Steps to book a slot for BITS Users:

Step 1: Visit the Sophisticated Instrumentation Facility website on https://www.bits-pilani.ac.in/pilani/sif/home

Step 2: Click on 'BITS Faculty/Researchers login' box.
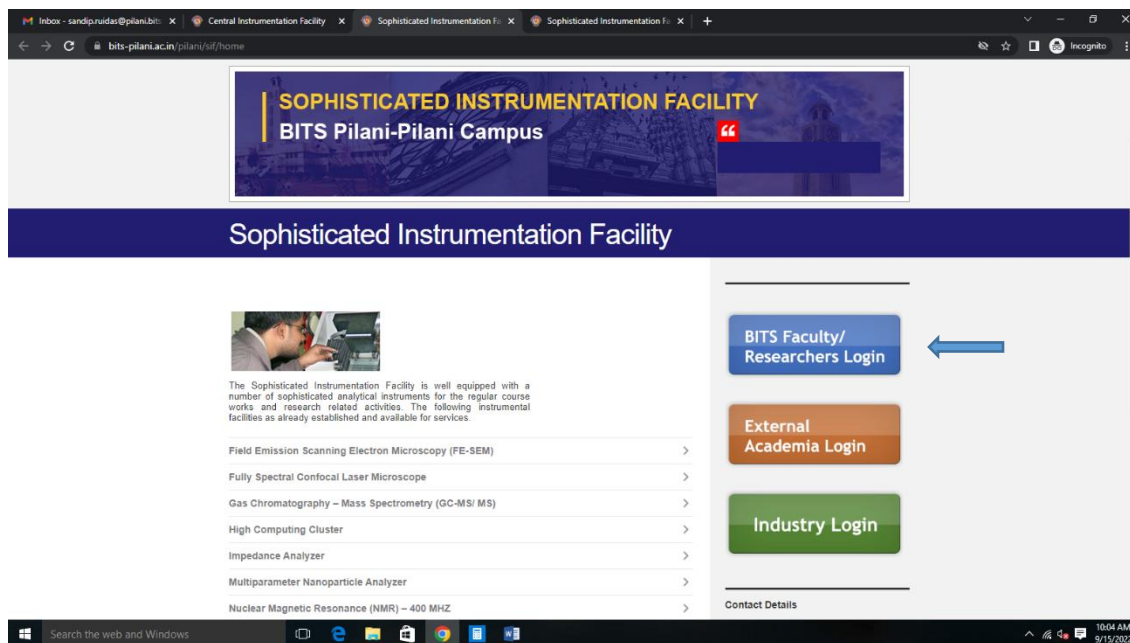
Step 3: Click on 'BITS Faculty' or 'BITS Researchers' box
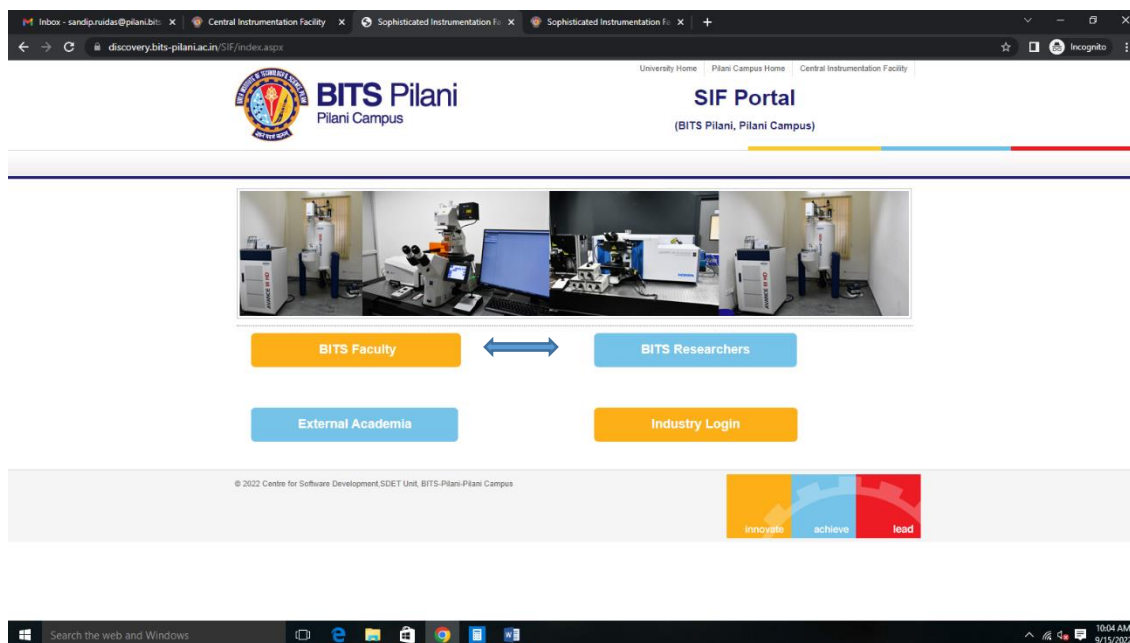
Step 4: Login with BITS mail id and Password

Step 5: View details of the instrument services you want to avail by clicking on the view details tab.

Step 6: Check the specification, guidelines, charges, sample preparation method.

Step 7: Proceed by clicking on the 'Request for a slot' under the Booking tab.

Step 8: Provide the details as required and upload the duly filled requisition form (you can download the *requisition form* from the 'downloads' tab), submit it, and wait for 1-2 working days to get the same approved by the administrator.
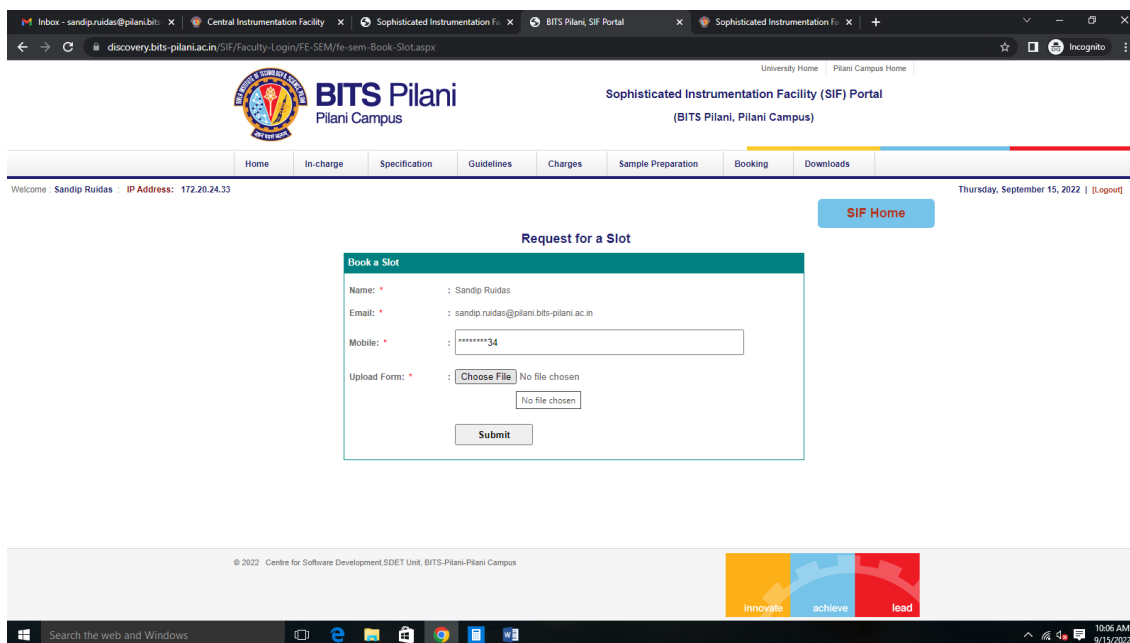
Step 9: Check the status of your booking in 1-2 working days by clicking on the 'Status' tab under the 'Booking' Tab. Once cleared by the administrator, you will find a link for making a payment.
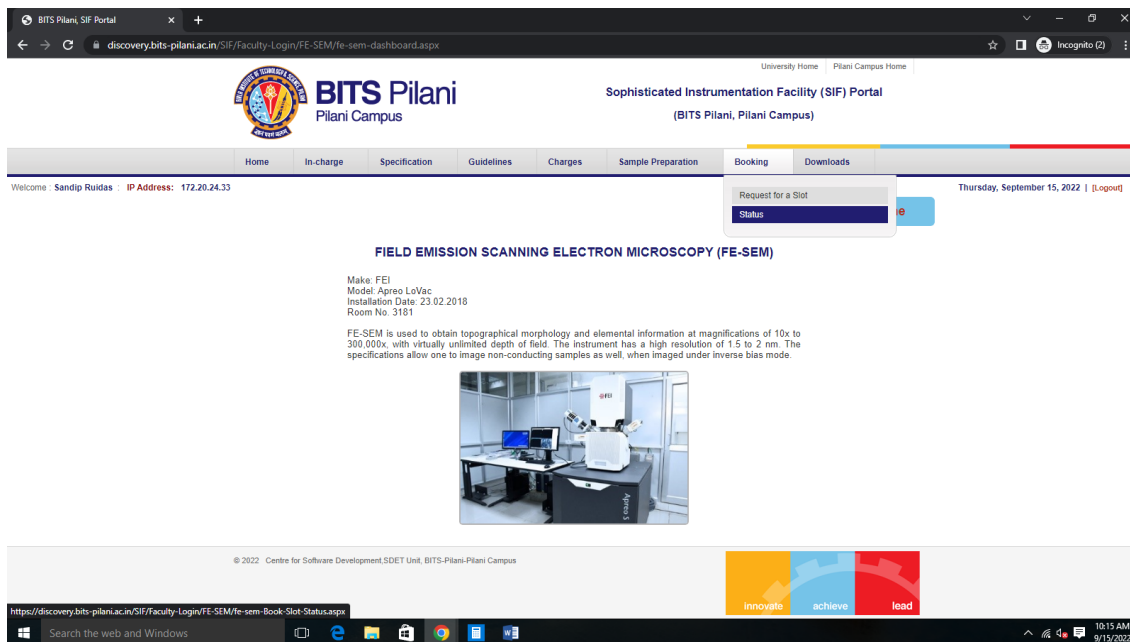
Step 10: Once the payment link appears under 'Make Payment/View Slip' column, click the same to process for payment.

Step 11: Verify the amount approved by the administrator and click on 'Make Payment' tab to pay the requisite amount.

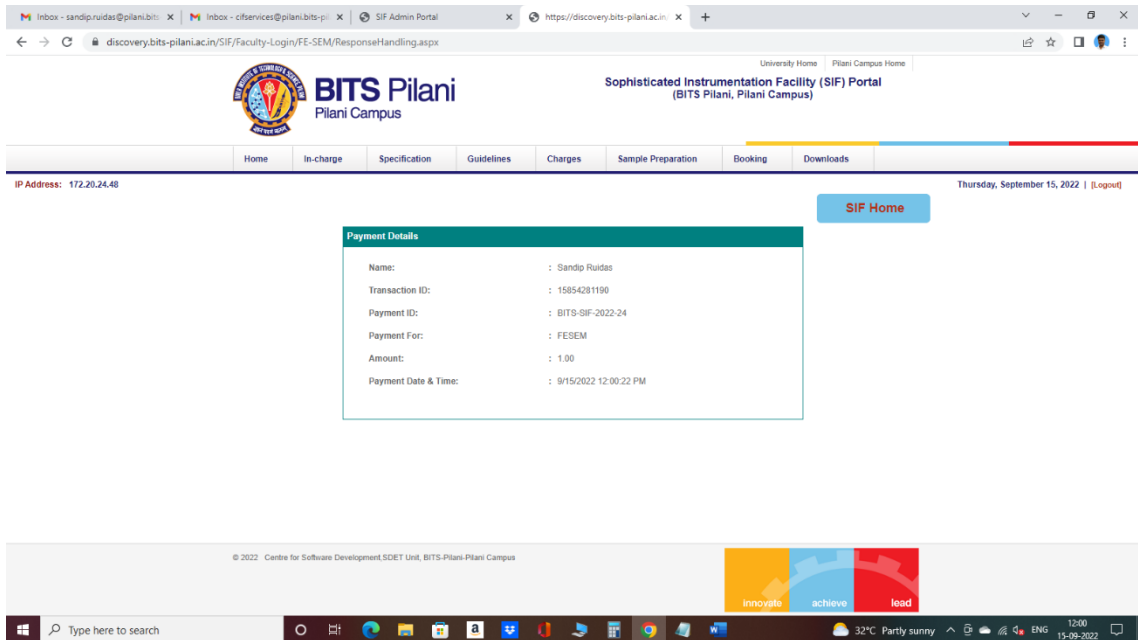**Step 12: You can make payment using Credit card/Debit card, Wallets, Net Banking, UPI, NEFT/RTGC, Paytm etc. as acceptable by the website.**
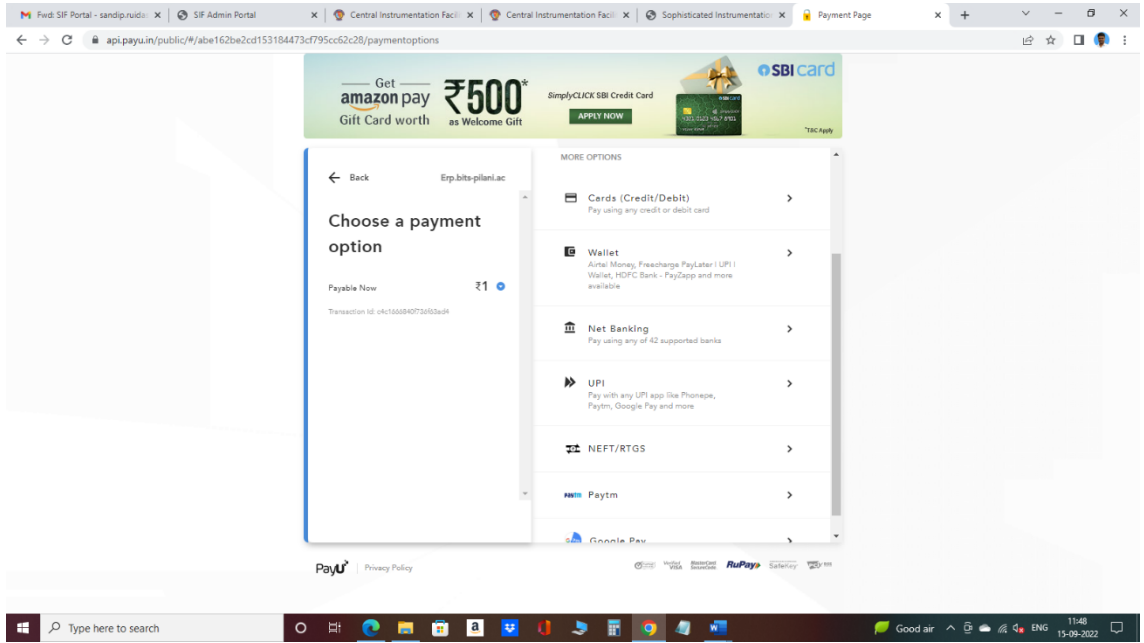
Step 13: After successful payment, the below page will appear and a confirmation mail for payment made will be sent to you on your registered mail id.

Step 14: Go to the Status tab under 'Booking, tab, Click on 'View/Book Slot'.

Step 15: Select date and time to get the availability of the slot (from those available) and click on preview.

Step 16: View the instrument, date, and time you booked, give your remark (if any) in the remark field and submit the request.

Step 17: Your slot for the requisite date and time will be confirmed. You can check your slot details by clicking on 'Status bar' under 'Booking Tab'. Contact the appropriate instrument operator with samples at least 10 min before the slot time. Data will be provided after completion of analysis.

NOTE: For cancellation of booked slot, inform the office on ic.sif@pilani.bits-pilani.ac.in latest by 1 PM of the day before the booked slot. In case of cancellation without prior notice (as mentioned above), only 50% of the charges will be taken forwarded/adjusted against next request within same financial year. There is no provision of a refund at present.