

# Samriddhi College

## Laboratory Guidelines

### 1. Overview

Laboratory guideline is the set of rules and regulations, standards, policies, terms & conditions which should be followed practically and systematically by all the lab users within the institution. Such guidelines are prepared by the laboratory committee in the presence of the college principal. Samriddhi College offers equitable access to laboratory and computer facilities to all the students and staff of the institution.

### 2. Importance

Samriddhi College provides computer facilities to all the students and staff for academic study and their practicals. All the lab users are responsible to use the lab in the proper, ethical and effective way. The laboratory guideline provides the operating rules and regulations, including limitations and safety standards that must be taken into account when using the lab.

### 3. Objective

The objectives of laboratory guidelines of Samriddhi College are as follows:

- Develop the policies for the proper management and operation of the laboratories.
- Provide the framework for the development of laboratories.
- Highlight the responsibilities of all the lab users and also provide the guidelines for using the lab.
- Encouraging compliance with the safety requirements, rules, and regulations that should be taken into consideration.

### 4. Laboratory Rules and Standards

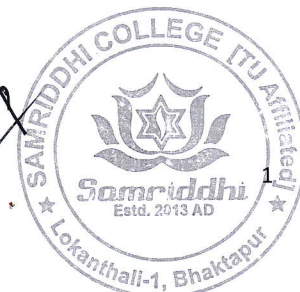
- Laboratory will be accessible from 6:15 am to 2:15 pm from Sunday to Friday and on the weekend if necessary.

Rashmi Shrestha  
SPK

Naresh

Yamda

Jules



- There exists one lab supervisor i.e. Lecturer, Lab Technician, or Lab Assistant in the laboratory for providing the guidelines for the users.
- Use of laboratories has certain rules and regulations which should be followed strictly by all the users.
- Rules violations are strictly prohibited to enter and use the lab.
- The activities like eating, drinking, smoking, and noise-making are not allowed inside the laboratory.
- Mobile phones should be kept in silent mode and calls should be received outside of the laboratory.
- Students are not allowed to use the lab for other multiple purposes such as gaming, music, movies, etc. rather only for academic studies.
- A lab user is not allowed to copy, delete or install other software without the permission of the lab supervisor.
- Loss or damage of any items in the laboratory will be the responsibility of the respective users.
- There should be a peaceful environment where no one should disturb each other.
- The labs are only for students, staff, and faculties of Samriddhi. Therefore IDs may be checked.
- Every individual who uses the laboratories is required to conduct themselves professionally.
- All accidents (major and minor) are to be immediately reported to the supervisor.
- All the emergency items like fire extinguishers, electrical supplies, etc. should not be touched and users should be far away from them.

##### **5. Roles and Responsibilities of Lab Assistant or Lab supervisor**

The responsibilities of the Lab Assistant or lab supervisor are as follows:

- Monitor and supervise the daily operation of the laboratory.
- Provide the guidelines to the lab users and observe their behavior.
- Coordinate with the Lecturer or Head of Department to ensure that the laboratory provides enough support in teaching and learning the course.

*Rashmi*  
*SPT*

*Naresh*

*Harsh*

*Jyoti*



- Assists the college staff with basic laboratory facility organization, proper management, and maintenance issues related to safety, equipment utilization, etc. as needed.

*Parash...*

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Naresh.

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