

Department of Biotechnology

Criteria 4.4.2.

Procedures and policies for maintaining and utilizing physical, academic and support facilities

Laboratory facility

- Lab equipments are strictly inspected by lab assistants before the commencement of practical classes and examinations.
- Standard Operating Procedures for each equipment are displayed in all relevant locations.
- Users register are maintained and the instruments are used within the proximity of teachers. Proper details are collected as the person, purpose, period, nature of sample (solid/liquid) processed in the equipment.
- Do's and Don'ts/safety precautions are displayed in each laboratory.
- Electrically sensitive equipment is provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations.
- Biological contagious wastes are disposed in biohazard bags.
- Syringes and needles used for laboratory analysis are incinerated.
- Bacterial cultures used in laboratory and for student's projects are handled and disposed by following the rules of Institutional Biosafety Committee (constituted under the norms of DBT)
- Animals procured for practical classes and students projects are handled and maintained after approval from the Institutional Animal ethics Committee (IAEC).
- The purchases of equipment are based on competitive quotations received and perused by the Purchase Committee. The Purchase Committee is headed by the Principal, Bursar, respective Deans, respective Heads and faculty members and the quotations are discussed and then decisions made based on the relevance and price of the requirements.

Library facility

- The department follows a policy wherein books are issued for the faculty and students at the beginning of each semester.
- The faculty will also allocate a set of books for all subjects handled by her for each class and the books will be kept in class reference shelf.

- The students can take the allocated books to home during weekends (Friday) and are expected to return the same on the next working day. If a student, fails to return the books on specified date then a fine of Rs. 10/- per day will be collected.
- The issuing and returning of library books to students will be monitored by Library volunteers from each class.
- At the end of the semester, the students will return all the books that had been issued for them.
- Faculty are permitted to take only 2 books at a time per subject per semester
- Faculty are expected to return the books within 15 days.
- Research scholars are permitted to take only 2 books at a time and they should return the books within 15 days.
- Project report/ Thesis/ Summer training report/Term paper is only for reference within the library. Delayed return will be fined.
- In case of a book is damaged / pages lost then three times the cost of the book to be paid or the book has to be replaced by themselves.

Physical facility

- The physical facilities are augmented every year.
- Each lab facility has a designated Non-Teaching Staff in charge of the maintenance and upkeep of all equipments.
- The College has a Work Scholarship programme where students work after class hours as an opportunity to earn while they learn.
- These Work scholars help in the regular upkeep of laboratory and library resources.

Chemicals and glasswares

- Chemicals and glasswares required for practicals / projects will be issued to students after filling the chemical/ glassware requirement form duly signed by the course teachers and Head of the department.
- At the beginning of the semester, glassware required for each laboratory course are issued to the students. It has to be monitored by respective glassware incharge (student) and to be returned at the end of the semester.
- The purchases of consumables (chemicals and glassware) are based on the requirements given by course teachers at the beginning of each academic year. Chemical and Glassware in-charge faculty are entrusted to place

requests for consumables. Sealed tenders (minimum three numbers) are received from different companies. Based on the lowest price, quality (make of the chemical & glassware) orders are placed.

- At the end of each academic year, the equipments and consumables are audited based on the issue registers. Stock registers are maintained. Auditing is done by an internal (faculty incharge of the department) and an external member (faculty invited from other science departments). After auditing, the stock registers are scrutinized by head of the department and Head of the institution.
- Students are permitted to handle dilute acids and non-toxic chemicals. Strong acids and toxic chemicals are handled only by laboratory assistant.
- Micropipettes are issued to students after making entry in a separate log book on the day of practicals / project and to be returned on the same day.