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## Guidelines for Lab Maintenance

### 1. Introduction

These guidelines outlines the procedures for maintaining laboratories within ITM University, Gwalior. It ensures that all labs are managed effectively to support academic and research activities.

### 2. Objectives

- Ensure the cleanliness and safety of all labs.
- Maintain accurate records of equipment and materials.
- Regularly update lab manuals and experiment lists.
- Ensure compliance with university and regulatory standards.

### 3. Responsibilities

- **Lab Assistants:** Maintain cleanliness, update records, ensure equipment functionality, ensure compliance with SOP, prepare quarterly reports..
- **Faculty Members:** Supervise experiments, ensure manuals are current, provide guidance to lab assistants.
- **HOD/Dean:** Direct faculty members towards their responsibilities and personally ensuring the labs are maintained by the stakeholders as per the guidelines.

### 4. Procedures

#### 4.1. Lab Cleanliness

- Clean all surfaces daily before and after lab sessions.
- Dispose of waste materials according to university guidelines.
- Ensure all chemicals and reagents are stored properly.

#### 4.2. Equipment Maintenance

- Regularly inspect equipment for functionality and safety.



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- Calibrate instruments as per manufacturer's instructions.
- Report any malfunctioning equipment to the lab coordinator immediately.

#### **4.3. Stock Register**

- Maintain separate registers for consumables and non-consumables.
- Record every item received and issued with complete details.
- Conduct a monthly stock audit and update the register accordingly.

#### **4.4. Lab Manuals and Experiment Lists**

- Ensure lab manuals are updated annually.
- Display the list of experiments prominently in the lab.
- Review and update the experiment list each semester.

#### **4.5. Attendance and Logbook**

- Maintain a daily attendance record of all students and staff.
- Record the details of experiments conducted in a logbook.
- Ensure the logbook is signed by the faculty member supervising the lab.

#### **5. Safety Protocols**

- Follow all safety guidelines as per university and regulatory standards.
- Conduct regular safety drills.
- Ensure all lab users wear appropriate personal protective equipment (PPE).

#### **6. Reporting**

- Lab assistants must report any issues or irregularities to the HoD/Dean immediately.
- Lab assistants must prepare and submit quarterly reports to the Dean's office: on 31 May, 31 Aug, 30 November and 28/29 February every year.





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## 6. Physical Inspection

- The labs will be physically inspected by a committee appointed by the Vice Chancellor twice a year: May15-30, 2024 and Dec 15-30, 2024.
- Vice Chancellor/Dean Academics will form the committee.

### Quarterly Report Format

ITM University, Gwalior

### Laboratory Quarterly Report

Department: \_

Lab Name: \_

Reporting Period: \_\_\_\_

#### 1. General Information

- Lab Assistants: \_\_\_\_

#### 2. Stock Register Summary

- Total Consumables Added: \_
- Total Consumables Used: \_\_\_\_
- Total Non-Consumables Added: \_\_\_\_
- Total Non-Consumables Issued: \_\_\_\_

#### 3. Equipment Status

- New Equipment Added: \_\_\_\_
- Malfunctioning Equipment:
- Repaired Equipment: \_

#### 4. Lab Manuals and Experiment Lists

- Manuals Updated: [Yes/No]
- Manual uploaded on Prabandh: [Yes/No]
- New Experiments Added: \_\_\_\_
- Experiments uploaded on Prabandh: [Yes/No]
- Experiments Removed: \_\_\_\_



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**5. Attendance and Usage (Attach Sheet-Details should be visible course-wise and semester-wise)**

- Total Student Attendance: \_
- Total Faculty Attendance: \_
- Number of Experiments Conducted: \_

**6. Safety Incidents**

- Incidents Reported: \_
- Corrective Actions Taken: \_\_

**7. General Observations**

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**8. Recommendations**

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Prepared by: \_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_

  
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