



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

विकसित भारत
अभियान
1947 TO 2047

कार्यालय आदेश OFFICE ORDER

बोर्ड ऑफ गवर्नर्स की 55वीं बैठक जो कि दिनांक 24/03/2026 को सम्पन्न हुई, के मद संख्या: **BoG/MIN/55/2026-03/21** के निर्णयानुसार और सक्षम अधिकारी की मंजूरी के बाद, **i-STEM** पर अपलोड विभिन्न विभागों/केंद्रों में मौजूद रिसर्च इक्विपमेंट (शोध उपकरणों) के आंतरिक/बाहरी इस्तेमाल आदि के लिए किए गए शुल्क और **SoP** की जानकारी को अधिसूचित किया जाता है। जानकारी के लिए रेट लिस्ट और स्टैंडर्ड ऑपरेटिंग प्रोसीजर (**SoP**) की कॉपी इसके साथ संलग्न है।

इस **i-STEM** पोर्टल से होने वाली कमाई का इस्तेमाल केवल इन उपकरणों के रखरखाव और अपग्रेडेशन के लिए ही किया जाएगा।

In compliance to the decision of 55th meeting of Board of Governors held on 24/03/2026 vide item No. BoG/MIN/55/2026-03/21 and subsequent approval of the Competent Authority, the usage charges and SoP for the utilization of research equipment's uploaded on i-STEM for internal/external uses etc. lying in various Department Centre are hereby notified. The copy of usage charges of equipment and Standard Operating System (SoP) is attached herewith for information.

The revenue generated on this i-STEM portal shall be used for maintenance and up-gradation of these equipment's only.

No. NIT/HMR/R&C(i-STEM)/2026/1037-1057
Copy to:-

कुलसचिव / REGISTRAR
Dated 31/03/26

1. Director for kind information please.
2. All Deans/HoDs/HoCs for information.
3. FI (CC) for information and requested to upload the same on the Institute website for wide publicity.
4. FI (i-STEM) for information and necessary action.
5. Deputy Registrar (F&A)/ AR (Audit) for information.

Annexure 'B'

Proposed usage charges of equipment costing ₹10 lakhs and above in all Departments/Centres of NIT Hamirpur

Sr. No.	Equipment Name	Department Name	Usage Charge (Rs.) (Excluding GST)		
			Internal (Other Department of NITH)	External Academic User	Other Users (Industry/Start-up, etc.)
1	Vector network analyzer	DOECE	300/- (per sample)	450/- (per sample)	600/- (per sample)
2	Keysight 100 kHz to 9GHz Spectrum Analyzers	DoECE	300/- (per sample)	450/- (per sample)	600/- (per sample)
3	Atomic Absorption Spectrophotometer	DoCHE	200/- (per sample)	300/- (per sample)	400/- (per sample)
4	Computer Controlled Servo Hydraulic Universal Testing Machine Capacity 20000KN	DoCE	150/- (per sample)	225/- (per sample)	300/- (per sample)
5	Pneumatic Gas Gun Set-up	DoCE	200/- (per sample)	300/- (per sample)	400/- (per sample)
6	Ground Penetration Radar	DoCE	100/- (per m ²)	150/- (per m ²)	200/- (per m ²)
7	GNSS System	DoCE	100/- (per location)	150/- (per location)	200/- (per location)
8	(i) Giatec Care Package Gold and (ii) Giatec iCOR2™ Full Package {01 No. each}	DoCE	100/- (per location)	150/- (per location)	200/- (per location)
9	Intergrated Bluetooth enable GNFS base receiver with receive & antenna in single housing	DoCE	200/- (per sample)	300/- (per sample)	400/- (per sample)
10	Computer controlled Surface Roughness Testing machine	DoME	100/- (per sample)	150/- (per sample)	200/- (per sample)
11	Four Ball Tester	DoME	100/- (per sample)	150/- (per sample)	200/- (per sample)
12	Multi Tribo Tester	DoME	200/- (per sample)	300/- (per sample)	400/- (per sample)
13	Tribometer With High Temp. Testing	DoME	200/- (per sample)	300/- (per sample)	400/- (per sample)
14	Ferography Lab.	DoME	200/- (per sample)	300/- (per sample)	400/- (per sample)
15	Zeta Sizer	DoMSE	100/- (per sample)	150/- (per sample)	200/- (per sample)
16	U.V. Visible NIR Absorption Spectrometer	DoMSE	150/- (per sample)	225/- (per sample)	300/- (per sample)
17	*Pulse Lazer Deposition System	DoMSE	700/- (per sample)	1050/- (per sample)	1400/- (per sample)
18	Fourier Transform Infrared Spectrometer	DoMSE	150/- (per sample)	225/- (per sample)	300/- (per sample)
19	Field Emission Scanning Electron Microscope	DoMSE	400/- (per sample)	600/- (per sample)	800/- (per sample)
20	Micro-Raman & Photo Luminescence Spectrometer	DoMSE	250/- (per sample)	375/- (per sample)	500/- (per sample)
21	Atomic Force Microscopy	DoMSE	750/- (per sample)	1125/- (per sample)	1500/- (per sample)
22	LCR meters and Impidance Analyzer	DoMSE	100/- (per sample)	150/- (per sample)	200/- (per sample)
23	X Ray Diffractometer	DoMSE	300/- (per sample)	450/- (per sample)	600/- (per sample)
24	Electro Chemical Workstation	DoMSE	300/- (per sample)	450/- (per sample)	600/- (per sample)
25	Computerized Micro Hardness Tester	DoMSE	100/- (per sample)	150/- (per sample)	200/- (per sample)
26	Sweep Frequency Response Analysis (SFRA) Test Set	DoEE	18450 (per test)	27675 (per test)	36900 (per test)
27	Automatic Insulation Diagnostic Analyzer Test Set (DIRANA)	DoEE	2750 (per test)	4125 (per test)	5500 (per test)
28	Dissolved Gas Analyzer	DoEE	6000 (per test)	9000(per test)	12000 (per test)
29	Thermal Imaging Camera for detecting Hot Spots	DoEE	1000 (per test)	1500 (per test)	2000 (per test)
30	High Power Liquid Chromatograph	DoEE	4000 (per test)	6000 (per test)	8000 (per test)

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31	Insulation Analyser test set (Make : M/s Doble USA)	DoEE	2500 (per test)	3750 (per test)	5000 (per test)
32	Large area sun simulator	Centre for energy studies	2000 (per hour)	3000 (per hour)	4000 (per hour)
33	Spectrofluorophotometer	DoPPS	200 (per sample)	300 (per sample)	400 (per sample)
34	Fluorescence Lifetime Setup	DoPPS	200 (per sample)	300 (per sample)	400 (per sample)
35	Electronic Dilatometer	DoPPS	100 (per sample)	150 (per sample)	200 (per sample)
36	Fourier Transform Infrared Spectrophotometer	DoCHY	150(per sample)	225 (per sample)	300 (per sample)
37	Multichannel Electrochemical Workstation	DoCHY	300 (per sample)	450 (per sample)	600 (per sample)
38	Fluorescence Microscope	DoCHY	100 (per sample)	150 (per sample)	200 (per sample)
39	Spectrofluoriphotometer	DoCHY	200 (per sample)	300 (per sample)	400 (per sample)
40	Smart grid Module	DOEE	300 (per hour)	450 (per hour)	600 (per hour)
41	Rotary servo plant based comprehensive control lab training system	DOEE	300 (per hour)	450 (per hour)	600 (per hour)
42	Transmission line distance protection setup	DOEE	300 (per hour)	450 (per hour)	600 (per hour)

* Substrate and Target material will be provided by the user

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Annexure 'C'

SOP for NIT Hamirpur Research Equipment Booking through I-STEM Portal for Internal Users

1. Purpose & Scope

Purpose: To define a standardized process for NIT Hamirpur internal users to reserve, pay for, and utilize research equipment listed on the I-STEM portal.

Scope:

Applies to all NIT Hamirpur faculty, research staff, and students seeking access to internal R&D equipment via I-STEM.

2. Definitions

- **I-STEM portal:** National centralized booking system for research infrastructure
- **User:** NIT internal users (faculty/student/etc.) with I-STEM account.
- **Operator:** Designated NIT personnel responsible for equipment upkeep and approving bookings.
- **Booking FBR:** Facility Booking Request submitted on I-STEM.
- **Other Department:** Departments/centres not owning the equipment

3. Roles & Responsibilities

Role	Responsibility
IR (Institute Representatives)	Oversee overall implementation and deal with the grievance, etc.
HoDs/HoCs	Overall implementation of I-STEM at the Department level such as assigning OIC-I-STEM, Facility In-charge/Lab. In-charge, Technologist/ Operator to the various facilities of the department.
Facility In-charge/Lab. In-charge	Approve/reject booking requests, verifying the user category other departments/centres of NIT Hamirpur, checking and filling status / health of equipment as up/down/ under repair (as the option may be available) with remarks
Technologist/ Operator	Maintain the equipment booking calendar, assign time slots, and fulfill the request, execute the job after receiving information of payment made.
FI/AFI-I-STEM (NIT, Hamirpur)	Manage NIT, Hamirpur I-STEM presence, update equipment list

Role	Responsibility
Accounts/Finance	Facilitate payments, invoicing, and verification of payments done by the user
Internal User	Register, book equipment, submit samples, and follow booking rules.

4. Pre-Booking Steps

1. User Registration

- Complete I-STEM registration (via institutional email).

2. Equipment Listing by NIT

- FI and AFI ensures the NIT Hamirpur equipment is correctly listed on the I-STEM portal.

5. Booking Procedure via I-STEM

1. Search & Initiate Booking

- Log in → search "NIT Hamirpur" equipment → choose desired item.
- Click "Equipment Reservation" and select date/time.

2. Submit FBR

- Fill in sample count/duration and mandatory technical details.
- Submit a booking request for the operator/facility coordinator/Lab. In-charge/HoD/ OIC I-STEM for review.

3. Approval & allotment of the slot

- Approval of the generated FBR by the concerned facility coordinator/Lab. In-charge
- Allocation of the slots and verification of the estimated cost for the number of hours per slot that need to be allocated after any clarification by the operator.
- The user will be notified of slot allocation through I-STEM portal.

4. Payment

- Login → View Booking → Click "Pay" for online payment through the I-STEM portal or offline payment facility at NIT, Hamirpur.
- Before using the facility, the payment record will be verified by the account section.

6. Sample Submission & Usage

- Physical sample will be submitted with requisition & payment proof to the operator.
- Log actual usage (duration, anomalies) by the operator.

7. Record Keeping

- Operators maintain booking records via I-STEM and keep the analysis data for 6 months only.
- The account section maintains the record of revenue generated through I-STEM.

8. Policy & Compliance Guidelines

- Only authorized NIT users can book internal equipment as internal users (same/other Department)
- Payment is mandatory before sample processing or equipment usage.
- IP, confidentiality, and safety protocols must be strictly followed.
- Non-compliance may lead to access suspension or disciplinary action.
- The money collected will be used for maintenance, repair, and consumable for the equipments.

9. Review & Update

- Director shall be the final authority to review and revise the policy for the utilization of research equipment's and its related usage charges based on recommendations of Faculty In-charge concerned.

10. Contact Information

NIT Hamirpur I-STEM FI and AFI I-STEM

istem@nith.ac.in

- **I-STEM Support:** Toll-free 18004253281 / support@istem.co.in
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