guidelines apply to both academic and research activities, as well as for generating revenue from intellectual assets. The cost of using equipment will be based on either a per-test basis or per utilization time (i.e., cost per test or per hour). The pricing for any testing service will take into account the factors such as the man-hours of supervisors, lab engineers, technicians, etc., the consumables and utility charges used, and the depreciation or wear and tear of the equipment. Details of the analysis costs are provided in Table 1 on page 4.

**Table 1: Price List for Analytical Services in Central Laboratory**

S. No.	Name of Equipment	Status	Particulars of Tests	Rates (Rs.)
1	Fourier Transform Infrared Spectroscopy (FT-IR)	Operational	Functional groups identification in liquid or dry samples.	1500/Sample
2	Ultra Violet Visible Spectroscopy (UV-Vis) $\lambda = 190-1100$ nm		Quantitative Analysis (Ready to Analyze)	1000/Sample
3	PCR		Amplification and Quantification of DNA (Quantitative PCR Methods)	2000/run

Furthermore, the details for distribution of revenue being generated from the analytical services of Central Lab-RWU are given in Table 2 on page 5. Collected funds from the analytical services will be deposited to Rawalpindi Women University's ORIC account.

**a. Share to Central Lab**

The % age allocated ( given in Table 2 on page 5) to Central Lab may be used for repair, maintenance and calibration of equipment, purchase of consumables and essential facilities for testing (required for analyses), purchase of new equipment, trainings and workshop of lab staff.

**b. Share to Department**

The % age allocated share (given in Table 2 on page 5) to academic department\* may be used to support departmental research activities in the department like purchase of chemicals and consumables (unforeseen), different analytical facilities (not available in RWU) may be availed from other universities on payment for research students of departments, repair and maintenance of equipment (in emergency) and meet the day to day expenses of petty items required for the research labs in department.

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(\*Academic department referred here are those who donated the sophisticated equipment being purchased via project or university funds)

### c. Share to ORIC

The %age allocated to ORIC may be used for (given in Table 2 on page 5) strengthening research activities in university in terms of start-up research grants, support to pilot projects, product development and other research activities like expos and exhibitions, and research awards.

**Table 2: Distribution of Revenue among Different Departments**

S. No.	Departments	% Share
1	Central Lab	50
2	Academic Department	40
3	ORIC	10

Note: The share of each department will be transferred biannually (on 30<sup>th</sup> June and 31<sup>st</sup> December) from the Rawalpindi Women University ORIC account with approval from competent authority of the University.

### 2.1 Analytical Services for Research Students/Faculty/Projects

- a. No charge for equipment demonstrations to the students of RWU, provided that these demonstrations are included in the approved curriculum and request shall be forwarded by the concerned department through ORIC and the CL representative will give the demonstration according to the available slots. However, the request for the same may be sent through proper channel 15 days prior to the required demonstration date.
- b. No charges from the RWU and Non RWU research students supervised by RWU faculty (detail given in Table 3 on page 6) for FTIR & UV visible spectrophotometric analyses per semester per student subjected to the provision of a copy of approval of synopsis by competent authority along with requisition form.

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- c. For the PI and co-PI of funded projects, cost for sample analysis will be applicable to analytical services.
- d. All other researchers / organizations will be charged as per complete provisions.

**Table 3: Analysis of Samples that would be Free in different Categories**

<b>S.No</b>	<b>Researchers</b>	<b>Number of Free Samples</b>
1	<b>Undergraduate</b>	10
2	<b>M.Phil.</b>	10
3	<b>Ph.D.</b>	20
3	<b>Non RWU Co-supervision</b>	10
4	<b>Research Project</b>	0

**2.2 For accounting purposes the following steps be taken**

- a) Separate accounting register be opened for equipment being used for analyses.
- b) The first page of the register should give detailed cost calculation and rate (per test or per hour).
- c) The next page onward should give details of funds collected and the dispersal.
- d) The funds collected against charges at 2. (a, b & c) mentioned on Page 4-5 be deposited in ORIC-RWU account and be utilized accordingly.
- e) The funds collected against charges at 2 (b), mentioned on Page 3-4 be forwarded to the concerned department of RWU.

## Appendix



## RAWALPINDI WOMEN UNIVERSITY

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NO: RWU/R/06/642

Date: 17/04/2024

### NOTIFICATION

The undersigned has been directed to notify following research coordinators to help the Director ORIC RWU in addressing issues (if any) related to analytical services at Central Lab of the university.

- |                      |                            |
|----------------------|----------------------------|
| 1. Dr. Yamin Bibi    | ( Department of Botany)    |
| 2. Dr. Noureen Khan  | ( Department of Chemistry) |
| 3. Dr. Naveed ul Haq | ( Department of Physics)   |
| 4. Dr. Shazia Shams  | ( Department of Zoology)   |

- This is issued with the approval of worthy Vice Chancellor.

Huma Rauf  
Additional Registrar

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**Rawalpindi Women University, Rawalpindi**  
**Office of Research & Commercialization (ORIC)**  
**Central Lab**



### FTIR Sample Analysis Request Form

#### a) Researcher Information

Full Name		Program	
Phone Number		Email Address	
Department/Research Group		Affiliation/Institution	

#### b) Sample Information

Sample Name/ID		Number of Samples	
Sample Description	Crystalline	Amorphous <input type="checkbox"/>	Liquid <input type="checkbox"/>
	Soluble in		
Date Sample Needs to be Analyzed			
Analysis Requirements			

#### c) Analysis

FTIR Spectral Range	
Specific Components or Functional Groups of Interest	
Special Instructions or Requests	

#### d) Billing Information

Project/Grant Number (if applicable)	
Billing Contact Name (if different from researcher)	
Billing Address	
Bill Amount Already Paid (Deposit Slip) (ORIC account-Central Lab)	

\*Please attach any relevant documents or files, such as method protocols or any specific requirements.

#### Declaration:

I hereby request FTIR sample analysis services from the laboratory and confirm that all the information provided in this form is accurate and complete. I agree to abide by the laboratory's terms and conditions for sample analysis.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

\_\_\_\_\_  
Research Supervisor

\_\_\_\_\_  
Head of the Department  
(Name & Stamp)

#### For official use:

Sample Received	<input type="checkbox"/>	In-Person	<input type="checkbox"/>	Courier
Sample Recipient Date	/	/20	Signature	

Office of Research, Innovation & Commercialization (ORIC)



**Rawalpindi Women University, Rawalpindi**  
**Office of Research & Commercialization (ORIC)**  
**Central Lab**

**Reference No: RWU/ORIC-CL/2024/**

Laboratory Name: Central Lab

Lab Address: Rawalpindi Women University, 6<sup>th</sup> Road, Satellite Town, Rawalpindi

Lab Contact Information: 051-9291648

Report Date: / /20

**FTIR Sample Analysis Report**

Researcher Name	
Affiliation/Institution	
Number of Samples	
Sample Name/ID	
Date Sample Received	
Date Sample Analyzed	
<b>Analysis Details</b>	
Instrument Used	
Analysis Method/Protocol	
Analysis Conditions (e.g., temperature, pressure)	
FTIR Spectrum	<b>Attached</b>

**Report Prepared By:**

Full Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: / /20