

## Sophia College

### Policy for maintaining and utilizing laboratories

The Science Departments of Sophia College – Physics, Chemistry, Microbiology, Life Sciences and Zoology have Undergraduate laboratories. Biochemistry, Chemistry, Microbiology and Life Sciences have postgraduate laboratories. There is a research centre called Suman Tulsiani Research Centre.

Undergraduate laboratories have laboratory working timings from 8 am to 4 pm.

Every laboratory/department has one laboratory assistant and a few laboratory attendants who help in making the requirements to conduct regular practicals and examinations.

The laboratories are opened and locked by the laboratory assistant/attendants/professors, and the keys are collected and deposited at the reception. Postgraduate laboratories are opened and locked by the PG students.

No undergraduate student is allowed to work without the supervision of any teacher due to safety purposes.

All the rules and regulations to work safely in the laboratories are explained to students on the first day of the practicals. Students are instructed to sign in their practical journal once they have read the rules and regulations.

All students must wear a laboratory coat while working in the laboratory.

Students are trained to handle acids and corrosive chemicals under supervision.

Microbiology and other biology students are trained to handle and work with pathogenic and non-pathogenic microorganisms as per the standard protocols.

Students and staff take complete precautions in handling blood, and its components as per the standard protocols.

Gloves are worn wherever required.

Microorganisms, blood, other biomedical waste, culture-containing glassware and equipment are autoclaved after use and disposed off safely.

Chemicals are disposed off carefully and according to the protocols.

There are disposal bins in every laboratory.

Students are made aware of fire safety at the very beginning of the practicals, they are asked to wear clothes suitable for laboratory work and avoid wearing synthetic fabrics. It is made compulsory for students to tie their hair while working in the laboratories. Students are also trained in using flammable chemicals such as absolute alcohol and chloroform. Students are also advised to keep sanitisers and other equipment away from the burners/flame. All the laboratories have fire extinguishers, and they are serviced and refilled regularly. Gas pipelines are switched off when not in use and before the laboratories are closed for the day.

Students are not allowed to eat or drink in the laboratory.

Every student is recommended to wash their hands with disinfectant after work or before leaving the laboratory.

Students are always encouraged to report breakage of materials and any other accidents.

All instruments purchased through various research grants are maintained well and kept covered when not in use, and entries are made in the log book whenever used. Students are trained to maintain and use equipment such as microscopes, and colorimeters with utmost care. Servicing of the instruments is done regularly.

The college has a common science store. All chemicals, glassware, culture media, instruments and other materials are ordered via the science store by a proper protocol. The material is received from the dealers/delivery men by the storekeeper and it is stored in the science store. The materials are dispatched from the store and collected by the laboratory assistants/attendants of the department. The bill of the material is checked, signed and submitted to the account's office for payment to the dealer. Entry is made in a log book as well which remains with the store.



A handwritten signature in blue ink, appearing to read "Ananda Amritmahal".

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**Dr. (Sr) Ananda Amritmahal**  
Principal, Sophia College Autonomous