

St. Mira's College for Girls, Pune
(Autonomous-Affiliated to Savitribai Phule Pune University)
6, Koregaon Road, Pune 411 001

Policies and Procedures for Maintenance of Laboratories

1. The maintenance of Laboratories is the **joint responsibility** of the concerned Teaching Staff & Laboratory Assistants to ensure the smooth functioning & security of their respective laboratories.
2. Laboratories are to be utilized only for the conduction of practical/s & activities scheduled in the curriculum. Utilization for any other activity is not permitted and would require the prior permission of the authorities.
3. All equipment/s & facilities provided by the college are to be utilized only for college-related activities.
4. The staff & students must ensure that all power supply is switched off when equipment/s are not in use.
5. Students found damaging lab equipment/s will be required to pay for the repairing / replacement expenses.
6. Food items are strictly not permitted in the Laboratories.
7. All requirements, repairs & servicing of the equipment/s are to be reported in writing by the concerned teacher to the office staff-in-charge, who in turn shall attend on these issues after obtaining the necessary sanctions from the Principal.
8. The Laboratory Assistants should maintain complete records of the equipment/s – the stock, damages, repairs & replacements etc.
9. The Laboratory Assistants should be available in the laboratories allotted to them throughout their working hours & must ensure that the laboratories are kept open /closed as and when required.
10. The Laboratory Assistants should be present with the students whenever they are engaged in laboratory activities. The Laboratory Assistants should monitor the cleanliness and maintenance of the laboratories & equipment/s.