

Procedures and Policies for maintaining and utilizing Physical, Academic and support facilities

Laboratory Maintenance

The laboratory infrastructure is properly planned with adequate space, ventilation, light, power supply, water supply, work benches, reagents and equipments. We have well qualified, trained lab assistants and technicians for the proper functioning of the laboratories. Good supply of running water and water drainage facilities are maintained. First quality lab equipments, glasswares and reagents are purchased from reputed suppliers.

i) Symbols and warning

1. Symbols including hazard warning, safety and prohibitory are used to indicate possible hazards during the practical classes. The Do's and Don't's to be followed during the practical sessions are displayed in the labs and properly explained to the students.
2. Proper handling, storage of chemicals and reagents are carried out to prevent hazards. Flammable chemicals are handled properly by storing in fire proof metal containers at ground level.
3. Corrosive chemicals are stored in amber coloured bottles at ground level. Carcinogenic chemicals are stored in closed container.

ii) Prevention of chemical, physical and biological hazards

1. Physical hazards are prevented by proper storage and handling of glassware and chemicals.
2. Chemical hazards are prevented by proper storage of chemicals.
3. Biological hazards caused by infectious agents are prevented by use of gloves and masks. Cleaning and disinfection of work bench on completion of work is usually done.
4. Electrical hazards are mainly prevented by use of fire extinguishers in the laboratory.

iii) First Aid

First Aid kit is readily kept available at all times of emergency needs during injuries caused by broken glass, swallowing acids and alkalies etc.

iv) Disposal of chemical and biological wastes

1. Chemical wastes generated are disposed as per chemical disposal rules. Broken glass wastes are disposed in proper receptacles.
2. Biological wastes are disposed safely with utmost care.

Library Maintenance

Library has automation facilities. The books required can be easily identified by the updated software available in the library systems. All the books are arranged according to their subject and accession number in separate racks. So that they can be

easily identified by the students and staff members. Students can utilise the library facility even after the working hours and holidays.

Classrooms Maintenance

- All the classrooms are open for scheduled instruction, and are equipped and configured for basic instructional support including chalk boards, movable tables and chairs.
- Regular custodial servicing of the classrooms occurs after-hours during the late or evening shifts.
- The faculty members of the respective department are authorized to ensure the cleanliness, furniture requirements, maintenance issues in the allotted class rooms and should report to the higher officials as and when required.