



(0343) 2562852

DURGAPUR WOMEN'S COLLEGE

Affiliated to Kazi Nazarul University
Mahatma Gandhi Road, Durgapur, W.B. 713209
e-mail durgapurwomenscollege@gmail.com
[http // www.dwccollege.org](http://www.dwccollege.org)

DEPARTMENT OF CHEMISTRY

LABORATORY SAFETY RULES

The following safety rules must be followed at all times in the laboratory. The chemical laboratory is not necessarily a dangerous place. Intelligent precautions and a proper understanding of techniques to be followed make the chemistry laboratory no more dangerous than any other classroom.

1. Safety goggles (department approved) must be worn in the lab at all times.
2. Never eat or drink in the lab.
3. Never inhale fumes or vapours. Use fume hoods for dangerous or irritating chemicals. Always waft odours toward your nose with your hand.
4. Never taste any chemical. Some chemicals are very corrosive and poisonous in very small quantities.
5. Never perform an unauthorized experiment and never work in the lab without an instructor in charge. An accident may happen when mixing simple chemicals.
6. Never remove anything (chemicals, glassware, etc.) from the lab. It is illegal.
7. Label all containers to identify their contents.
8. Leave chemicals in their proper place. Do not carry original containers of chemicals to your benchtop.
9. Avoid touching hot objects. Burns are a common accident in the chemistry lab. Use beaker tongs or test tube holders to move hot containers.
10. Clean up broken glassware immediately. Place it in the labelled crock at the front of the lab. Obtain replacement glassware from the instructor.
11. Properly dispose of waste chemicals. Certain liquids can be poured into the sink and flushed with water while others are poured into designated waste containers. Most solid

wastes are placed in designated crocks. Your instructor will provide disposal instructions each lab.

12. Notify your instructor immediately of all accidents.

13. Learn to locate and operate (if applicable), the safety shower, fire extinguisher, eye-wash fountain, fire blanket, and fire exit.

LAB PROCEDURES

The following are procedures that must be followed for all lab sessions. Many are safety issues as well.

1. Dress properly for lab. Wear clothing that covers as much skin as possible. Sandals are not permitted. If possible, wear older clothes on lab day. All loose clothing and long hair must be confined.

2. Read the entire experiment before coming to lab. The instructor will briefly discuss the experiment at the beginning of each lab.

3. Arrive on time for lab.

4. Work independently unless otherwise instructed.

5. Keep the benchtop uncluttered. Only those personal items pertinent to the lab work (lab manual, etc.) are to be on the benchtop at a student's work station. Book bags, coats, etc. are not to be placed on the benchtop or on the floor close to the lab benches. Place all such items in the designated areas near the entrance to the lab.

6. Keep drawers closed.

7. Do not come to lab under the influence of drugs. If, in the judgement of the instructor, a student presents a safety hazard to himself or his fellow students because the student is affected by medication, alcohol or other factors, the instructor may refuse to allow the student to continue working in the lab that day. If the situation is noted more than once, the student may be permanently removed from the course.

8. Clean up at the end of lab. At the end of all lab sessions return clean glassware to your drawer, clean your benchtop and finally wash your hands thoroughly. Be sure all electrical devices and water are turned off.

A handwritten signature in black ink, appearing to read "A. R. Meloni", is written in the bottom right corner of the page.



Almolon

**RULES AND REGULATIONS IN PRACTICAL
CLASSES:**

1. WITHOUT APRON, NOT ALLOWED IN PRACTICAL CLASSES.
2. USE MASK AT THE TIME OF USING CONCENTRATED ACIDS.
3. PREVENT THE WASTAGE OF CHEMICALS/ REAGENTS.
4. HANDLE THE APPARATUS/CHEMICALS/ REAGENT CAREFULLY.
5. THROW THE BROKEN APPARATUS TO THE CHEMICAL WASTAGE BIN.
6. TURN OFF BURNERS AT THE END OF EXPERIMENTS.
7. ARRANGE THE APPARATUS PROPERLY AFTER THE EXPERIMENTS.
8. TIGHTEN YOUR HAIR AT THE TIME OF EXPERIMENTS.
9. PREVENT THE WASTAGE OF WATER.
10. SWITCH OFF ALL THE LIGHTS AND FANS AT THE END OF EXPERIMENTS.

CHEMISTRY
DEPARTMENT

Dr. Malhotra

Durgapur Women's College
Department of Physics

Safety and Conduct Rules to be followed in Physics Laboratory

1. Doing experiments in the laboratory without supervision is prohibited. The performance of unauthorized experiments and the use of any equipment in an unsafe or unauthorized manner are strictly prohibited.
2. Examine all apparatus for defects before performing any experiments. Do not use damaged, cracked, or otherwise defective glassware. Consult your instructor about where to place broken glass. If you break a thermometer or find a broken thermometer, report it to your instructor immediately.
3. Please be alert while dealing with electrical/electronics experiments.
4. Do not remove apparatus from the cabinet without the permission of the instructor.
5. Bags and other personal items should be kept in the proper areas, not in the bench top/experiment table or in the aisle ways.
6. Return all of your equipments/glassware to its original location at the end of the laboratory session.
7. All personal accidents, injuries and illness, however slight, occurring in the laboratory must be reported immediately to the instructor.
8. Do not take laboratory equipment, glassware outside the laboratory without the permission of the instructor.
9. Bare feet and sandals are not acceptable.
10. Absolutely no eating or drinking in the laboratory at any time.
11. Use of cell phones inside the laboratory is not allowed.
12. Every student will clean up her work area before leaving.

Arup Kanti Kola
29.08.18
(Dr. Arup Kanti Kola)
Head, Department of Physics



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MAHATMA GANDHI ROAD,
DURGAPUR, W.B.-713209

Phone : 6295275280 / 6295031346
www.dwcollege.org
durgapurwomenscollege@gmail.com
mjm_dwc@yahoo.co.in



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Ref No. : DWC _____

Date _____

GENERAL SAFETY PRINCIPLES FOR USING THE ZOOLOGY LABORATORY

Students are to:

- wear a lab coat and put their hair up before entering a laboratory.
- conduct themselves in a responsible manner at all times in the laboratory.
- avoid leaving their lab activity unattended.
- read ALL directions for a lab procedure several times and follow directions EXACTLY as they are written. Ask questions, if not sure of how to proceed.
- always be alert to unsafe conditions and actions and call attention to them so that corrective action can be taken as quickly as possible.
- Avoid performing unauthorized experiments or handling equipment unless they have specific permission.
- be sure of all procedures in any lab investigation and understand possible hazards associated with the materials being used.
- carefully read labels before using an unfamiliar chemical.
- avoid entering the laboratory unless accompanied by an instructor or lab staff.
- use equipment and hazardous materials only for their intended purposes and always inspect equipment for leaks, tears or other damage before handling a hazardous material.
- be familiar with the location of emergency equipment such as fire extinguishers, wash areas, emergency phone number and know the appropriate emergency response and first aid procedures, before beginning the work.
- ensure proper labeling of glassware, chemicals and experimental information.
- wear appropriate skin, eye and face protection.
- avoid touching, tasting, or smelling a chemical unless instructed to do so by the instructor, keep their hands away from the face when working with chemicals.
- report all accidents, spills or broken glassware and equipment.
- keep their laboratory area clean.
- store their bags, packs and purses in appropriate places and off the lab tables.
- avoid handling electronic devices or phones while working in the lab without the permission of their faculty.
- avoid eating, drinking or mouth pipetting.
- notify their instructor of any medical conditions they may have, such as pregnancy, allergies, asthma, or epilepsy.

Roswani
Department of Zoology
DURGAPUR WOMEN'S COLLEGE
DURGAPUR-713209





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The Standard Operating Procedures insisted in the labs are:

- Never work alone in a laboratory.
- Be sure to clean your area thoroughly 5-10 minutes before the end of the class and keep the lab space clean for the next class period. Wipe down the counters, put away all equipment in clean, cool and dry condition. Wash your hands before leaving the lab area.
- Chemicals must be mixed only following the experimental procedure and only when the instructor is present.
- Never touch, taste, or smell a chemical unless instructed to do so by your instructor. Keep your hands away from your face when working with chemicals.
- Chemicals, stains, reagent bottles, unused glass-wares, etc. must be replaced in their original place.
- Do not inhale fumes directly from the container.
- Toxic chemicals should be handled with precaution and while discarding used ones, they should be discarded in proper containers.
- Gloves are required whenever there is potential for contact with bio- hazardous materials and should never be reused.
- Report all accidents, spills or broken glassware and equipment. Know about simple first aid procedures to be followed in the lab.
- Clean microscope lens before and after use.
- Broken blades, sharp instruments and broken glass pieces should be disposed in separate containers.
- During emergency power shut down, the power sources to instruments should be shut off.
- Turn off all burners before leaving the laboratory. Check that the gas line leading to the burner is off as well.
- Be familiar with the location of fire extinguishers and emergency phone numbers. Action to be taken in case of fire - Switch off the power supply, inform lab assistants and adjoining labs. Cover face with a wet cloth and evacuate the premises briskly leaving way for fire-fighting personnel with fire extinguishers.
- The location of exits, fire extinguishers and the emergency phone number should be ascertained before beginning work.

THE ABOVE DIRECTIONS ARE FRAMED TO KEEP LABORATORY WORK EFFICIENT, AND TO ENSURE A SAFE LEARNING ENVIRONMENT. THE STUDENTS ARE ADVISED TO FOLLOW THESE STRICTLY.


(Dr. Ramansu Goswami)

Head, Zoology Dept.

Department of Zoology
DURGAPUR WOMEN'S COLLEGE
DURGAPUR-713209



**LABORATORY,
DEPARTMENT OF
ZOOLOGY**

Keep the
door closed



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- report all accidents, spills or broken glassware and equipment.
- keep their laboratory area clean.
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- avoid handling electronic devices or phones while working in the lab without the permission of their faculty.
- avoid eating, drinking or mouth pipetting.
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DURGAPUR WOMEN'S COLLEGE,
DURGAPUR-713209



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THE ABOVE DIRECTIONS ARE FRAMED TO KEEP LABORATORY WORK EFFICIENT, AND TO ENSURE A SAFE LEARNING ENVIRONMENT. THE STUDENTS ARE ADVISED TO FOLLOW THESE STRICTLY.

Ramannu Goswami
(Dr. Ramannu Goswami)


Head, Zoology Dept.

Department of Zoology
DURGAPUR WOMEN'S COLLEGE
DURGAPUR-713209

Department of Botany

 DURGAPUR WOMEN'S COLLEGE,
MAHATMA GANDHI ROAD,
DURGAPUR, W.B.-713209

Phone : 6295275280 / 6295031346
www.dwccollege.org
durgapurwomenscollege@gmail.com
mjn_dwc@yahoo.co.in



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DEPARTMENT OF BOTANY

Rules and Regulations for the Use of Botany Laboratory

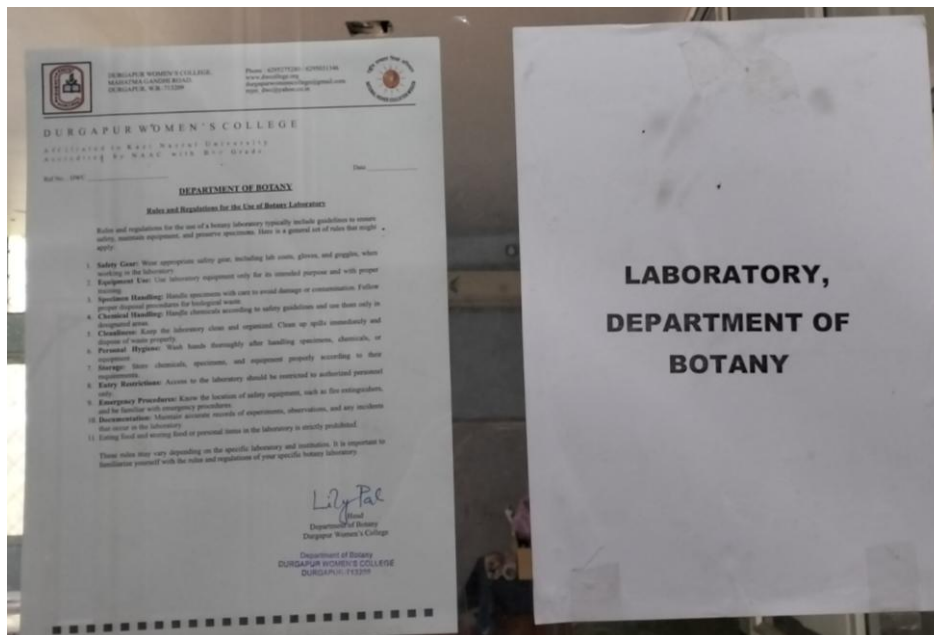
Rules and regulations for the use of a botany laboratory typically include guidelines to ensure safety, maintain equipment, and preserve specimens. Here is a general set of rules that might apply:

1. **Safety Gear:** Wear appropriate safety gear, including lab coats, gloves, and goggles, when working in the laboratory.
2. **Equipment Use:** Use laboratory equipment only for its intended purpose and with proper training.
3. **Specimen Handling:** Handle specimens with care to avoid damage or contamination. Follow proper disposal procedures for biological waste.
4. **Chemical Handling:** Handle chemicals according to safety guidelines and use them only in designated areas.
5. **Cleanliness:** Keep the laboratory clean and organized. Clean up spills immediately and dispose of waste properly.
6. **Personal Hygiene:** Wash hands thoroughly after handling specimens, chemicals, or equipment.
7. **Storage:** Store chemicals, specimens, and equipment properly according to their requirements.
8. **Entry Restrictions:** Access to the laboratory should be restricted to authorized personnel only.
9. **Emergency Procedures:** Know the location of safety equipment, such as fire extinguishers, and be familiar with emergency procedures.
10. **Documentation:** Maintain accurate records of experiments, observations, and any incidents that occur in the laboratory.
11. **Eating food and storing food or personal items in the laboratory is strictly prohibited.**

These rules may vary depending on the specific laboratory and institution. It is important to familiarize yourself with the rules and regulations of your specific botany laboratory.

Lily Pal
(Head)
Department of Botany
Durgapur Women's College

Department of Botany
DURGAPUR WOMEN'S COLLEGE
DURGAPUR-713209



*Love Nature;
Live With Nature*

DEPARTMENT OF
BOTANY

LABORATORY,
DEPARTMENT OF
BOTANY



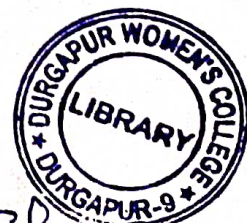
DURGAPUR WOMEN'S COLLEGE

LIBRARY RULES AND REGULATIONS

1. Entry is a must at the Library Gate both IN and OUT with timing, name roll no. and date.
2. Identity Card has to be mandatorily produced during the issuance of books.
3. A book can be issued from the Library for 7 days. It can be reissue for another 7 days. But if one fails to submit the book back to the Library after re-issued, a fine of Rs. 10 shall be charged per day for non-submission.
4. A student will be allowed to enter the STACK - ROOM to view books and question papers entry after depositing the bag, phone other belongings and seeking permission from the Library Staff.
5. A student can read the Journals kept on the shelf of the reading room only after entering the name along with ID at the Library Counter.
6. Books can be read in the reading room only after entering the name and signing the formalities at the Library Counter and showing and submitting the ID card.
7. Newspaper on display can be read. They are kept on the shelf outside the Library. No paper can be taken out from the shelf.
8. Student can access the Library E-Journals, E-Books, OPAC.
9. Photo copying on payment basis is available at the Xerox machine inside the Library.
10. Any suggestion or recommendation from the students / staffs are welcome and to be submitted at the suggestion box.

THANK YOU

Arul Ch. Sen.



Durgapur Women's College
The Department of Mathematics

SOP

1. Do the experiment using proper method and guidance
2. Keep the lab neat and clean.
3. Must verify the lab, report after the experiment
4. Do practical in lab.
5. Keep silence in lab.
6. After completing the lab, keep the issued components in their proper place
7. Switch off the power supply after the experiment is completed

DON'TS

- 1 Don't use mobile phones in lab.
2. Don't use any type of instruments without guidance.
3. Don't consume chewing gums in the lab
4. Don't roam about in the lab during the scheduled time in the lab.
5. Don't gossips with others while the experiments are going on.
6. Don't use personal pen drives the lab
7. Never work alone in the laboratory.

The above instructions are framed to keep laboratory work efficient. Student are advised to strictly follow the instructions.

Surajit Karmakar

Head of the Department

Dr. Surajit Karmakar