




GURU NANAK GIRLS COLLEGE SANTPURA, YAMUNA NAGAR


(Affiliated to Kurukshetra University, Kurukshetra)


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(Accredited Grade "A" by NAAC)

Policy Document for Code of Conduct for Library & Laboratories


IQAC Incharge.
IQAC
Co-ordinator
Guru Nanak Girls College
Santpura, Yamuna Nagar


Principal
Principal
Guru Nanak Girls College
Santpura, Yamuna Nagar


Director
Director
Guru Nanak Girls College
Santpura,
Yamuna Nagar

CODE OF CONDUCT FOR LIBRARY

1. Students are required to maintain discipline and keep silence in the library.
2. Keep library a safe, clean and pleasant place.
3. Sign in the library visitors' register during entry and exit.
4. Don't forget to carry your identity card.
5. Personal belongings and bags have to be deposited in the Property Counter.
6. Do not leave your belongings unattended at any time. The library is not responsible for loss or damage to personal property.
7. Usage of mobile phones is strictly prohibited in the library.
8. Sleeping in the library is not allowed.
9. Students have to pay late fine if they don't return/renew the book in time.
10. Library books should not be damaged to avoid fine.
11. Students can refer the reference book in the library during library hours by submitting identity card. They have to return the book on the same day.
12. Take care not to lose library books else you have to pay double of the book price mentioned in the book.
13. Abuse of library material, equipment, furniture and facilities will not be tolerated.

Mutilating library materials, underlining in the books, removing binding, removing barcodes or in any other way damaging or defacing library materials will be fined.

CODE OF CONDUCT FOR PHYSICS LABORATORY

1. Students should report in the concerned lab as per the time table schedule.
2. Students who turn up late to the labs will in no case be permitted to perform the experiment for the day.
3. Students should bring a notebook of 50 pages and should enter the readings into the notebook while performing the experiment.
4. The record of observations along with the detailed experimental procedure of the experiment perform in the last session should be submitted and certified by the teacher in charge.
5. The group wise division made in the beginning should be followed and no mix up of students among different groups will be permitted later.
6. The components required for the experiment should be collected from the store in charge after filling the required form.
7. When the experiment is completed students should disconnect the setup made by them and should return all the instruments taken for the purpose.
8. Any damage to apparatus that occurs during the experiment should be brought to the notice of lab in charge.
9. Students should be present in the lab for the total scheduled duration.
10. Students are required to prepare thoroughly to perform the experiment before coming to the laboratory.
11. Practical notebooks should be maintained neatly by the students and must be kept with them for the practical exams.

CODE OF CONDUCT FOR CHEMISTRY LAB

1. Do not enter the lab without lab coat and also wear sensible clothing (especially cotton) including footwear. Loose clothing should be secured so they do not get caught in a flame or chemicals
2. Do not taste or smell or touch any equipment or chemicals unless specifically instructed to do so
3. Long hair must be tied back to avoid catching fire
4. Wear safety goggles to protect your eyes when heating substances, dissecting, etc.
5. Do not throw any kind of chemicals into the sink
6. Leave your seat clean and in good order before leaving the laboratory
7. Do not leave your assigned laboratory seat without permission of the teacher
8. Do not lift any solutions, glassware or other types of apparatus above eye level
9. Follow all instructions given by the teacher
10. No eating or drinking in the lab at any time
11. Mobile phones are strictly prohibited
12. Switch off the lights before leaving the lab
13. Report all accidents, injuries, and breakage of glass or equipment to instructor immediately
14. Keep pathways clear by placing extra items (books, bags, etc.) on the shelves or under the work tables.
15. Work quietly and know what you are doing by reading the assigned experiment before you start to work. Pay close attention to any cautions described in the laboratory exercises
16. Do not attempt to change the position of chemical/reagent bottles
17. Unauthorized experiments or procedures must not be attempted
18. Do not lean, hang over or sit on the laboratory tables
19. Learn the location of the *Fire Extinguisher* and *First Aid Kit*
20. Students found in violation of the safety rules will be barred from participating in future labs and could result in suspension.

CODE OF CONDUCT FOR MATHEMATICS LAB

1. Students must present their identity card each time they enter a math lab.
2. Students must report to the concerned lab as per the time table schedule. Students who turn up late to the labs are in no case be permitted to perform the computer program for the day.
3. No drinking or eating is allowed in math lab.
4. Students must be considerate of other users. Privacy and concentration are important in math labs. If they need to talk to somebody, they are allowed to do so in a way that does not disturb other users.
5. Lab assistants are not allowed to interpret class assignments or help with their homework. Lab assistants are there to assist in using the technology so that they may complete their work.
6. The math labs are an academic resource. As such, students are advised to respect the needs of others by not monopolizing the computers for non-academic use.
7. Lab staff is not responsible for any belongings left in the math labs.
8. The computers in the labs have been set up in such a way as to be used by multiple people having differing needs. Do not change or interfere with the configuration of the computers.
9. Attempting to damage or destroy information on the computers will not be tolerated.
10. Students should be present in the lab for the total scheduled duration.
11. Students must carry their well maintained practical notebook with them.
12. Students are expected to leave their computer work station in the same condition as they found it. This includes putting chairs back in place and logging out when they leave the math lab.

CODE OF CONDUCT FOR BOTANY LAB

1. Students must be punctual and are expected to maintain a high standard of good conduct and diligence.
2. The students are required to come to the lab decently dressed to maintain the dignity and decorum.
3. General discipline (covering your head with dupatta or scarf) is to be maintained during morning assembly as it takes place in the mid of practical class.
4. The students should always wear the lab coats and identity cards.
5. They will not write anything on walls of the lab and desks.
6. Students are not allowed to throw scraps of filter papers, peels of pencils and work materials in the lab. They must use dust bin provided for the purpose.
7. Every student should handle the microscope, equipments and apparatus with care. Damage caused to departmental property will be charged to the accounts of the students concerned.
8. Polythene covers on the practical file are not allowed.
9. Loitering and making noise in the laboratory are strictly forbidden.
10. A student who remains absent continuously for a three practical classes without informing the teacher in charge is liable to have her name struck off the rolls.
11. The student should not take part in any violent or unwanted activities regarding politics, community and religion.
12. No gathering of any kind shall be held within the lab without the permission of the teacher in-charge.

CODE OF CONDUCT FOR ZOOLOGY LAB

1. Do not work unsupervised in the lab.
2. Do not eat or drink in the lab.
3. No unauthorized experiments are to be performed.
4. Always tie up your long hair.
5. Never taste anything. Never directly smell the source of any vapour or gas.
6. Discard broken glass in a dust bin.
7. Never leave a flame unattended.
8. Never boil the wax. Melt it at 60 degrees only.
9. Put off all electronic items immediately after the experiment is over.
10. Use all equipments like microtome, microscopes, hot plate, oven etc. very carefully as these are very delicate and costly equipments.
11. Never put slides on slab directly.
12. Class work material is to be dealt with very carefully as some of these are very minute and transparent materials.
13. Never keep your reagent bottles open.
14. Close the bottles having stains immediately after taking a few drops.
15. Never return unused chemical to the reagent bottle.
16. Never point the open end of a test tube toward anyone in the lab.
17. Do not remove flammable/volatile materials from under the hood.
18. Call your teacher immediately in case of any accident.
19. Many common reagents for example, alcohol and acetone are highly flammable. Do not use them anywhere near open flames.
20. Always pour acids into water.
21. If chemicals come in contact with your skin or eyes flush immediately with copious amount of water and consult with your teacher.
22. All students must wear a lab coat at time of practical.
23. Always put off lights and fans while leaving the lab.

CODE OF CONDUCT FOR MICROBIOLOGY LAB

1. To be admitted to the laboratory, each student should wear laboratory coat and appropriate shoes.
2. Do not perform activities in the lab until you are given instructions by your laboratory instructor.
3. Keep working areas clear of all unnecessary items.
4. Never remove specimens, cultures, or equipment from the laboratory under any circumstances.
5. All materials, media, tubes, plates, loops, needles, pipettes, and other items used for culturing microorganisms should be sterilized by autoclaving. Otherwise, use commercially sterilized
6. If you spill or drop a culture or if any type of accident occurs, call the instructor immediately; place a paper towel over any spill and pour disinfectant over the towel; let the disinfectant stand for 15 minutes, then clean the spill with fresh paper towels.
7. If you cut or burn yourself while working, call the instructor immediately.
8. Report all broken glassware to the instructor.
9. Broken glass should be placed in a special sharps container for disposal and not in the trash container.
10. Before leaving the lab, make sure all items have been returned to their appropriate location.
11. Wash your hands thoroughly with antibacterial soap before leaving the laboratory.
12. Keep doors and windows closed during the lab session to prevent contamination from air currents.
13. Never place contaminated pipettes, loops, or articles on the bench top.
14. Never discard contaminated cultures, glassware, pipettes, tubes, or slides in the trash container.
15. Mouth pipetting is strictly prohibited; mechanical pipetting devices are required.
16. Cover any spills or broken culture tubes with a 70% ethanol or 10% bleach solution; then cover with paper towels.
17. Never eat or drink in the laboratory while working with microorganisms. Keep your fingers out of your mouth, and wash your hands before and after the laboratory activity.
18. Inoculating loops and needles should be flame sterilized in a Bunsen burner before you lay them down.

19. Treat all microorganisms as potential pathogens. Use appropriate care and do not take cultures out of the laboratory.
20. High concentration or large volumes of infectious agents are used. Such materials may be centrifuged in the open laboratory if sealed heads or centrifuge safety caps are used and if they are opening only in a biological safety cabinet.
21. Students are to tape closed bacterial plate cultures and then place them into the designated location for disposal. Students also are to place all capped bacterial broth cultures and slant tubes in the designated location for disposal.

CODE OF CONDUCT IN BIOTECHNOLOGY LAB

1. To wear an apron before you enter a laboratory for protecting the clothes that you wear.
2. Before starting work, clean the working table with disinfectants like 95% alcohol or dilute detergents like savlon or lyzol.
3. The table should have a notebook and only glass-wares and equipment that are needed.
4. When culture of an organism is spilt cover the area, treat it with ethyl alcohol (after putting off the Bunsen flame) or any other disinfectant for some time and then only clean the area.
5. When culture of an organism is spilt cover the area, treat it with ethyl alcohol (after putting off the Bunsen flame) or any other disinfectant for some time and then only clean the area.
6. Keep used liquid cultures, supernatants and glass-wares in autoclavable containers
7. Discard contaminated plates and plastic containers in autoclavable bags.
8. All culture tubes must be kept in upright position in baskets or stands.
9. Labelling of Petri plates, tubes, flasks, etc. should be done before starting an experiment.
10. Materials like chemicals, stains, reagent bottles, unused glass-wares, etc. must be replaced in their original place.
11. Never leave containers of chemicals open.
12. All microbial cultures should be handled with care.
13. Tools like scalpel, forceps, inoculation needles, etc. that come in contact with cultures or agar medium (sterile) should be sterilised by making the portion that goes into tube or Petri plate, red hot on Bunsen flame, cool in 95% alcohol and flame heat it by passing over the flame to burn off alcohol.
14. Clean microscope lens before and after use.
15. Do not pipette out broth cultures, concentrated acids and alkalies by mouth.
16. All culture tubes must be kept in upright position in baskets or stands.
17. Do not expose yourself to UV rays.
18. Turn off the Bunsen flame when it is not in use.
19. Keep the doors and windows closed while inoculating or during transfer of sterile cultures.
20. Toxic chemicals should be handled with precaution and while discarding used ones they should be discarded in labelled containers. Toxic chemicals, besides organic solvents,

include mercury compounds, some halogens, mutagenic chemicals, radioactive substances, etc.

21. Clean the table and inoculation chamber. Wash your hands and then only leave the laboratory.

CODE OF CONDUCT FOR FOOD & NUTRITION LAB

1. Wear a clean cotton overall and a head dress.
2. Tie up hair so that it does not fall into food.
3. Keep nails clean & short.
4. Wash hands with soap before starting work.
5. Organize the work to be done.
6. Prepare a work and time plan.
7. Use correct method and the proper sequence of operation.
8. Collect all ingredients and equipments required at the work counter.
9. Arrange work space and equipment in logical sequence of work.
10. Weight and measure ingredients accurately, to avoid waste.
11. Keep work area neat and clean and orderly.
12. All gas lines should be turned off.
13. Water points should be turned off and there are no overflowing containers.
14. No hot plate or any other heating device should be left on.
15. Reagent bottles should be returned to their respective shelves and working table should be free of clutter.
16. No bottle should be left uncapped and in particular those containing acids or other corrosive materials.
17. Remove all your laboratory protective clothing and safety gear such as lab coats, gloves, safety goggles, etc inside the lab before leaving laboratory.
18. Switch off lights, fan and other electrical facilities before leaving the lab.

CODE OF CONDUCT FOR HUMAN DEVELOPMENT LAB

1. Keep the laboratory clean, and hygienic.
2. Discipline is the key to success, maintain discipline.
3. Time is life. Be punctual.
4. Come in proper attire.
5. Save electricity. Switch off lights and fans when not in use.
6. Save water, turn off tap and keep the sink area clean.
7. Maintain social distancing, wear mask and bring sanitizer.
8. Teaching aids prepared should be safe for children, use eco -friendly materials in the aids. Don't use any kind of sharp, harsh, harmful chemical materials in preparing their educational teaching aids.
9. Students would be issued psychological tests by their concerned teacher and they must return them on time. They should not put any mark on them.
10. Establish rapport with your respondents and maintain its confidentiality.
11. Whenever any visit is planned for students they must reach on time and report the concerned teacher. They should maintain proper decorum.
12. Students must come well prepared in their laboratories and bring all the materials told to them by their concerned teacher.
13. Don't damage and destroy department property.
14. Keep your mobiles on silent mode in the department. Charging of mobile phones is not allowed in the department.

CODE OF CONDUCT FOR CLOTHING & TEXTILES LAB

1. Keep the laboratory clean, and hygienic.
2. Discipline is the key to success, maintain discipline.
3. Time is life. Be punctual.
4. Come in proper attire.
5. Save electricity. Switch off lights and fans when not in use.
6. Save water, turn off tap and keep the sink area clean.
7. Maintain social distancing, wear mask and bring sanitizer.
8. Sewing machines should be got issued before starting the work.
9. Printing blocks should be got issued and returned back in time.
10. All apparatus should be got issued for practicals by the lab incharge and returned back in proper condition.
11. Testing equipments should be used safely and cautiously.
12. Students must come well prepared in their laboratories and bring all the materials told to them by their concerned teacher.
13. Don't damage and destroy department property.
14. Keep your mobiles on silent mode in the department. Charging of mobile phones is not allowed in the department.

CODE OF CONDUCT FOR COMPUTER LABS

1. Remove Your Shoes while entering in Computer Labs
2. Maintain Silence in Lab
3. Shut Down Your System while Leaving the Lab
4. Eatables are not Allowed in Labs
5. Do Not Access Social Networking Websites in Labs
6. Do Not Damage Computer System or Peripheral Devices
7. Do Not Destroy Information Placed in System Drives
8. Mobile Phones are not allowed in Computer Labs
9. Arrange your Chair properly Before Leaving the Lab
10. Wear your ID Cards
11. Do not bring your bags in computer labs
12. Do Not Open/Change System Files

CODE OF CONDUCT FOR GYM

1. Do not start Gym exercises without warming up.
2. Maintain discipline in the Gym.
3. Always do Gym training putting on the shoes.
4. Sanitize your hands before and after gym training.
5. Enter in register time of entry and exit in the Gym.
6. Do not talk on mobile in the Gym.
7. Use ear phones if required.
8. Do not put your shoes against the wall while standing.

CODE OF CONDUCT FOR YOGA HALL

1. Remove your shoes outside the Yoga hall.
2. Do not start Yogasanas without warming up.
3. Maintain discipline in the Yoga hall.
4. Maintain cleanliness in the Hall.
5. Use Yoga mats carefully.
6. Sanitize your hands before and after Yog practice.
7. Enter in register time of entry in the Yog hall.
8. Do not talk on mobile in the Yog Hall.
9. Maintain silence in the Yog hall.
10. Beginners are suggested to exercise under the supervision.
11. Do not put your shoes against the wall while standing.

CODE OF CONDUCT FOR NATUROPATHY LAB

1. Maintain discipline in the Naturopathy Lab.
2. Maintain cleanliness in the Lab.
3. Apparatus must be used with precautions in the Lab.
4. Sanitize your hands before and after the use of lab.
5. Enter in register time of entry and exit in the lab.
6. Do not talk on mobile in the Lab.
7. Maintain silence in the Lab.
8. Beginners are suggested to use the lab under the supervision.

CODE OF CONDUCT FOR MUSIC INSTRUMENTAL LABS

1. Remove your shoes outside the department and ensure that they are kept on the shoe rack.
2. Do not cross over musical instruments.
3. Students are not allowed to eat or drink in the department.
4. Use of mobile is strictly prohibited.
5. After using instruments place them back in the almirah, in their proper place.
6. Students will tune the instruments only under the supervision of the teacher or the lab instructor .
7. Students conduct in the department with their teachers, seniors & juniors should be polite & humble.

CODE OF CONDUCT FOR MUSIC VOCAL LABS

1. Students should report to the concerned teacher as per the time table schedule.
2. All the students are required to arrive at least 5 minutes prior to the commencement of the class.
3. Remove and put your shoes in the shoe rack placed outside the lab.
4. During class, all students must ensure their cellular devices are silent.
5. Do not spread litter in the classroom and use dustbin.
6. Maintain perfect silence in the Music lab.
7. Show proper respect to the teachers and carry out their instructions most faithfully.
8. Exhibit fine manners and excellent behavior, use decent language, be courteous and polite in dealing with fellow students and teachers as this would add to your own credit.
9. Sanities^{do} your hands before and after using instruments.
10. For reason of hygiene, cleanliness and safety it is fore bidden to eat in the music vocal labs .
11. Come dressed up in simple attire and don't apply excess cosmetics.
12. Do not damage the instruments else strict disciplinary action will be taken.
13. Damage to the college property will not be condoned under any circumstances.
14. Always keep a scarf or dupatta with you to cover your heads during practice of college shabad or kirtan in the lab.
15. Don't try to tune manual tanpura in absence of the teacher.
16. Don't leave your precious material in the music lab.
17. Student should not leave the lab/class till the period is over.
18. Abide by all the rules and regulations and instructions issued by the college.
19. Switch off electronic tanpura, lights and fans before leaving the lab.
20. Practical notebooks should be maintained neatly by the students and must be kept with them for the practical exams.

CODE OF CONDUCT FOR FUNCTIONAL ENGLISH LAB

1. The lab is an academic resource. As such, please respect the needs of others by not monopolizing the equipment for non-academic use.
2. You must be considerate of other users. Privacy and concentration are important in the lab. If you need to talk to somebody, please do so in a way that does not disturb other users.
3. Lab staff is not responsible for any belongings left in the lab. Please make sure you take your belongings with you when you leave.
4. Attempting to damage or destroy equipment will not be tolerated and the student will be heavily fined.
5. No smoking, drinking or eating is allowed in the lab.
6. You are expected to leave the lab in the same condition as you found it. This includes putting chairs and headphones back in place and switching off your equipment at your workstation.

CODE OF CONDUCT FOR PSYCHOLOGY LAB

1. Students are expected to maintain discipline while working in the lab.
2. No student will be allowed to use the tests without the prior permission of the lab in charge.
3. Tests will have to be got issued by the lab attendant.
4. Return of test should be made timely to avoid any inconvenience.
5. After the lab work has been done, students should keep back the tests in the designated place.
6. Working tables and stools should be put back in place before leaving the lab.

CODE OF CONDUCT FOR GEOGRAPHY LAB

1. Be on time; familiarize yourself with all lab procedures before doing the lab exercise.
2. Lab equipment and supplies are not to be removed from the lab.
3. All materials must be signed out by the lab attendant on duty.
4. The lab materials will be issued for the lab only and must be returned in time.
5. After performing the lab exercise, the lab material must be kept on its particular place.
6. Do not damage the lab material otherwise it will be punishable.
7. Keep the lab clean.
8. Do not waste written and drawing sheets.
9. Never experiment on your own.
10. Food and drink consumption is not allowed.
11. Theft of Geography department property will not be tolerated.

CODE OF CONDUCT FOR FINE ART LAB

1. Students are expected to be disciplined. Do not disturb others and be polite while working in the lab.
2. Collect assigned work and materials calmly.
3. Always come to the class with complete preparation for the activity.
4. It is mandatory to give your full attention to the class while teacher is taking class.
5. Follow all instructions given by your teacher.
6. Have a good attitude and use positive language.
7. Use material in the art room safely.
8. Leave your work station clean and in good order before leaving the laboratory.
9. Do not leave your assigned laboratory station without permission of the teacher
10. Learn how to transport all materials and equipment safely.
11. Be creative and use technology appropriately.
12. Turn your mobile phones off during the class.

EATING OR DRINKING IS NOT ALLOWED IN THE LAB AT ANY TIME