



SOMESHWAR SCIENCE COLLEGE

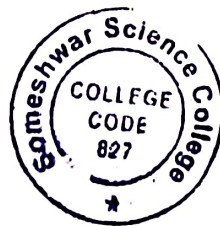
Someshwarnagar, Tal: Baramati, Dist: Pune (Pin: 412306)
(Affiliated to SavitribaiPhule Pune University, Pune)
Estd: 2007 Phone (02112) 283187



Govt. Reg. No.N.C.G.2007 (189/07) Mashi-3, Dt. 2 July 2007 |College Code 827|University Appvl. No. ID No. PU/PN/S/284/2007

STANDARD OPERATING PROCEDURES FOR SPORTS FACILITIES

- Physical education Director is responsible to schedule the various sports activities events and timeslots accordingly with the sports time table set by svm.
- Physical education Director take part in the events organized by university level.
- Students are allowed to practice and play the game 3 pm to 5pm.
- Students are allowed to use indoor and outdoor sports facilities and required sports infrastructure.
- Institute provides facilities Gymnasium.
- Necessary training classes are scheduled by Physical education Director
- Physical education Director helps in organizing, supervising and officiating games and recreational activities.




Principal
Someshwar Science College, Someshwarnagar.



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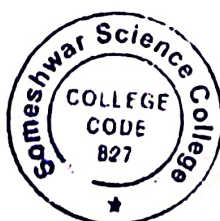



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STANDARD OPERATING PROCEDURES FOR PHYSICAL CHEMISTRY

General work procedure for students

- When entering a laboratory, avoid touching equipment, chemicals, electrical and electronic devices, or other materials until you are instructed to do so.
- Follow all written and verbal instructions carefully given by the teacher/ instructor. Do not start any practical work unless you are clear about its directions. Ask your teacher
- before proceeding with the activity. Be cautious at all times in the laboratory. Call the teacher immediately if you notice any risky
- conditions. Never work alone in the laboratory. The presence of a teacher or supervisor is necessary.
- In case of spillage, break age or injury, report to the teacher instantly: stay calm.
- Do not taste or smell any chemical present in the laboratory:
- When removing an electrical plug from its socket, switch off and grasp the plug, not the
- electrical cord. Hands must be dry when touching an electrical switch, plug or outlet/socket.
- Never return unused chemicals to their original container.
- Do not take any chemicals away from the laboratory premises.
- Do not immerse hot glassware in cold water, as the glassware may break. Put the heated glass ware in a different place to be cooled.
- Never look in to a container that is being heated. Always observe containers from sideways.
- If the Bunsen burner goes out accidentally, immediately turn off the control device/ gas supply.
- Never leave a lit burner unattended.
- Wash your hands with liquid soap and water on leaving the laboratory.




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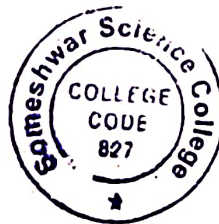
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STANDARD OPERATING PROCEDURES FOR LIBRARY

- ❖ Student and staff enter in Library with their I Cards and sign in library visit register.
- ❖ Student can get 3 books at one time on behalf of Library card for 15 days and faculty can be issued 5 books for a semester.
- ❖ The library is open all Books Newspapers, printed journals.
- ❖ The reading room opens form 08.30 am to 04.30pm.please adhere to the timings.
- ❖ Group discussions are strictly prohibited in the library premises.




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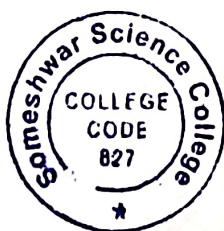
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STANDARD OPERATING PROCEDURES FOR ELECTRONIC SCIENCE

- Enter in the laboratory in time with the Permission of H.O.D/ Lab in –charge.
- Place your bags at the place where
- Handle material, Circuit & instruments with the permission of Lab/ Batch In-charge
- Don't plug in any wires, pins without permission of In-charge.
- Don't carry any metallic accessories like Chain, wristband while using HVAC/DC Supply.
- Don't connect and Turn ON circuit, instruments without permission of the Lab/Batch In-charge.
- Disconnect circuit, Instruments when practical will over.
- Place the materials (wires, DMM) in proper place.
- Turn OFF instrument, Circuit while practical is will over.
- Place the Chair/Stool at proper place while leaving lab



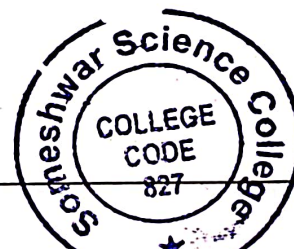

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Policies: Department of Microbiology

- No food or drinks are permitted in the laboratory at any time.
- Only closed-shoes are to be worn in the laboratory. Sandles are not permitted.
- Keep hands and other objects from your face, Nose, Eyes, Ear and Mouth. The applications of cosmetics in the laboratory are prohibited.
- Work areas/surfaces must be disinfected before and after use.
- Laboratory coats must be worn and buttoned while in a laboratory. Laboratory coats should not be worn outside the laboratory.
- Protective eyewear must be worn when performing exercise or procedure in the laboratory.
- Long hair should be secured behind your head.
- Hand must be washed before leaving the laboratory.
- All unnecessary books, briefcases etc. must be kept off the countertops.
- Never pipette anything by mouth(including water). Always use pipetting devices.
- Label all materials with your name, date and any other applicable information(e.g. media, organism etc.)
- Dispose of waste in their proper container(see biohazard waste disposal below).
- When handling chemicals note the hazard code on the bottle and take the appropriate precautions indicated.
- Do not pour chemicals down the sink.
- Return all the chemicals, reagents, cultures and glasswares to their appropriate places.
- Do not pour biohazards fluid down the sink.
- Glasswares should be washed with soap and water, then rinse with distilled water.
- Flame transfer loops, wires or needles before and immediately after use to transfer biological material.
- Do not walk about the laboratory with transfer loops, wires, needles or pipettes containing infectious material.
- Be careful around Bunsen burners. Flames cannot always be seen.
- Turn off incinerators before leaving the laboratory.
- Report any broken equipment.
- Immediately report any broken glass especially those containing infectious materials.
- If you are injured in the laboratory, immediately contact your course instructor.

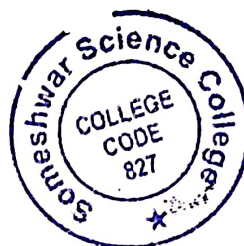


- Any chemical or biological fluids spills must be immediately reported to your course instructors.
- Follow all instructions given by your course instructor for cleaning up any spills or broken glass.
- Familiarize yourself with safety equipment in the laboratory and emergency escape route.
- Always wipe and clean the lenses of your microscope before putting it away. Use the appropriate tissue paper and cleaning solution for this purpose.
- Use appropriate universal precautions with all biological fluids.
- **Do not remove any material from the laboratory without the written permission of the course instructor.**

Biohazard waste disposal :

Dispose of items in the special receptacles as indicated below. If you have questions regarding the proper disposal of an items, please ask your course instructors.

Material	Method of disposal
Agar slants with biological material	Place tube upright in indicated in test tube rack, but place caps in basket as indicated
Biological liquids(not in test tubes)	Leave in container with closed cap and/or follow specific instructions given by the course instructor.
Biological liquids in test tubes	Place tube upright in indicated in test tube rack, with caps left on the tube.
Broken glass(Contaminated)	Sharps container
Broken Glass(not contaminated)	Broken glass container
Cotton swabs(contaminated)	Benchtop disinfectant/discard can
Needles, glass slides, syringes, pipettes, other types of sharps	Sharps container
Non contaminated paper	Regular trash
Petridishes and contaminated solids(other than pipette or swabs)	Biohazard "orange/red" bag container
Transfer piettes(contaminated)	Benchtop disinfectant/discard can



Shubhangi...

H.O.D.

[Prof. Shubhangi Kambale]

[Signature]

Principal

Someshwar Science College, Someshwarnagar