

## **Guidelines for Accessing Facilities in Analytical Lab and UG Labs**

### **Faculty In-charges:**

UG Lab -1, 4D building: Head In-Charge

UG Lab - 2, 4D building: Head In-Charge

UG Lab-3, Infinity Link Building: Dr. Sweta Lal

Analytical Lab, Infinity Link Building: Dr. Rohit Ranganathan Gaddam

### **Lab In-charges:**

UG-1 & 2, 4D building: Mr. Sumit Kumar Aherwar

UG-3 and Analytical Lab: Ms. Anusha Upadhyay

### **1. Guidelines for using instrumental facilities in Analytical Lab and UG Labs**

- Prior permission should be taken from HoD/Faculty In-charges for accessing Analytical lab facilities/instruments as well as working in UG labs outside office hours (9:00 AM - 5.45 PM). Also, a minimum of two persons (students/faculty/staff) need to be present in the lab if working after office hours.
- For using any instrument in UG labs and Analytical Lab, the user should send an intimation email to the lab In-charge (Lab staff) and cc'ed Faculty In-charge(s), and the PI on that email.
- Log book entries should be strictly made after using any instrument of the UG labs and Analytical labs.
- No one is allowed to take lab keys with them after closing the lab. The issuing person needs to deposit the key to the security guard before leaving the lab. Strict action will be taken against the person if the rule is not followed.
- If any instrument is showing any problem or error, immediately inform the lab in-charge via an email cc'ed your PI on that email. No one should try to rectify the problem/error on their own without any approval from the lab in-charge/faculty In-charge(s).
- In case of breakdown of any equipment, an email will be sent by the lab in-charge to all department faculty members and major users. A sticker will also be put on the instruments which are under repair or maintenance by the lab staff. An email will be sent again once the instrument is back in working mode.

### **2. Guidelines for issuing non-consumable items from Departmental Lab**

- Non-Consumable Items can be issued by sending an email to Lab Assistant and copied to Faculty In-charges. The item(s) must be registered in the log book available in the Lab.
- Item(s) can be issued only for 7 days and then reissued for another 7 days once if it is not booked by others following the same protocol of issuing.

- It is compulsory to return the item(s) after 15 days.
- In case of missing, mishandling, damaging the item or parts, inform HoD/Faculty In-charge(s) via an email and cc'ed Lab In-charge on that email. A committee will evaluate the case and recommend necessary actions to be taken.
- Returning and reissuing follow ups can be made by sending an email to the I Lab In-charge and cc'ed Faculty In-charge(s) on that email. Item(s) should be returned back within 1 day after sending the follow up email.
- For all instruments in Analytical lab and UG labs, user(s) are advised to use the logbook entry properly before and after use. Instrument parts like cuvette, hydraulic press, and sample holders can be directly issued and must be returned after use. Such an entry should be mentioned in the same logbook. User(s) are requested to ensure that the logbook is verified by the lab staff before the user(s) leave the lab. In case of the absence of the lab staff, user(s) can take a photograph of the logbook after use and send an email to the lab staff after using the instrument.

### 3. Guidelines for issuing consumables/chemicals from Analytical Lab and UG Labs

- Items can be taken/borrowed by sending a prior email to the Lab In-charge and cc'ing the PI and Faculty In-charge(s) on that email. Users will be informed by Lab In-charge after checking the availability of the item in the lab.
- Some liquid or powder chemicals can be taken from the departmental labs in case of urgency. Users need to bring their own containers to collect the chemicals. Entry should be properly made in the log book for borrowed consumables. The maximum limit of the items which can be taken quarterly in a year are given below -
  - Commercial chemicals - 2 L
  - Powdered chemicals - 10 gm
  - Indicators - As per availability in the lab
  - Silica bead or CaCO<sub>3</sub> for desiccator - 500 gm
- Small items like glass rod, tissue paper, spatula, oil samples, gloves, teflon tape, aluminium foil, silicon oil, glassware etc. can be issued from the Analytical lab (presently combined with UG-3) once in a year (if available) and are not needed to return if it is taken in small quantities.
- Proper log book entries of **all borrowed/issued items** are mandatory. To use any items of UG labs and Analytical lab on a routine basis, proper entry must be made each time in the log book.