



KIANG NANGBAH GOVERNMENT COLLEGE, JOWAI

DEPARTMENT OF ZOOLOGY

UTILIZATION AND MAINTENANCE OF LABORATORY POLICIES

A. GENERAL POLICIES:

1. Smoking and littering in all zoology laboratories are highly prohibited.
2. Students are not allowed to stay inside the laboratory when there is no practical class.
3. Students to maintain cleanliness of the laboratory at all times.
4. Only enrolled students of the Zoology department are permitted inside the laboratory.
5. Laboratory equipment to be clean before and after used.
6. Turn off all electrical appliances in the laboratory after used.
7. Attendances are mandatory for all students before and after practical classes.
8. Attendance and performance during practical classes will be assessed for the internal assessment marks of practical.
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10. The teacher in charge are to maintain all laboratory instruments and equipment
11. Laboratory rooms are cleaned and maintained regularly by the college cleaner
12. Departmental cleaning drive are arranged every semester
13. In case maintenance, purchase and upgradation of laboratory equipments arise, the HOD will write an application and request the Principal to do the needful
14. Teachers are assigned to perform their respective duties allotted to them, such as maintaining departmental books, instruments, microscope, chemicals, glassware, bottle specimens, live specimens, microscopic slides, chart etc.
15. Before and after practical class, wash hands thoroughly and wipe down the work area with disinfectant.



B. UTILIZATION MAINTENANCE OF LABORATORY EQUIPMENTS:

1. Allotment of each experiment to every student will be done by the teacher concerned.
2. Students are allowed to use only the equipment, which are related to the allotted experiment.
3. Students are held responsible for all pieces of equipment they are using during practical classes.
4. Microscope to be cleaned regularly to avoid any fungus forming in the lens of the eyepiece.
5. Xylene, alcohols, acetones or any other ketone should never be used as cleaning fluid.
6. Pieces of equipment borrowed must be returned upon completion of the experiment.
7. Electrician to check the supply of electricity regularly to avoid any leakage of current in order to prevent spoiling laboratory equipments
8. All laboratory equipments are kept in the proper place after use.



C. UTILIZATION OF LABORATORY COMPUTERS:

1. Computers in the Zoology laboratory are allowed to be use for practical purposes only, related to the experiment performed.
2. Students are allowed to use the laboratory computer for preparation of seminar presentation, with permission from the teachers in charge.
3. Students will have to clean the computer with proper materials before and after use.
4. Turn off all computers by selecting the shut down option on the desktop after use.
5. Plug all computer equipments into a surge protector.

D. DEPARTMENT LIBRARY:

1. The records of the departmental library textbook, journals, magazines, etc are maintains by the teacher in charge of the department library.
2. Records for issuing and receiving of books are maintained properly by the department
3. Students are permitted to use the books only in the laboratory.
4. Students will have to fill their details in the given register before issuing any book from the department library.
5. Students are permitted to use only one book at a time.
6. Teachers are permitted to borrow a maximum of 3 books at a time.



E. LABORATORY SAFETY

1. Students are instructed to read all precautionary notes on all pieces of equipment before using them.
2. Before commencement any practical work, teachers to give safety precautions on how to handle the practical instruments, equipment and any chemicals.
3. Assume all chemicals of unknown toxicity to be highly toxic.
4. Minimize all chemical exposures and never leave containers of chemicals open
5. All containers must have appropriate levels.
6. Avoid skin and eye contact with all chemicals.
7. Chemicals to be thrown away in appropriate bins. Do not throw chemicals down the water sink or in trash bins.
8. All injuries, however minor, must be reported to the teacher concerned.

F. BREAKAGE, LOSS AND DAMAGE OF LAB EQUIPMENT

1. Any incident of breakage, loss or damage of any lab equipment must be reported immediately to the teacher in charge.

POLICY OF UTILIZATION AND MAINTENANCE OF LABORATORY EQUIPMENTS (BOTANY LABORATORY)

GENERAL POLICIES:

- Smoking, eating pan, tobacco, & drinking alcohol in the laboratory is prohibited.
- At the end of each experiment cleaning of the laboratory is mandatory.
- Students must not loiter outside the laboratory during practical classes
- Only the enrolled students are allowed inside the lab.
- Do not sit on the tables and not to open the lockers or cabinets without instructions.
- Do not operate the Laboratory instruments without instructions
- Handle the glassware and instruments with care.
- Turn off the electric appliances in the laboratory if they are not being use
- Attendance is compulsory for attending practical classes
- Students must performed the experiments individually or in groups depending on the type of experiment as instructed by the teacher.
- The concerned teachers is to maintain the record of the Laboratory equipments, in the Department Laboratory files.
- In case of purchasing of new equipments, their maintenance, and upgradation the HOD will write an application to the Principal and request to do the needful.
- Laboratory rooms are clean and maintained regularly by the cleaner and lab assistant.
- Department cleaning drive are arranged for every semester.

UTILIZATION AND MAINTENANCE OF LABORATORY EQUIPMENTS

1. Practical classes are allotted to the concern teachers as per the routine.
2. Instruments are allowed to use by the students under the instruction and supervision of the teachers concerned.
3. The laboratory assistant distribute the specimens, glasswares, microscopes and the instruments related to the experiment conducted.
4. Cleaning, washing is done by the lab.assistant after each & every experiment.
5. All laboratory equipments are arranged serially in one place by the laboratory assistant in proper order.

UTILIZATION OF LABORATORY COMPUTERS

1. Department computers are maintain by the teacher incharge.



2. Students are allowed to use the computer only during seminar presentation under the guidance of the teacher concern.
3. At the end of the seminar students are to turn off by clicking the shutdown option on the desktop.
4. The computer is also used for maintaining the departmental records by the teachers.

DEPARTMENTAL LIBRARY

1. The records of the Department Library of the books, journals mangazines are maintained by the teacher incharge of the Library department.
2. Issuing and receiving of books are maintained properly by the department.
3. Students are allowed to take the books after filling all the details in the register.
4. Teachers are allowed to borrow a maximum of three books at a time.

LABORATORY SAFETY

1. Students are advised to **read the instructions before use** of any instrument or chemicals before using during practicals.
2. The setup of the instruments to be done under the guidance of the teacher concern.
3. Chemicals should be used with care to avoid any accidents while handling.
4. Glasswares should be handle with care.
5. Electricals appliances to be unplugged after every experiment.
6. All injuries or accident to be report immediately to the teachers concern.

BREAKAGE, LOSS AND DAMAGE TO LAB EQUIPMENTS

1. Any incident of breakage, loss or damage of the equipment's should be reported to the teacher concern
2. Records of such lab. Equipments spoiled or loss should be maintain accordingly.



Library Policy

The Library policy was drafted in accordance with the several guidelines provided by statutory bodies like International Federation of Library Association and the American Library Association and the Indian Library Association. The Library policy highlights the regulations for using library resources by the users of the college library. The library policy permits students to take 3 books at a time for a time period of 15 days and 8 books for teachers and staff for one academic session. The library also levies a fine of ₹5/book/day for late return of books. In case of damage/ loss of a book by the borrower, he/she shall either replace the book with the latest edition or bear its cost. If the book is out of print, one is required to pay double the price of the book. If the book of a multi volume set is damaged or lost the member concerned shall be liable to replace the whole set or pay four times the cost of the same. However, in light of the current COVID19 pandemic, the time period for issuing books for students is decreased to 7 days and the other 8 days is dedicated to quarantine/isolating the books that have been returned. Other reading materials such as print journals, reference books, CDs/DVDs and other materials are only to be consulted in the library.

The Library has provided strict instructions to all users against defacing and damaging the properties of the library ranging from furniture, reading materials and technological infrastructure. Fines and penalties have also been put in place for defaulters.

The Library also encourages optimum usage of e-resources provided access by NLIST and open access resources that have been compiled together in a blog started by the Library. Orientation Programmes on usage of e-resources have been conducted by the library and personal interactions with the library staff is always welcome not just on this topic but on other issues as well.

Sport Policy

1. Permission to hold sports events in the college campus.
2. To recommend students for permission to participate in the intra or inter college events
3. To recommend sanction for Entry/Registration Fees to participate in various sports events.
4. To recommend attendance to students who have taken part in sports events as per rules and sort out any issues that take place during matches (team selections, objections, quarrels etc).
5. Maintaining discipline in all events happening in and outside the college.
6. Holding sports events for staff members.
7. Maintaining records of sports events attended by students within and outside the College.
8. Finalize the schedule of events for the whole academic year in advance, in consultation with the Students' Sports Committee.
9. Providing necessary training to the students in different sports activities.
10. Selection of teams to represent the college in inter-collegiate tournaments and intramural tournaments.

IT Policy

Objective:

To ensure that the college website is regularly updated, improved and well maintained.

Responsibilities

1. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and remove incorrect and irrelevant data.
2. Collect information about the latest events in the institute, achievements etc. and get them posted on the website by way of write ups, pictures etc.
3. Update all communications, notices, announcements etc. on a regular basis.
4. Strive to make improvement in the website with respect to design, preventability etc. on a continuous basis.
5. To place admission notifications, important circulars, college information, et