



**Sonopant Dandekar Shikshan Mandali's**  
**Sonopant Dandekar Arts, V.S. Apte Commerce**  
**and M. H. Mehta Science College, Palghar**



# **SOP FOR**

# **INFRASTRUCTURE**

**Academic Year 2018-2019**

*- Compiled by*  
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## A. SOP FOR SEMINAR ROOM/CONFERENCE ROOM

1. The priority for the usage of seminar and conference room will be given first to the National/ University level programs followed by Management programs.
2. The scheduling of the seminar room and conference room needs to be well placed in advance with the Academic supervisor at least 3 days prior to the event to avoid last minute changes and adjustments. The scheduling details should be provided in written form specifying day, date and type of event along with organizing committee details.
3. The organizing committee is responsible for leaving the conference room in the condition that it was found (e.g., if your group needs to set up, take down, or move tables, chairs, and other furnishings, everything must be returned to its original position).
4. Erase information on white boards if the information is no longer needed. In addition, the organizing committee is also responsible for cleaning up after the event, to include any food and beverage clean up.
5. The organizers are responsible for handling any and all requests from the participants in the meeting. These requests include answering questions about the conference room, making copies for the event, directing participants to the correct room, communicating, etc.
6. A room may not be scheduled for an event greater than 24 hours. However, depending upon the type of event decision will be taken.



## B. SOP FOR LABORATORY – GENERAL INSTRUCTIONS

### DO'S

1. Know the potential hazards of the materials used in the laboratory. Review the Safety Data Sheet (SDS) and container label prior to using a chemical.
2. Know the location of safety equipment such as telephones, emergency call numbers, emergency showers, eyewashes, fire extinguishers, fire alarms, first aid kits, and spill kits which can be found on all campuses (IUPUI does not provide laboratory spill kits).
3. Review your laboratory's emergency procedures with your Principal Investigator, Lab Supervisor, or Lab Manager to ensure that necessary supplies and equipment are available for responding to laboratory accidents.
4. Practice good housekeeping to minimize unsafe work conditions such as obstructed exits and safety equipment, cluttered benches and hoods, and accumulated chemical waste.
5. Wear the appropriate personal protective apparel for the chemicals you are working with. This includes eye protection, lab coat, gloves, and appropriate foot protection (no sandals or open toed shoes). Gloves must be made of a material known to be resistant to permeation by the chemical in use.
6. Shoes must cover the entire foot. Open toed shoes and sandals are inappropriate footwear in laboratories. Fabric and athletic shoes offer little or no protection from chemical spills. Leather shoes with slip-resistant soles are recommended.
7. Street clothing is to be chosen so as to minimize exposed skin below the neck. Long pants and shirts with sleeves are examples of appropriate clothing. Avoid rolled up sleeves. Shorts (including cargo shorts), capris and, miniskirts are inappropriate clothing in laboratories. Tank tops, sleeveless shirts and midriff-



length shirts are not appropriate if not covered by a full length laboratory coat and must not be worn if wearing an apron alone. Synthetic fabrics must be avoided in high-hazard areas where flammable liquids and reactive chemicals are utilized.

8. Contact lenses are not recommended but are permitted. Appropriate safety eyewear is still required for those that use contact lenses. Inform the lab supervisor of the use of contact lenses.
9. Wash skin promptly if contacted by any chemical, regardless of corrosivity or toxicity.
10. Label all new chemical containers with the “date received” and “date opened.”
11. Label and store chemicals properly. All chemical containers must be labeled to identify the container contents (no abbreviations or formulas) and should identify hazard information. Chemicals must be stored by hazard groups and chemical compatibilities.
12. Use break-resistant bottle carriers when transporting chemicals in glass containers that are greater than 500 milliliters. Use lab carts for multiple containers. Do not use unstable carts.
13. Use fume hoods when processes or experiments may result in the release of toxic or flammable vapors, fumes, or dusts.
14. Restrain and confine long hair and loose clothing. Pony tails and scarves used to control hair must not present a loose tail that could catch fire or get caught in moving parts of machinery.

## **DON'T**

1. Eat, drink, chew gum, or apply cosmetics in rooms or laboratories where chemicals are used or stored.
2. Store food in laboratory refrigerators, ice chests, cold rooms, or ovens.



3. Drink water from laboratory water sources.
4. Use laboratory glassware to prepare or consume food.
5. Smell chemicals, taste chemicals, or pipette by mouth.
6. Work alone in the laboratory without prior approval from the Principal Investigator, Lab Manager, or Lab Supervisor. Avoid chemical work or hazardous activities at night or during off-hours. Have a partner for assistance (use the “buddy-system”) at night or during off-hours.
7. Leave potentially hazardous experiments or operations unattended without prior approval from the Principal Investigator, Lab Manager, or Lab Supervisor. In such instances, the lights in the laboratory should be left on and emergency phone numbers posted at the laboratory entrance.

### **C. SOP FOR CLASSROOMS/ COMMON ROOMS/ REST ROOMS**

1. All Class Rooms are cleaned every day before the classes commences.
2. The cleaning chart is made available and supervised by an outsourced agency named:
3. The Class Rooms are well knit and lighting facilities are regularly inspected.
4. LCD projectors are used to aid and improve the teaching learning process
5. Due care needs to be taken while using infrastructure, any scribbling or mis utilization of resources shall be dealt seriously by the Student Discipline committee.
6. The classroom allotment is made at the beginning of the year by the administrators.
7. Boys are not allowed to enter common rooms exclusively meant for girls.

### **D. SOP FOR WASHROOMS**

1. All washrooms are cleaned every day before the college commences



2. The cleaning chart is made available and supervised by an outsourced agency named:
3. The washrooms are well knit and lighting facilities are regularly inspected.
4. Washrooms are equipped with charging facilities, mirrors and clean drinking water.
5. Girls washrooms are equipped with sanitary pad vending machines and dispenser.
6. The users are strictly advised not to scribble, break or misuse the facilities.

#### **E. SOP FOR GARDEN MAINTENANCE**

1. Gardening committee is duly constituted by the Staff Council
2. Duly appointed gardening staff maintains greenery in the college
3. Gardening supplies are routinely procured through the standard procedure for financial matters.

#### **F. SOP FOR CAMPUS BEAUTIFICATION**

1. The campus beautification is constituted by the Staff Council.
2. Suggestions are invited from the teachers.
3. All aesthetics are addressed by Campus Beautification Committee such as site maps, signage, Braille signage's for the visually challenged, wall of democracy which is a dedicated space created for the students to express their views on various current issues.

#### **G. SOP FOR MEDICAL AID**

1. The college has a fully furnished Medical Room with a bed, weighing machine, first aid box, BP measurement, sugar measurement.
2. Ice pack for sports injuries are available.
3. Health and hygiene committee periodically organises health check-up camps for the students and staff members.



4. Counselling Faculties are available for all the stakeholders.
5. On call doctor is available from the local community.
6. For serious casualties, the students are taken to the nearby hospital.

#### H. SOP FOR GYMKHANA

1. Entry to the gymkhana is only against a valid identity card. Right of admission IS reserved.
2. Outside food and drinks are not permitted to be brought into the Gymkhana for consumption within the Gymkhana.
3. Mobile phones must be kept in the lockers.
4. Complaints need to be made in writing by members for them to be addressed.
5. No students/ faculties are permitted in the college campus (except the gymkhana) in short pants or sleeveless shirts or slippers.
6. The Gym equipment should be used with due care and diligence.
7. Any complaints/ requisitions can be made to the Sports Director and/or Principal in writing.

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