

## SOP for Laboratory Utilization

### Objectives

1. To ensure that all the students take safety precautions while working with moving equipment to avoid accidents.
2. To ensure that students have shock-proof tools while working with all the AC/DC driven gadgets
3. To ensure that all the equipment are operated safely avoiding the damage of equipment

### Safety measures

1. All the students and staff must wear apron, leather shoe to the Chemical, Electrical, Civil and Mechanical laboratories
2. For all other laboratories staff and students must wear leather shoe
3. After making connections of their experiments, all the students are required to take approval to switch on the power supply
4. All the staff and students must obey the Do's & Don'ts displayed in the respective laboratory

### Conditions for Utilization

1. Facilities available in the laboratories can be used by all the staff and students across the campus to carry out activities related to academics and research.
2. Laboratories can be used beyond working hours
3. Laboratories can also be used during holidays
4. Everyone can utilize their parent department laboratories with permission from HOD. If someone needs to utilize a laboratory from other department, they need to take permission from both the HODs.
5. All Laboratory facilities can also be utilized beyond working hours, even during holidays, if the concerned staff member is accompanied with the students.
6. In case, girls students residing in Hostels are required to produce permission letter to use the laboratories beyond 6-00PM.

For movement of equipment from one department to other department need formal approval from doth the HODs.



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