



ST ANTHONY'S COLLEGE

(A Don Bosco Institution)

SHILLONG 793 001, Meghalaya - India

NAAC Re-Accredited with 'A'

College with Potential for Excellence (UGC)

Metric 4.4.2 : Laboratory Rules and Procedures

Department of Computer Science

Rules and Guidelines

The computer labs of St. Anthony's College, Shillong (SAC) comprises of 4 (four) labs in the UG section and 2 (two) labs in the PG section. The labs are maintained by the Department of Computer Science (DCSc) and are directly under the supervision of the Head of Department and the System Administrators (SA) of the College. The DCSc endorses the implementation of the following procedures and supports their enforcement unless directly in conflict with the IT policies and procedures of SAC.

The following rules and guidelines are applicable to all the students that use the facilities of the computer lab.

General Information

- ☞ Computer lab facility is available for use only to the currently-enrolled students of SAC in support of their academic programs.
- ☞ Any department or agencies wishing to access lab facilities for special events/training which involve non-SAC students, may do so after written consent from the Principal or the Head of Department. The SAs should be provided prior information regarding these programs.
- ☞ The labs are open on days that SAC classes are in session. Exceptions are allowed with prior permission from the Head.
- ☞ Each lab will have at least one Lab Assistants (LA) on duty during hours of operation. The LA is responsible for assisting students with gaining access to system, software, printing, etc.
- ☞ The students are to strictly adhere to the routine and lab allotted to them for their practical classes. In case the lab is free, students may use any of the labs for their practice sessions.
- ☞ The authenticity of the students using the lab can be checked / verified anytime by the LA or any stakeholder of the college.
- ☞ Students are advised to keep their belongings outside the lab and may carry only their lab records inside. But it must be noted that, LAs are not responsible for any items left behind.

User accounts





ST ANTHONY'S COLLEGE

(A Don Bosco Institution)

SHILLONG 793 001, Meghalaya - India

NAAC Re-Accredited with 'A'

College with Potential for Excellence (UGC)

- ☞ The access to the PCs in the lab is through a domain server that requires a username and password for login.
- ☞ The username and password for each and every student can be obtained only by the concerned teacher of the course which is provided by the SA.
- ☞ The students are advised not to share their username and password with their peers. The LA and SA are not responsible for any loss of file from their account due to their negligence.
- ☞ A network drive is provided to each user for storing their files. This allows the user to use any of the systems in the lab and gain access to their files.
- ☞ Users are advised to continuously save their file while working in order to avoid any data loss.

Strict restrictions

- ☞ Any food items or drinks are strictly prohibited in the lab.
- ☞ All the students using the lab should maintain silence during their work and should not disturb others.
- ☞ Cell phones and other electronic devices should be turned on silent or vibration mode before entering the lab. When answering or talking on a phone, students should step out of the lab.
- ☞ Personal laptops and tabs are strictly prohibited inside the lab. Such devices should never be connected to the lab network.
- ☞ Students are advised to use the PCs with care and are strictly discouraged to unplug any components such as power or network cable or any other resources.
- ☞ Students are not allowed to use any USB devices such as pen-drives, external HDD, cell phones, etc. in the lab. If caught doing so, the device will be confiscated and action will be taken.
- ☞ Students are not allowed to bring and copy their files in the lab PC neither can they install any software in the system. However, they are allowed to carry their files from the network storage in a CD or DVD with the assistance of a LA or SA.
- ☞ Mishandling of PC hardware and deleting any software files from the system is strictly prohibited.

Lab Maintenance

- ☞ While the responsibility of keeping the labs clean lies with all lab users, the LAs are to coordinate with the cleaners and support staff for cleaning the labs.





ST ANTHONY'S COLLEGE

(A Don Bosco Institution)

SHILLONG 793 001, Meghalaya - India

NAAC Re-Accredited with 'A'

College with Potential for Excellence (UGC)

- ☞ The details of equipment are recorded in the equipment registers and the defective components are sent for repair from time to time. Certain repair and maintenance works are also handled in-house by the LA under the supervision of the SAs.
- ☞ Any hardware malfunction or software missing in a system must be immediately reported to the LA or the concerned teacher and entry must be made in the log book placed in the lab.
- ☞ Users are allowed to use the printing facility in the lab with the help of the LA. A minimal amount is charged for printing the lab/project reports.





ST ANTHONY'S COLLEGE

(A Don Bosco Institution)

SHILLONG 793 001, Meghalaya - India

NAAC Re-Accredited with 'A'

College with Potential for Excellence (UGC)

Operational Manual of Laboratories

Department of Physics

St. Anthony's College, Shillong

Activities Permitted in the Laboratories:

1. Being an undergraduate department, Laboratories of the department are meant to be used by UG students having Physics as one of the subject.
2. Students will be allowed to perform the experiments prescribed in the syllabus.
3. Students will be allowed to perform their project related works in the laboratories.
4. Laboratories can be used for activities such as Student Outreach Programme, Summer School/Camp, Activities of Physicists/Physics lovers community provided the activities are organized by one of the faculty members of the department.
5. Faculty members of the department will be allowed to perform experimental work of their interest in the Laboratory.
6. With prior permission students of the Physics department may use the laboratories to perform experiment outside the course curriculum.

Operation of the Laboratory:

1. Laboratories will be opened and closed by Laboratory assistants only. Keys of the Laboratories will be kept in the staff room of the Physics Department. A spare set of keys may be kept at the Principal Office of the college.
2. Students will be allowed to perform their experiment during allotted time only. Students should be punctual and regular in attendance and wind up their work within the specific time such that it does not hamper the other users.
3. Late comers will not be allowed to perform the experiments for the particular day.
4. Each Laboratory class will be supervised by one or more than one faculty members.
5. Faculty in-charge will allot the experiment to the students.
6. Students will collect the instruments related to their experiment from Laboratory assistant and return them at the end of their work.





ST ANTHONY'S COLLEGE

(A Don Bosco Institution)

SHILLONG 793 001, Meghalaya - India

NAAC Re-Accredited with 'A'

College with Potential for Excellence (UGC)

7. Any damage to instrument during the experiment to be intimated to the laboratory assistant and they in turn will inform the faculty in-charge and will be properly recorded in the record book.
8. The damaged instrument to be repaired/replaced by the student/group student concerned.
9. At the end of the day Laboratory assistant will make sure that all electrical appliances are switched off and water taps are shut.

Maintenance and Purchase of Laboratory Instruments:

1. A stock checking exercise to be done at the end of every academic session.
2. Based on stock checking exercise repairing work will be done by Laboratory Assistant wherever possible.
3. If the damage of the instrument is beyond repair, it will be disposed off and accordingly it will be recorded in the Stock register.
4. Based on Stock checking exercise order for new instrument will be placed.
5. Whenever there is a changed in the curriculum, instruments related to new experiments will be procured at the earliest.

Cleaning of the Laboratory:

1. Laboratory Instruments, working table, almirahs, storage shelves, cabinets etc will be kept in neat and clean condition by Laboratory attendants.
2. Colour coded dustbin will be placed in each laboratory. Users should not litter the laboratories and make use of colour coded dustbin properly.
3. Laboratory Assistants will look after the proper hygienic condition of the laboratories. With the help of cleaners appointed by the college they will keep the laboratory neat and clean.
4. Every user of the laboratory is responsible to maintain hygienic condition of the laboratory.
5. Students are not allowed to bring eatable inside the laboratories.





ST ANTHONY'S COLLEGE

(A Don Bosco Institution)

SHILLONG 793 001, Meghalaya - India

NAAC Re-Accredited with 'A'

College with Potential for Excellence (UGC)

DEPARTMENT OF FISHERY SCIENCE, ST ANTHONY'S COLLEGE SHILLONG.

LABORATORY SAFETY GUIDELINES FOR STUDENTS

1. Wash hands after entering and before exiting the laboratory
2. Wear a mask and laboratory coats
3. Wear gloves when handling microorganisms or hazardous chemicals
4. Take proper care while using any instrument in the laboratory
5. Tie long hair and do not wear dangling jewelry
6. Do not eat, drink in the laboratory
7. Do not sniff, touch or taste any chemicals
8. Use only rubber bulbs or pipette pumps to suck liquids
9. Clean up broken glass with a dustpan and broom.
10. Inform the instructor of all accidents, spills or injuries however minor.
11. Acquaint oneself with the location of fire extinguishers, first aid kits etc. for use in emergency situations

LABORATORY GUIDELINES FOR LAB-ASSISTANTS

DO'S

1. Store chemicals inside a closeable cabinet or on a sturdy shelf with a front-edge lip to prevent accidents and chemical spills
2. Use the universal chemical safety codes For eg. blue for health hazards, yellow for unstable chemical and red for flammable
3. Ensure that all storage areas are equipped with doors with locks.
4. Label reagent properly with name of reagent or chemical mix and date of preparation and expiration
5. Store alphabetically within compatible groups.
6. Never use food containers for chemical storage.
7. Make sure all containers are properly closed.
8. Properly dispose of chemicals and the paper towels after use.
9. Ventilate storage areas adequately
10. Amber bottles should be used for light-sensitive reagents and stored under the right temperature.





ST ANTHONY'S COLLEGE

(A Don Bosco Institution)

SHILLONG 793 001, Meghalaya - India

NAAC Re-Accredited with 'A'

College with Potential for Excellence (UGC)

11. Arrange for proper disposal of contaminated material or arrange for licensed waste removal according to local, state regulations.
12. Any damage or breakage has to be documented.
13. Inventories of reagents, equipment items have to be updated and recorded.
14. At the end of the experiments, machines and all electrical equipment have to be turned off.

DON'T'S

1. Do not place heavy materials, liquid chemicals, and large containers on high shelves.
2. Do not store chemicals on tops of cabinets.
3. Do not place chemicals on the floor, even temporarily.
4. Do not keep items on bench tops, except when in use.
5. Do not store chemicals on shelves above eye level.
6. Do not store chemicals with food and drink.
7. Do not store chemicals in personal staff refrigerators, even temporarily.
8. Do not expose stored chemicals to direct heat or sunlight, or highly variable temperatures.
9. Do not clutter the work place
10. Maintain discipline in the laboratory.

Supervisors and instructors should ensure that the above guidelines and instructions are strictly enforced at all times.

Any violation thereof should be brought to the notice of the college authority.





ST ANTHONY'S COLLEGE

(A Don Bosco Institution)

SHILLONG 793 001, Meghalaya - India

NAAC Re-Accredited with 'A'

College with Potential for Excellence (UGC)

DEPARTMENT OF EDUCATION (PG SECTION)

Laboratory Regulations:

1. Laboratory time table to be strictly followed by student
2. Students are to follow the allotment scheduled to perform the experiments for the day.
3. Experiments are to be performed according to the groups allotted. Group division done earlier should be strictly followed exchange or shifting one group to another is not permitted.
4. Compulsory attendance. Students who are absent for some genuine reason need to notify the concerned teacher.
5. Laboratory manuals will be provided to the students of which need to be maintained and returned after the experiment.
6. A demonstration on the experiments will be provided by the concerned teacher students need to observe it carefully and maintain a note book to familiarize with the procedure
7. The equipment will be handed to the students by the laboratory attendant under the supervision of the concerned teacher
8. Apparatus are to be returned back to the laboratory attendant after experiments are completed.
9. Since some equipment has cards attached to it, students need to make sure that cards are being returned along with the equipment.
10. A practical copy needs to be maintained by each student as they conduct the experiments and get it signed by the teacher for each experiment.
11. Any damage or mishandling of the apparatus should be brought to the notice of the laboratory attendant and the concerned student needs to bear the repair or purchase of the equipment.
12. For the entire duration of the experiment students should be present.
13. Laboratory experiments are to be conducted only by the 4th semester students so the other semester students are not allowed to enter the laboratory without proper permission from the Head of department.
14. Every Saturday the lab will cleaned





ST ANTHONY'S COLLEGE

(A Don Bosco Institution)

SHILLONG 793 001, Meghalaya - India

NAAC Re-Accredited with 'A'

College with Potential for Excellence (UGC)

GUIDELINES AND PROCEDURES FOLLOWED IN CHEMISTRY LABORATORY

The Department of Chemistry, St. Anthony's College is equipped with two Laboratories. The following guidelines and procedures are followed:

1. Practical sessions are conducted on the basis of groups. Grouping is done on the basis of subject combination viz Group A: Physics honours students, Group B: Chemistry honours students and so on and each group has its own Teacher in charge.
2. Students belonging to a particular group are further subdivided into sub-groups consisting of 3-4 members before the commencement of practical classes.
3. Laboratory manual is provided to all the students one week before the commencement of the practical classes so as to provide the students with the theoretical knowledge needed for the practical to be conducted.
4. Reagents required for the experiments are prepared on day-to-day basis by the faculty in-charge with the help of Laboratory assistants.
5. Before the start of the experiment, each group of students are provided with the required glass wares and are instructed to wash them thoroughly before starting the experiment.
6. After the completion of the experiment, the students are instructed to wash their used glass wares thoroughly and submit the glass wares to Laboratory assistants.
7. All the students are required to wear lab-coat before entering the laboratory and submit their practical note books for correction.
8. In case of breakage of any glass wares, a record is maintained to keep a track of all the glass wares.
9. After the completion of each practical session, the laboratories are cleaned properly.





ST ANTHONY'S COLLEGE

(A Don Bosco Institution)

SHILLONG 793 001, Meghalaya - India

NAAC Re-Accredited with 'A'

College with Potential for Excellence (UGC)

Declaration:

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Principal

St. Anthony's College
Shillong - 793001
Meghalaya - India

