



**SADHU VASWANI MISSION'S**  
**St. Mira's College For Girls, Pune**  
**An Autonomous (Affiliated to SavitribaiPhule Pune University)**  
**Reaccredited by NAAC- A Grade, cycle 3**  
**[ARTS, COMMERCE, SCIENCE, BSc (Computer Science), BBA,**  
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POLICY TITLE: Laboratory Policy	
Policy Number:	6
Description of the Policy	Regulations for effective and optimal use of all college laboratories during the practical sessions.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching Staff
Effective from:	15/6/2017
Revised on:	June 2020-21
References for the Policy	UGC Guidelines



  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

# St. Mira's College for Girls, Pune

Autonomous, Affiliated to Savitribai Phule Pune University

## Laboratory Policy

### **Purpose:**

The laboratory classes at St. Mira's College provide students with first-hand experience with course concepts and with the opportunities to explore methods used by scientists in their discipline. The laboratory session has particular challenges and opportunities that differ from those in a standard classroom environment. The College shall therefore take steps to protect the resources from unauthorized access, misuse or removal and shall promote measures commensurate with the potential risks.

The following regulations are enforced in the laboratories of all practical based subjects (B.Sc. – Computer Science and B.C.A ,Electronics Lab,Psychology lab, Language Lab, IT Lab) of College.

1. No students will be permitted in the laboratory without an instructor. No visitors are permitted.
3. Replacing, swapping, or moving any equipment; Downloading, installing, removing, modifying software on the computers; Browsing the Internet for non-lab related information is strictly prohibited.
4. Eating and drinking are not permitted in the laboratory unless having a medical condition already notified to the instructor.
5. Students will not be permitted on the laboratory with sandals, or shoes.
7. Personal belongings must be kept outside the working area and the aisle must be kept open all the times.
8. All the equipment and furniture must be placed in the place and state as it was when you entered the lab. The working area must be free of debris.
10. Students must know the evacuation routes, lab emergency safety procedures, and emergency phone numbers (pasted on specified places in the laboratory). In case of emergency, the students must switch off any running equipment and follow the standard laboratory safety procedures.



11. The student must accept responsibility and pay for any damage s/he causes to any equipment in the laboratories.

12. Silence should be maintained by all inside all the laboratories, except when instructors permit otherwise.

13. Adhere strictly to any other additional information provided by the instructors of respective departments.

14. Students who do not follow the laboratory safety rules will be suspended from the laboratory and from college on further non-compliance.

To help ensure the smooth operation of the computer labs the following activities are strictly prohibited

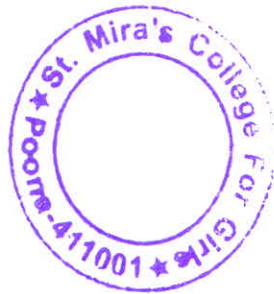
- Removal of documentation, software, or equipment
- Commercial use and personal business interests
- Account sharing
- Waste, misuse, or abuse of information technology resources
- Making information technology resources inaccessible or compromising the integrity thereof through malicious destruction or alteration
- Compromising the security, rights, or privacy of the college, people, or their information technology resources
- Illegal reproduction of music, movies or other copyrighted material
- Downloading of films, songs, videos
- Use off personal emails, social networking sites
- Playing games

For maintaining the laboratories & computers in the college:

- It is the joint responsibility of the concerned teaching staff & lab assistants to ensure the smooth functioning & security of their respective laboratories.



- Laboratories are to be utilized only for the conduction of practicals & activities scheduled in the curriculum. Utilization for any other activity requires the prior permission of the authorities.
  - Students found damaging lab equipment will be required to pay for the repairing / replacement expenses.
  - Maintenance -We have a computer technician available on campus throughout the working hours and proper maintenance and up gradation is ensured. Prompt attention is given to needs identified for purchase or repair and handled by the purchase committee of the college.
  - The lab assistants should maintain complete records of the equipment – the stock, damages, repairs & replacements etc
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*G.H. Gadwa*  
Principal  
St. Mira's College for Girls