

4.4.2 Procedures and policies for maintaining and utilizing Physical, Academic and support facilities –Laboratory, Library, Sports complex, computers, classrooms etc.,

Laboratory

Physics lab

Safety and conduct rules for Physics laboratory

1. Do not come in the lab early unless the instructor is present.
2. Do not wear loose hair or clothing around moving equipment.
3. Wear safety glasses during lab hours
4. Do not set equipment too close to the edge of the table.
5. Do not activate any circuit or apparatus until the instructor inspects it.
6. Never touch a possibly live circuit and do not touch electrical equipment with wet hands.
7. Never look directly in the beam of a laser and light from a lamp used for the experiment.
8. All trash and waste materials should be disposed of in the proper container.
9. Do not short the electrical leads on any equipment.
10. Any equipment except computer not in use should be turned off.
11. Do not take apart any apparatus or piece of equipment.
12. All damaged equipment should be immediately reported to the laboratory instructor.
13. Accidents and emergencies must be immediately reported to the teacher in-charge. (Emergency call number: 108).
14. Never remove any computer components (especially the mouse and keyboard).
15. Do not shut down or turn on (or log in) the computer unless instructed to do so by the teacher in-charge.
16. Leave your lab station neat, clean and organized at the end of each lab period.

Chemistry laboratory

The following safety rules must be followed at all times in the **Chemistry laboratory**

1. Students should enter the lab along with the Teacher.
2. Know locations of laboratory safety showers, eyewash stations, and fire extinguishers. (The safety equipment may be located in the hallway near the laboratory entrance.)
3. Know emergency exit doors.
4. Avoid skin and eye contact with chemicals
5. Minimize all chemical exposures.
6. No horseplay will be tolerated.
7. Assume that all chemicals of unknown toxicity are highly toxic.
8. Post warning signs when unusual hazards, hazardous materials, hazardous equipment, or other special conditions are present.
9. Avoid distracting or startling persons working in the laboratory.
10. Use equipment only for its designated purpose
11. Combine reagents in their appropriate order, such as adding acid to water.
12. Avoid adding solids to hot liquids.
13. Never leave containers of chemicals open.
14. Do not taste or intentionally sniff chemicals.
15. Never consume and/or store food or beverages or apply cosmetics in areas where hazardous chemicals are used or stored.
16. Do not use mouth suction for pipetting or starting a siphon.
17. Wash exposed areas of the skin prior to leaving the laboratory.
18. Long hair and loose clothing must be pulled back and secured from entanglement or potential capture.
19. No contact lenses should be worn around hazardous chemicals even when wearing safety glasses.
20. Laboratory safety glasses or goggles should be worn in any area where chemicals are used or stored. They should also be worn any time there is a chance of splashes or particulates to enter the eye.
21. Closed-toe shoes must be worn at all times in the laboratory. Perforated shoes or sandals are not appropriate.

22. Determine the potential hazards and appropriate safety precautions before beginning any work.
23. Procedures should be developed that minimize the formation and dispersion of aerosols.
24. If an unknown chemical is produced in the laboratory, the material should be considered hazardous.
25. Do not pour chemicals down drains and do not utilize the sewer for chemical waste disposal.
26. Keep all sink traps (including cup sink traps and floor drains) filled with water by running water down the drain at least monthly.
27. Do not utilize fume hoods for evaporations and disposal of volatile solvents.
28. Perform work with hazardous chemicals in a properly working fume hood to reduce potential exposures.
29. Avoid working alone in a building. Do not work alone in a laboratory if the procedures being conducted are hazardous.
30. The permissible exposure limits (PEL) and the threshold limit values (TLV) must be observed in all areas. If exposure above a PEL or TLV is suspected for an ongoing process, please contact EHS immediately.
31. Laboratory employees should have access to a chemical inventory list, applicable safety data sheets (SDS), departmental laboratory safety manual and relevant standard operating procedures.
32. Access to laboratories and support areas such as stockrooms or specialized laboratories should be limited to approved personnel only.
33. All equipment should be regularly inspected for wear or deterioration.
34. Equipment should be maintained according to the manufacturer's requirements and records of certification, maintenance, or repairs should be maintained for the life of the equipment.
35. Designated and well-marked waste storage locations are necessary.
36. No cell phone or ear bud usage is allowed in the active portion of the laboratories or during experimental operations.
37. Clothing made of synthetic fibers should not be worn while working with flammable liquids or when a hazard is present as these materials tend to melt and stick to exposed skin.

38. Laboratory coats should not be stored in offices or break rooms as this spreads contaminants to other areas.
39. Computers and instrumentation should be labelled to indicate whether gloves should be worn or not. Inconsistent glove use around keyboards is a source of potential contamination.
40. Avoid wearing jewellery in the lab as this can post multiple safety hazards.

Botany laboratory

Basic safety Rules - Botany laboratory

1. All students must wear their ID card
2. Students must enter the Laboratory on time as per the scheduled timetable.
3. The teacher-in –charge and the Lab attender should be there till the period ends.
4. Attendance of the students should be maintained by the teacher in-charge
5. Silence must be maintained.
6. Long hair must be tied back.
7. Sandals must be worn at all times.
8. Cover any cuts with a bandage.
9. Students must maintain a Lab record and should submit it on time.
10. Wash hands immediately upon contamination, after handling hazardous Chemicals before leaving the laboratory.
11. First aid kit should always be present in lab.
12. All the members of lab must know the location of exits.
13. Keep only the equipments and chemicals necessary for the particular
14. Procedures being performed should be in the work area.
15. Every member in the lab should know how to operate the equipment in the lab.
16. Floors and surfaces should be kept clean and spills cleaned up immediately.
17. The entire work area should be cleaned at the end of each practical hours.

18. All chemicals must be included in the chemical inventory.
19. When a new chemical is received it must be entered into the inventory by the faculty member or Lab attender.
20. Chemicals taken from a storage area for temporary use in the laboratory must be kept back in the same position after use.
21. All specimens must be included in the specimen inventory.
22. The specimens must be kept back in the proper position after use.
23. Remove and properly dispose of all hazardous materials from the laboratory
24. Students must clean their bench area before leaving the lab.
25. All equipments and supplies should be returned to original location after the completion of the practical hours.

Zoology laboratory

Safe laboratory practices

1. The Material Safety Data Sheets (MSDS) contain information on all known health hazards of the chemicals used in this course. In addition, there is information concerning the cleanup of spills and the accidental exposure to the chemical (e.g. skin contact or inhalation). You are encouraged to inspect the contents of the MSDS binder located in the Instructional Assistant's office.
2. Dispose of all broken glassware, needles and scalpel blades (sharps) in the specially marked receptacle. Never place any of those items in the trash can.
3. Dispose of all animal material in designated plastic waste bags.
4. Exercise care in working with surgical instruments. Notify you instructor immediately if you receive any type of injury in the laboratory, no matter how slight.
5. Never pipette fluids by mouth. Pipettors will be available for your use.

6. Check odors cautiously. Never taste a chemical.
7. Do not drink water from the taps in the laboratory.
8. College regulations prohibit eating or drinking at laboratory tables. If you wish to bring food/drink to lab, it must be stored in a designated “clean” area and eaten outside the lab.
9. Locate the emergency shower and eyewash station.
10. Locate the fire extinguisher and fire alarm.
11. Shoes must be worn in the laboratory.
12. Do not wear open-toed shoes or sandals.
13. We suggest that you do not wear loose long sleeves, and that you wear a lab coat for dissection exercises. If you have long hair, we suggest that you tie it back so that it cannot fall into your work.
14. Children and pets are not allowed in the laboratory.
15. Wash hands before and after working in the lab. Wear gloves as needed.
16. Turn off the Bunsen burner, gas outlet and heating plate when you are not using them.
17. If any hazardous reagents are spilled, notify your instructor at once.
18. Before obtaining any reagents, carefully read the labels on the bottles. Many chemicals have similar names.
19. Never return unused chemicals to the original dispensing bottle.
20. Follow the instructor’s directions for disposal of chemicals. When no specific directions are given, dispose of non-hazardous, water-soluble substances in the sink, and put insoluble and solid materials such as filter paper in the wastebasket.
21. Perform only the experiment assigned; do not experiment on your own.
22. No unauthorized experiments are allowed.
23. Every chemical in a laboratory must be properly labeled. Many chemicals have similar names and you should read the name twice. If a chemical is a solution, the concentration will also appear on the label. Solution concentration is commonly described by molarity (e.g., 6M HCl) or by percent concentration (e.g., 0.9% NaCl).

24. Use the proper instrument (eye-dropper, scoopula, etc.) to remove reagents from bottles.
25. Do not cross contaminate reagents by using the same scoopula for 2 different reagents.
26. All biohazardous materials are to be disposed of in a designated biohazard receptacle.
27. All biohazardous spills are to be reported to the instructor or to the instructional assistant and are to be cleaned up using disinfectant and disposed of properly.

Library

Students are asked to follow the rules and regulations of the Library. Students are asked to register the books and the next day books are distributed to them. Under Graduate students can borrow 3 books from the library and the Post Graduate students can borrow 5 books. They can hold the books until the end of the Semester but they have to renew it for every fifteen days. They are strictly warned not to tear, scribble or write their names on the books.

Staff members can refer books or borrow books from the library for their academic or research purposes.

Our College Library consists of 17428 books for academic, skill based and Job oriented reference books.

The following books are available for the Staff and Students:

1. Bank Examination
2. UPSC
3. SSC
4. SLET & NET
5. All Police Department Examinations
6. VAO
7. All Government Group Examinations

8. Railway Examinations

Apart from this, Employment News paper are provided for the welfare of the Students to attend various Central and State government examinations.

Staff and Students utilize our library for their academic development, to upgrade and to update them as they need.

Sports complex

Availability and utility of Sports Infrastructure in the College:

Sports facilities provide students with opportunities to engage in Physical activities, promoting overall health and fitness. Regular exercise through Sports can help students maintain healthy lifestyle; provide opportunity to take part in various competitive sports and Athletics at District, State, University and National level. Playing Sports and games helps the students to learn important life skills such as team work, leadership, accountability, patience, and self confidence and also prepare them to meet challenges. So, we are giving equal importance to Sports & Games to our students, along with other curricular and extracurricular activities in our college. More than 05 acres of land is allotted for various play grounds as detailed below.

OUTDOOR GAMES & SPORTS FACILITIES:

1. **CROSS COUNTRY:** Our students have brought many laurels in Cross country championship in intercollegiate and inter university level.
2. **KABADDI:** Our College Kabaddi (Men) team has won the District and University level tournaments many times. More than 06 players have represented the University in Kabaddi and participated in the South Zone and All India Inter University Kabaddi Championship.

3. **CRICKET & VOLLEYBALL:** Our students and Youth from nearby villages are enthusiastically participating and make use of these facilities available in our College.
4. **BALL BADMINTON & KHO-KHO:** Our College Ball Badminton & Kho-Kho Courts are very well utilized for the purpose of organizing Manonmaniam Sundaranar university level tournaments and also for conducting the Selection trials in the recently past years.
5. **CLIMPING ROPE:** Many students of our College and Youth from nearby villages have benefited from the Clamping rope as it is helpful to pass in the Physical fitness test in the recruitment of Police and Armed forces jobs.
6. **ATHLETICS (400M) TRACK:** Students have proved their worth by winning many laurels to our College. This Athletic track and field facility is very well utilized by the students and people of nearby villages also.

INDOOR GAMES & SPORTS FACILITIES:

1. **PHYSICAL FITNESS CENTRE (GYM):** The Gym is available in the College with all modern materials and machines are very much helpful to maintain health and fitness of our students. These facilities are also helpful to the students to have practices for Weight Lifting and Power Lifting Competitions. With this Gym facility, our students have brought many laurels at District, State and University level Competitions. We have, many times, organized the Manonmaniam Sundaranar University Level Weight Lifting Competitions in our College Campus. The Gym available in the college premises is opened from 6.30 am to 8.30 am in the morning & 3.30 pm to 6.00 pm in the evening. This Gym facility is also utilized by the students and other people of nearby villages.

2. CHESS& CARROM: During leisure time and in the evening our students are making use of these facilities. Almost every year our students are taking part in the District and University level tournaments.

3. TABLE TENNIS (PING PONG): Two sets of Table Tennis Board are available in the college auditorium. These facilities are utilized for the purpose of organize the Manonmaniam Sundaranar University level tournaments and team selection trials in the past years.

Computers

Computers are available for students in the following Departments and they can use them for their academic needs at free timings.

1. Physics
2. Chemistry
3. Botany
4. Zoology
5. Computers are available in the Common Computer Lab and this can be used with prior permission from the Principal along with the teacher incharge.

Class Timings

Each day is divided into two sessions. There will be three classes in the morning session and two classes in the evening session.

When the bell rings, students should go to their classrooms.. When the teacher enters the classroom, the students must stand up and show respect. Students are not allowed to enter the classroom after the teachers have entered the classroom.

Prayer

The first session in the morning will begin with the prayer song.

Attendance Record

Attendance will be recorded at the beginning of each session. Students must register their presence while registering attendance. Attendance registration is not

possible for the students who come after the attendance registration is over for any reason.

Only those students who have attended all three classes in the morning will be considered to have attended the morning session. If the student does not register his/her attendance in any of the three classes, he will be considered absent for the entire morning session. Similarly, only those who have attended both the hours in the evening will be considered as having attendance for the evening session.

Attendance registration certificate cannot be issued to the students who have registered less than the attendance required by the university and they will not be allowed to appear for the end semester examinations.

Leave application

Absence from attending the college without applying leave application cannot be allowed. Those who are wishing to take a leave must obtain prior approval from the instructor.

Those seeking half-day or full-day leave must apply for leave application signed by the parent or guardian to the Principal of the College through the Head of Department. The leave application should be submitted prior to the day of taking the leave. Applications submitted after availing the leave will not be entertained.

Students going on medical leave for three or more days for medical reasons must submit a medical certificate through their parents or guardian in person to the principal of the college.

If the students is absent for any hour without leave application, he/she will be treated as absent for half a day. Students who are absent from college either fully or partially without leave application will be treated as absent for the entire day.

Names of students who do not attend the college for 5 consecutive days without submitting leave application will be removed from the college record. The decision of the College Principal is final in this matter.

Disciplinary rules

All the students must abide by the rules of the college and respect the rules of order to maintain order and discipline in the college.

Every student must attend classes regularly and behave without disturbing other students.

Students should conduct themselves in a dignified manner while traveling in the buses coming to the college, attending classes and participating in college functions.

Students should ensure that the property belonging to the college is not damaged and the college premises shall be kept clean.

Students should not hold meetings in the college premises and collect money from others without the prior permission of the Principal.

Students should not come in crowds when they come to appeal to the principal.

No smoking, consumption of alcohol or use of drugs in the college premises.

Disciplinary measures including expulsion from the college will be taken against those who violate the above rules and act against the discipline of the college.

Students who want to get books from the college library and book banks should abide by the rules and regulation of the library.