

4.4.2. *There are established systems and procedures for maintaining and Utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.*

Department Home Economics General Laboratory Safety Rules



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**Department of Home-Economics
General Laboratory Safety Rules**

**Basic safety rules for laboratory conduct should be observed
whenever working in the
Home-Economics-Nutrition laboratory.**


- Avoid working alone in a laboratory.
- Keep books, purses and other personal items in the classroom, do not bring them into the foods lab.
- Wear appropriate, clean clothing on lab practical day. Avoid long, loose sleeves and hanging jewellery. Long hair and loose clothing must be pulled back and secure.
- Wash your hands with soap before beginning the lab work. Dry your hands on paper towels, do not use the dish towels.
- Repeatedly wash your hands when necessary – especially after coughing, sneezing or using the restroom.
- Clean tables thoroughly before beginning labwork and at the end of labwork.
- While working with food, avoid touching your hair, your skin or face.
- Work only with your assigned group in your assigned area. ...
- Observe all common-sense safety precautions.
- Follow instructions for your lab exactly; follow your recipe exactly.
- Treat all appliances and equipment with respect.
- Sweep the floor, if needed. Double check all surfaces and items in your area.
- No cell phone or ear phone usage in the active /gas flame portion of the laboratories, or during nutrition practical.
- Lab safety is one of the most important concerns when you are working with electrical equipment. Always handle electrical equipment with extra caution and care.
- Clothing made of synthetic fibers should not be used while making recipes. With flammable liquids or when a fire hazard is present as these materials tend to melt and stick to exposed skin.
- Know emergency exit routes.

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Department of Physics General Laboratory Safety Rules



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**Department of Physics
General Laboratory Safety Rules**

BASIC SAFETY RULES FOR LABORATORY CONDUCT SHOULD BE OBSERVED WHENEVER WORKING IN THE PHYSICS LABORATORY.

- Remove all conductive or metallic jewelry before working with electricity. No cell phone or ear phone use in the laboratory. Use protective equipment, such as goggles, when working with projectiles, sources of heat.
- Do not eat, drink, smoke, chew gum, or apply cosmetics in any laboratory room. Do not taste or put anything into the mouth in the laboratory.
- Only students officially enrolled in the course may be present in the laboratory except for brief tours/visits with the Laboratory Coordinator or Department Staff. Students are not permitted in the laboratory without the supervision of an instructor at any time.
- Students who have, or who develop, chronic medical issues should not continue in the laboratory due to a health risk.
- Familiarize yourself in advance of the location and proper use of safety equipment such as fire alarm, fire extinguisher, and fire blanket and main Switch of electricity in Laboratory.
- Never handle equipment, supplies until you have been given specific information on their use and safety considerations.
- Clean up after yourself in all laboratory areas and leave the work area the way you found it when you came to the lab.
- Mechanical Hazards: Students should be aware of heavy masses and pulleys use in experiments. Stretched or compressed springs can pinch fingers or unexpectedly expand.
- Electrical Hazards: Be aware of the voltage used in the experiment. Do not insert anything in plugs. Lab instructor should check student's circuit before it is powered.
- Know where the master switch is for electricity in the laboratory in case of an emergency. Make students aware of the appropriate use of electricity and dangers of misuse and abuse.
- Prevent trip and fall hazards by placing wires away from places where people walk. Never overload circuits as they will overheat and cause power outages or fires.
- Never use water or have wet hands when dealing with cords, plugs or electrical equipment.
- Laser Hazard: Do not look directly into the beam or at its non-diffused reflection. Remove all watches and jewelry from your hands before working with the laser light as those can cause hazardous reflections.
- Low power helium-neon or diode lasers (less than 5mW) emitting visible light are used in optical experiments. Dark Room Equipments handle carefully.
- **"Save electricity built the Nation"** Switch off buttons of circuits, lights and fans after use.

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Rules for Gym



Rules for Girls Hostel





Department of Chemistry General Laboratory Safety Rules

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**Department of Chemistry
General Laboratory Safety Rules**


BASIC SAFETY RULES

Basic safety rules for laboratory conduct should be observed whenever working in the Chemistry laboratory.


- Know locations of laboratory safety showers, eye wash stations, and fire extinguishers. Also know the emergency exit routes.
- Long hair and loose clothing must be pulled back and secured from entanglement or potential capture. Always wear proper apron while working in the laboratory
- Avoid skin and eye contact with all chemicals.
- Minimize all chemical exposures.
- Assume that all chemicals of unknown toxicity are highly toxic.
- Use equipment only for its designated purpose.
- Combine reagents in their appropriate order, such as adding acid to water.
- Avoid adding solids to hot liquids.
- All laboratory personnel should place emphasis on safety and chemical hygiene at all times.
- Never leave containers of chemicals open.
- All containers must have appropriate labels. Unlabeled chemicals should never be used.
- Do not taste or intentionally sniff chemicals.
- Never consume and/or store food or beverages or apply cosmetics in areas where hazardous chemicals are used or stored.
- Do not use mouth suction for pipetting or starting a siphon.
- Wash exposed areas of the skin prior to leaving the laboratory.
- No contact lenses should be worn around hazardous chemicals – even when wearing safety glasses.
- Laboratory safety glasses or goggles should be worn in any area where chemicals are used or stored. Closed toe shoes will be worn at all times in the laboratory.
- Determine the potential hazards and appropriate safety precautions before beginning any work.
- Do not pour chemicals down drains. Do NOT utilize the sewer for chemical waste disposal.
- Keep all sink traps (including cup sink traps and floor drains) filled with water by running water down the drain at least monthly.
- Avoid working alone in a building. Do not work alone in a laboratory if the procedures being conducted are hazardous.
- No cell phone or ear phone usage in the active portion of the laboratories, or during experimental operations.
- Clothing made of synthetic fibers should not be worn while working with flammable liquids or when a fire hazard is present as these materials tend to melt and stick to exposed skin.

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Department of BCA General Laboratory Safety Rules



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Department Of BCA
General Laboratory Safety Rules

- Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.
- Report any broken plugs or exposed electrical wires to your laboratory technician immediately
- Avoid stepping on electrical wires or any other computer cables.
- Do not insert metal objects such as clips, pins and needles into the computer casings.
- Do not remove anything from the computer laboratory without permission.
- Do not touch, connect or disconnect any plug or cable without your laboratory technician's permission.

DO THESE THINGS

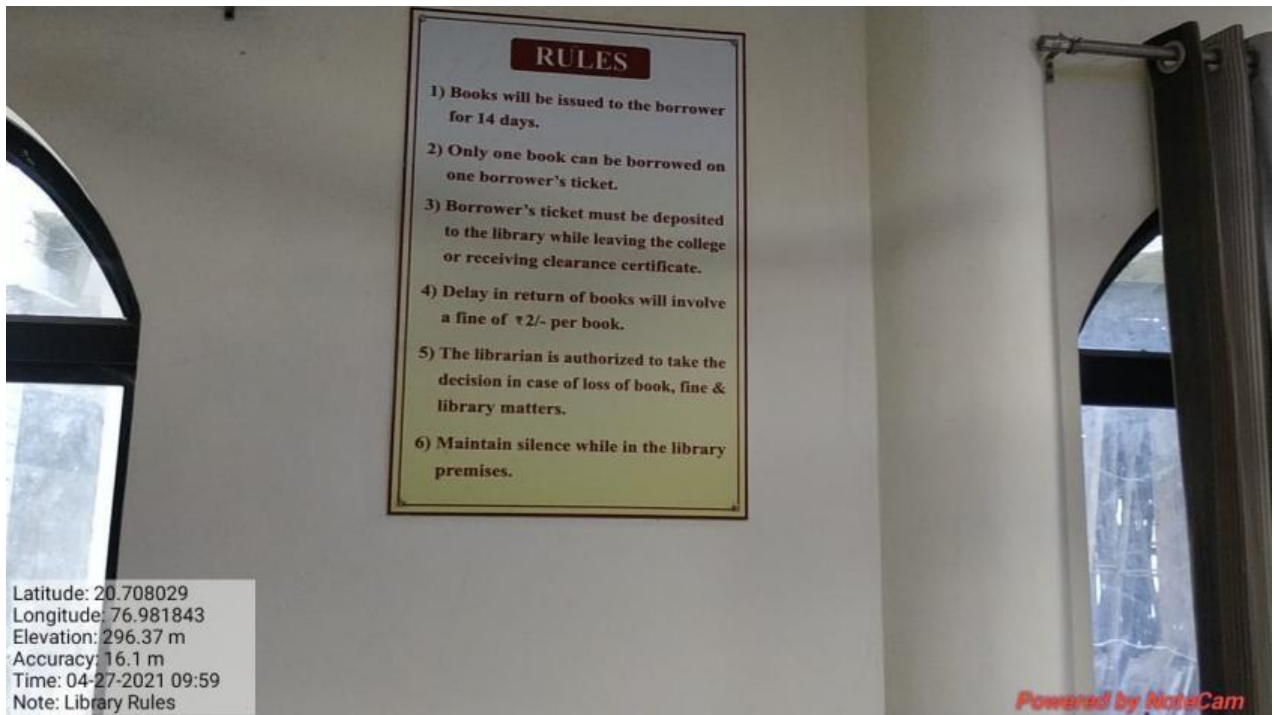
- BE RESPECTFUL! ...
- Enter the computer lab quietly and work quietly. ...
- Clean up your work area before you leave. ...
- Ask permission before you print.
- SAVE all unfinished work to drive.

AVOID THESE THINGS


- Eating and drinking.
- Making a noise. misbehave in the computer laboratory
- Downloading data without authorization.
- Installing personal software on computers including games.
- Copy or transfer any software data.
- Propagating computer viruses, spamming and offensive material.
- Tampering with, attempting to repair, or misusing the lab equipment.
- Bringing mobile phones and other multimedia devices.
- Writing on tables/computers.
- Keeping sound levels to a minimum limit that doesn't disturb others.

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Library Rules



Department of Microbiology General Laboratory Safety Rules



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Department of Microbiology

General Laboratory Safety Rules

Basic Safety Rules and Procedures


Basic safety rules for laboratory conduct should be observed whenever working in the Microbiology laboratory for personal safety while working with microorganisms, chemicals and burners.

- Always wear proper laboratory coat and button it properly while working in the laboratory.
- Do not wear it outside the laboratory. Wear disposable/ sterilized gloves and mask while working with pathogenic organisms and clinical samples.
- Keep your nails properly trimmed and long hair properly tied while working. Use disposable hair caps whenever stringent aseptic conditions are required.
- All unnecessary books, purses, bags, etc., must be kept off the countertops.
- Treat all microorganisms as potential pathogens. A student who has a compromised immune system or has had a recent extended illness should talk with the instructor before working in the microbiology laboratory.
- Disinfect work areas before and after use. Use a disinfectant, such as a 10% bleach or 70% ethanol solution, to wipe down benches and work areas both before and after working with cultures. Also be aware of the possible dangers of the disinfectant, as 70% ethanol can catch fire around open flame or high heat sources. Bleach, if spilled, can ruin your clothing
- Wash your hands. Use a disinfectant soap to wash your hands before and after working with microorganisms.
- Do not eat or drink in the laboratory nor store food in areas where microorganisms are stored. Wash your hands before and after the laboratory activity. Cover any cuts on your hands with a bandage. Gloves may be worn as extra protection.
- Never pipette anything by mouth. Always use pipetting devices.
- Flame transfer loops, wires, or needles before and immediately after use to transfer biological material.
- Properly label all materials with your name, date, and any other applicable information (e.g., media, organism, etc.) If they are hazardous, label them with proper warning and hazardous information.
- Autoclave or disinfect all waste material. All items to be discarded after a class, such as culture tubes, culture plates, swabs, toothpicks, wipes, disposable transfer needles, and gloves, should be placed in a biohazard autoclave bag and autoclaved 30 to 40 minutes at 121° C at 20 pounds of pressure. If no autoclave is available and you are not working with pathogens, the materials can be covered with a 10% bleach solution and allowed to soak for at least 1 to 2 hours.
- **Clean up spills with care.** Cover any spills or broken culture tubes with a 70% ethanol or 10% bleach solution; then cover with paper towels. After allowing the spill to sit with the disinfectant for a short time, carefully clean up and place the materials in a biohazard autoclave bag to be autoclaved. Wash the area again with disinfectant.
- **Dispose of wastes in their proper containers.** Do not pour bio hazardous fluids down the sink.


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Department of Zoology General Laboratory Safety Rules



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Department of Zoology
General Laboratory Safety Rules


**SAFETY RULES FOR STUDENTS TO BE FOLLOWED IN
THE ZOOLOGY LAB**

Basic safety rules for laboratory conduct should be observed whenever working in the Zoology laboratory.


- To wear an apron before you enter a laboratory for protecting the clothes that you wear.
- Before starting work, clean the working table with disinfectants like 95% alcohol or dilute detergents like savlon or lyzol.
- The table should have a notebook and only glass-wares and equipment that are needed.
- Materials like chemicals, stains, reagent bottles, unused glass-wares, etc. must be replaced in their original place.
- Wear safety gloves, masks, aprons while handling concentrated acids and bases.
- Do not drink or eat in the laboratory.
- Many common reagents for example, alcohol and acetone are highly flammable. Do not use them anywhere near open flames.
- If chemicals come in contact with your skin or eyes flush immediately with copious amount of water and consult with your instructor.
- Never point the open end of a test tube toward anyone in the lab.
- Discard broken glass in a dust bin.
- Turn off the Bunsen flame when it is not in use.
- Do not pipette out broth cultures, concentrated acids and alkalies by mouth.
- Do not work unsupervised in the lab.
- Do not invert the Museum specimen container, see the specimen with safe distance.
- In case of injury, either apply an antibacterial cream or inform your instructor.
- Don't work with open hair (ladies).
- Clean the table, Microtome machine, Microscope lens before and after use. Wash your hands and then only leave the laboratory.
- Avoid wearing jewelry in the lab as this can pose multiple safety hazards.

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Department of Computer Science General Laboratory Safety Rules



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**Department of Computer Science
General Laboratory Safety Rules**

BASIC SAFETY RULES APPLY 24/7

- Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.
- Report any broken plugs or exposed electrical wires to your laboratory technician immediately
- Avoid stepping on electrical wires or any other computer cables.
- Do not insert metal objects such as clips, pins and needles into the computer casings.
- Do not remove anything from the computer laboratory without permission.
- Do not touch, connect or disconnect any plug or cable without your laboratory technician's permission.

**COMPUTERLAB SAFETY RULES
FOR PROTECTING YOURSELF**

- Do not run inside the computer lab.
- Take a note of all exits in the room and also take note of the location of fire extinguishers.
- Try not to type continuously for extremely long periods.
- Look away from the screen once in a while to give your eyes a rest.
- Do not touch any exposed wires or sockets.
- Avoid making loud noises and speaking loudly.
- Do not attempt to open any machines and do not touch the backs of machines when they are switched on.
- Do not spill water or any other liquid on the machine, in order to maintain electrical machine.

**COMPUTER LAB SAFETY RULES
FOR PROTECTING EQUIPMENT'S.**

- Do not bring any food or drinks near the machine.
- Turn off the machine you were using, when you are done using it.
- Do not plug in external devices without scanning them for computer viruses.
- Ensures that the temperature in room stays cool, since there are a lot of machines inside the lab.
- Try not to touch any of the circuit boards and power sockets when something is connected to them and switched on.
- Always maintain an extra copy of all your important data.
- Dust can affect computers adversely. Ensure that the machines are cleaned on a regular basis.

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Notice for student Grievance



प्रसारक मंडळ, अकोला व्दारा संचालित
खंडेलवाल महाविद्यालय, अकोला
चा अधिकार, अधिनियम-२००५ अंतर्गत
नियुक्त अधिकारी - २००८-०९
राज्यक माहिती अधिकारी
श्री आकाश अनिल कुळकर्णी
मुख्य लिपिक
माहिती अधिकारी
निशिकांत दत्तात्रय देशपांडे
कार्यालय अधिकारी
मिलीय अधिकारी
गणेश मांजीलालजी साव
प्राचार्य
लिये - जीवन राष्ट्र के लिये

विद्यार्थ्यांनींच्या छेडछाड, अत्याचाराबाबत तक्रारीसाठी मार्गदर्शन सुचना फलक

- महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की महाविद्यालयाच्या परिसरामध्ये विद्यार्थ्यांनींवर होणारे अत्याचार तसेच छेडछाड प्रकरणास प्रतिबंधक उपाय म्हणून महाविद्यालयामध्ये विशाखा समितीची स्थापना करण्यात आली आहे.
- जर विद्यार्थ्यांनींना अशा प्रकारच्या तक्रारी असतील तर त्यांनी तक्रार नावांसह तक्रार पेटीत टाकावी किंवा समिती प्रमुख डॉ.पि.एस. धावे यांच्याकडे लिखित स्वरूपात द्यावी. विद्यार्थ्यांनींचे नाव गुपीत ठेवण्यात येईल.
- विद्यार्थ्यांनींवर होणाऱ्या छेडछाड व अत्याचाराबाबत प्राप्त होणाऱ्या तक्रारीची समिती गांधीर्याने नोंद घेईल व त्यावर कठोर कार्यवाही करण्यात येईल तसेच तक्रारीची एक प्रत परिसरातील पोलीस स्टेशनला पाठविण्यात येईल व शासनाकडून सुध्दा गंभीर दखल घेण्यात येईल.

प्राचार्य

Sr. No.	Name of the
01	Shri Nishika
02	Shri Akash
03	Shri Ashish
04	Shri Nitin
05	Shri Amit
06	Shri Sanj
07	Shri Tust
08	Shri Gaj
09	Shri Ra
10	Shri Di
11	Shri P
12	Shri
13	Shri
14	Shri
15	Shr

Latitude: 20.707883
Longitude: 76.981817
Elevation: 282.96 m
Accuracy: 15.9 m
Time: 04-27-2021 09:28
Note: grievance Notice Board

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