

SKE Society's
Govindram Seksaria Science College, Belagavi
Internal Quality Assurance Cell

Laboratory Code of Conduct for UG and PG Students

Laboratory experiments in Chemistry, Geology and Biology Departments where hazardous Chemicals are involved:

Chemical laboratory where practical classes include hands-on, inquiry-based laboratory experiments. Majority of the practical exercises activities involve the use of hazardous chemicals or equipment that may pose a health or safety danger to both students and teachers if not handled properly. To ensure a safe and healthy environment in our laboratories, the following Laboratory Code of Conduct has been developed for students. The students are provided two copies of this Code of Conduct during the first practical class. Both the code of conduct copies need to be signed Both you and your parent or guardian must sign the Code and return the same to the concerned teacher/department before you participate in any practical or handle chemicals. The second copy should be kept in your practical record book or journal as a reminder of appropriate behavior.

GENERAL GUIDELINES

1. Students must wear college Identity Card always in the campus.
2. Students should behave in a mature and responsible manner at all times in the laboratory or wherever chemicals are stored or handled. Handling of unauthorized chemicals especially is prohibited.
3. Students are provided laboratory practical manual which must be followed strictly all verbal and written instructions carefully. In case any confusion or unsure of the procedure, clarify with your teacher.
4. Students should not touch any equipment or chemicals unless specifically instructed to do so and must perform only those experiments authorized by the teacher
5. Students must not eat, drink or chew gum in the laboratory. Wash hands thoroughly after performing any laboratory activities.
6. Students should wear aprons and protective glasses for eyes. The girl students should take care of their veils/dupatta/stoles against burner fire. Students should avoid flammable clothing; long hair should be tied back.
7. Students must properly dispose of all chemical waste as directed.
8. Students must report any incident (including all spills, breakages or other releases of hazardous materials) to the staff immediately, no matter how insignificant it may appear.

This should include all injuries such as cuts, burns or other signs of physical harm.

9. Students must never remove chemicals, equipment or supplies from the laboratory area. If required request the concerned laboratory attender or staff. They should not forget or leave a flame or hot plate unattended.
10. Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately. After completion of the practicals carefully return the equipments washed clean and dried.
11. Students must not do any mischiefs or fight with other students in the laboratory which might be hazardous.

Where students use Computers:

12. Leave your footwear in rack placed outside lab before entering.
13. Use computers only when a faculty is present.
14. Use the internet for academic purpose only rather than personal.
15. You are expected to leave your computer in prior condition. This includes putting chairs back in place, logging out and switching off ups when you leave.
16. Under no circumstances are you allowed to bring food into lab.
17. Lab staff is not responsible for any belongings left in the computer labs. Please make sure you take your belongings with you when you leave

The following activities are unacceptable:

- a) Activities that interfere with the ability of others to use the network.
- b) Use of the Internet for illegal purposes or for unauthorized access to systems, software or data.
- c) Maliciously attempting to harm or destroy the data of another user.
- d) Commercial advertising.

**VIOLATIONS IF ANY BY THE
STUDENT TO THIS LABORATORY CODE OF CONDUCT**

- 1st Offense: Verbal reprimand from the teacher, with a written record of the violation maintained. The teacher will put his remarks of the offense in the lab record. If this is a serious violation which may have caused harm to human health or the environment, the parent or guardian will also be notified.
- 2nd Offense: The student will be suspended from laboratory work immediately and sent to meet the Principal, with a disciplinary referral from the teacher. Double the cost of the damaged item or equipment should be fined on the individual or the group involved. Written notification will be sent to the parent or guardian, with information specifying the consequences should a third offense occur. The student will not be permitted to return to laboratory work for one week, with alternative work assignment(s) to be provided in a supervised setting as determined by the concerned teacher.

3rd Offense: The student will be suspended from laboratory immediately and sent to meet the principal, with a disciplinary referral from the teacher. Written notification will be sent to the parent or guardian, and a mandatory meeting will be scheduled with the parents, teacher and principal. Depending on the seriousness of the offense, the student may be suspended from laboratory work for the remainder of the year. If this occurs, the student will be assigned alternative work assignment(s) to be provided in a supervised setting as determined by the building administration. In addition, the student may be required to submit an alternative assignment(s) to satisfy the course requirement.

STUDENT AGREEMENT

I, _____ (student's name), have read and understand the Student Laboratory Safety Code of Conduct set forth above. I realize that I must obey these rules to ensure my own safety and that of my fellow students and teachers. I will cooperate to the fullest extent with my teachers and fellow students to maintain a safe working environment in the laboratory. I am aware that violations of this safety code will result in disciplinary action as specified in the Code.

Student Name

Date

Note to Parents:

We believe you should be informed regarding our College's efforts to create and maintain a safe classroom & laboratory environment. Safety awareness involves the cooperation of parents, students, and teachers. Please read the Student Science Laboratory Code of Conduct which details the safety concerns and expected student behaviors in the laboratory. *No student will be permitted to perform laboratory activities unless both student and at least one parent or guardian signs the Code and returns a signed copy to the teacher/department.* Your signature below indicates that you have read this Code of Conduct, are aware of the measures taken to ensure the safety of your son or daughter in the science laboratory, and will encourage your son or daughter to uphold the agreement to follow these rules and procedures.

Parent/Guardian

Date