



Key Indicator 4.4 - Maintenance of Campus Infrastructure

METRIC NO. 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.)*

Systems and procedures for maintaining and utilizing physical, academic and support facilities



PRIYADARSHINI J. L. COLLEGE OF PHARMACY

Electronic Zone Building, MIDC, Hingna Road, Nagpur- 440016 (M.S.)



Laboratory Instructions

1. Strict silence must be observed during laboratory practice.
2. Keep the working table always neat and clean.
3. Handle the apparatus very carefully.
4. Always keep the reagent bottle at its proper place.
5. Read the label carefully before removing the chemical from its container.
6. Throw all the waste materials e.g. filter papers, broken glass, etc. in the dust bin. Do not throw it in the sink.
7. Close the water taps and gas taps immediately after use.
8. Follow the experimental instructions thoughtfully and carefully.
9. Protect your hand by using tongs to pick up hot objects.
10. For alkali burns wash immediately with water and with
11. For acid burns wash immediately with large quantities of water, then with dilute (8%) sodium bicarbonate solution.



Good Laboratory Practices for Animal House

Before You Enter...

- Make sure that you have intimated to In charge Animal house about your visit to animal house.
- Make sure that your protocol of experiment is prepared by IAEC.
- Remove your foot wares and keep in the suggested area.
- Wash your hands and feet clean with antiseptic, followed by water.
- Wear sleepers and apron provided for use in Animal house.
- Switch off your mobile/keep them on silent mode.
- Make appropriate entries of your name, designation/ class, purpose of visit, time of entry and sign entry- exist resister of animal house.

Before starting experiment...

- Be prepared with all reagents, procedural needs, protocols etc. before you ask for animals to be allotted to you.
- Make sure that animals are fasted overnight according to procedural need.

While performing experiment...

- Ask the attendant to allot the animals for your experiment.
- Make necessary entries in animal usage register to include your name, designation / class, title of experiment, expected duration of experiment species and no. of animals required etc. and sign the register.
- Use only those animal allotted to you.
- Handle animals with all possible care to avoid unnecessary suffering to them.
- Keep silence in animal house as noise may make animal anxious leading to errors in your observations.
- If there is use of painful procedures use appropriate methods of anaesthesia.

At the end of experiment...

- Return your animals to appropriate rack.



Lokamanya Tilak Jankalyan Shiksan Sanstha's
PRIYADARSHINI J. L. COLLEGE OF PHARMACY
Electronic Zone Building, MIDC, Hingna Road, Nagpur-440016



- If for the next turn same animals are to be used, make necessary entries on cage labels mentioning investigators name, title of experiment, duration of experiment, and animals details of that cage etc.
- If animal dies during experiment or procedure advocates its euthanasia, request the attendant for making necessary arrangements for its disposal.
- Check all the waste material is disposed off properly.
- Scissors, needles, and other instruments which had coming contact with animal blood and cleaned with soap, and then to be disinfectant or sterilized. Make sure that necessary step are being taken to do so.
- Cottons tissue papers are to be incinerated after its use. Make sure that such procedures for cleanliness are followed.
- Clean your working place and disinfect it using disinfectant provided there.

Before you leave...

- Return the slippers and apron at the appropriate place.
- Wash your hand and feet clean with antiseptic, followed by water.


PREPARED BY


VERIFIED BY


AUTHORISED BY



PRIYADARSHINI J. L. COLLEGE OF PHARMACY

Electronic Zone Building, MIDC, Hingna Road, Nagpur-440016 (M.S.)



General Safety Rules for Chemistry Laboratory

1. Never work alone in the laboratory.
2. Know the location and use of the fire extinguisher, safety showers and first aid kit.
3. Report all injuries to your instructor at once.
4. Never taste chemicals or solutions.
5. Use the fume hoods at the sides of the laboratory for all poisonous reactions or any reactions which produce noxious gases.
6. When diluting concentrated acid or base always add the concentrated acid or base to water (never the reverse), while stirring the solution. Be very careful with sulfuric acid.
7. Keep an orderly, clean laboratory desk. Return glassware to the lab assistant when finished using to keep the work area from becoming cluttered.
8. Place unneeded books, etc. on the shelves at the side of the laboratory.
9. Waste containers are provided for the disposal of all solid chemicals and paper, etc.
10. Stock reagent bottles are placed on the side bench or beside the balances; leave them at that position.
11. Always read the label twice before taking any chemical from a bottle. If you are not sure if you have the right chemical, ask!
12. When pouring reagents, hold the bottle so the label points upwards facing the palm of the hand. The accumulation of reagent on bottle lip may be removed by touching the bottle lip to the rim of the receiving vessel.
13. Avoid using an excess of reagent. If you happen to have measured out too much, see if someone else can use the excess.
14. Due to possible contamination of the contents of a whole stock bottle, never return unused chemical to the stock bottle.
15. Always check your glassware before you use it. If it is broken or cracked, exchange it for a new one.
16. There is one Container reserved for broken glass. All broken glassware should be placed in this crock and no other.
17. If corrosive chemicals or liquids come in contact with the skin or clothing, flood with copious amounts of water for an extended period of time.
18. Spilled chemicals should be wiped up immediately; spilled acid or base should be rinsed with plenty of water and wiped up with a sponge and the sponge rinsed after.
19. Inserting glass tubing or thermometers through a rubber stopper - first lubricate the tube and stopper with glycerol or water, then holding the tube near the end to be inserted insert slowly while rotating the tube. BE VERY CAREFUL!
20. When you are ready to leave the laboratory, your bench area should be rinsed off with a wet sponge and the water, gas, and air valves shut off.
21. The chemistry store room is out of bounds to students. If you require apparatus, ask your instructor for it.



PRIYADARSHINI J. L. COLLEGE OF PHARMACY

Electronic Zone Building, MIDC, Hingna Road, Nagpur- 440016 (M.S.)



LIBRARY-BY-LAWS

- ➔ Only registered members are allowed to use the library.
- ➔ Books will be issued to the student member at a time for 07 days & it may be reissued on demand for another 07 days.
- ➔ If the books is not returned before stipulated time limit a penalty of Rs. 1 will be imposed per day per book.
- ➔ If book is lost either it shall be replaced by new copy or by paying double the cost of book.
- ➔ The amount of penalty shall be recovered after summer examination.
- ➔ Students are not allowed to bring personal books or any printed material and other personal belongings.
- ➔ Strict discipline must be maintained in the library indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
- ➔ All user should observed strict silence and switch off their mobile phones in the library premises.
- ➔ Rules regarding maintaining silence, utilisation of books and library facilities and general discipline to be maintained in the library, are displayed in the library notice board, students voilating the rules will be debarred from the library.

INSTRUCTIONS FOR STUDENTS AND STAFF

1. Please enter your **name, type of work, in time, out time and sign** in the register.
2. Properly **'turn ON'** and **'shut down'** the computer.
3. Laptops are not allowed in computer Lab.
4. Use the Computer FOR RESEARCH PURPOSE only.
- ✓ 5. Do not check personal emails.
6. Keep the mobile in 'silence' mode.
7. Online chatting is strictly prohibited.
8. **Scientific OR Research project related data** should be stored in Hard disk of the computer (D- drive).
9. Facebook, orkut and other social networks are strictly prohibited.
10. Do not seat in computer lab without any work; He/she may be allowing with the prior permission of the principal if required.
11. PORN sites are strictly prohibited.
12. Use only scanned pen drive, if necessary.
13. Non teaching staff is allowed only with the prior permission of principal.
14. Update your resume in ERP regularly.
15. Check your ERP account daily regarding attendance, leave, work distribution etc.

Priyadarshini J L College of Pharmacy, Nagpur

Opening Hours

The Gymnasium opens 8:00 am to 10:00 am (Monday to Saturday)

The college reserves the right to suspend the use of any facilities at any time for the organization of private classes and activities or for the arrangement of maintenance or cleaning without prior notice.

Rules and Regulations of the Fitness Centre

1. Users acknowledge that they have read and understood the assumption of risk prior to using the fitness center.
2. Users affirm that they are in good physical condition to exercise and those unaccustomed to exercising are recommended to seek the advice of a medical professional before engaging in physical activity.
3. Users who feel unwell while using our facilities, should stop the activity immediately and approach our staff for assistance.
4. Users unfamiliar with equipment should ask staff for assistance.
5. All users must sign in at the attendance book located at the reception table.
6. Proper training attire should be worn at all times while in the Fitness Centre by members, coaches, or instructors. No jeans or street clothes will be permitted. Proper training shoes should be worn. No open-toed slippers or sandals, and no training without a shirt.
7. Please carry your own sweat towel for personal hygiene. Sweat should promptly be wiped off the machines and the floor after each use.
8. For convenience to others, weights, dumbbells and equipment must be returned to their original places immediately after use. Do not leave weight plates on the bars or scattered on the floor at any time.
9. Do not drop or bang weights on floor (correct dropping of weights only permitted on the dedicated weight lifting platforms). For safety, please do not work out too closely to mirrors. Individuals may be charged for the damage due to carelessness.
10. Eating or gum chewing is prohibited in the gym. Please use the paper cones available at the water dispenser or you may bring your own drinks (no open cups that can spill!).
11. All bags and personal gear should be stored in the Boy's common room.