



JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST

REENA MEHTA COLLEGE

of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES

Affiliated to University of Mumbai | NAAC Accredited B Grade with 2.41 CGPA | ISO 9001:2015 | Gujarati Linguistic Minority
Section 2 (f) of the UGC Act 1956

Standard Operating Procedure (SOP)

Science Lab

Scope - This SOP aims to provide guidance to the faculty of Reena Mehata college, Students and visitors who visit the laboratory.

Aim – SOP are written instructions that details the steps to be performed during a given experimental procedure and include information about potential hazards and how these hazards will be mitigated.

Importance of Science Lab :-

- Laboratory is considered as one of the most important sections in the institutes.
- It provides various practical experiences starting from the theory of Physics, Chemistry, zoology and Biology.
- It provides training in observation ,prompts the consideration ,application of detailed, contextualized information and cultivates students' curiosity about science.

1) Duties and Responsibilities of Lab Technician :-

- Each lab will have one lab assistant and peon.
- The duties include cleaning, sterilizing and maintaining laboratory equipment , cleaning the laboratory space and ensuring compliance with safety rules and regulations.
- Lab in-charges needs to ensure a laboratory operates smoothly by scheduling staff, recording supplies and maintaining all security protocol standards.

2) Admission into the Science Lab :-

- Only enrolled students in academic programs are allowed to use the science lab.
- The students must wear all required personal protection equipment such as chemical splash, goggles, gloves and apron as instructed by the teacher.

3) Operating Hours –

- Science labs will be open on all working days 7:30 am to 2:00 pm
- Early closing during maintenance work will be posted on the door in advance in the individual labs.
- Register is maintained in each individual lab to record the students and faculty entry, exit time in the lab.

4) Common Laboratory Safety Issues :-

- Incidents at other institutions.
- Storage of combustible materials near the ceiling .
- Incomplete/improper labeling of liquid waste containers.
- Poor labeling of stock solution or secondary containers.
- Faded labels or labels falling off.





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5) Do And Don't in Science Lab :-

- Do wear eye protection.
- Do practice fire Safety.
- Do handle glassware safely.
- Do practice electrical safety.
- Don't Eat or Drink in the lab.

7) Policy :-

- Act responsibly in the science lab.
- Follow all the written and verbal instructions carefully.
- Never work alone under any circumstances in the lab.
- Don't touch equipment or chemicals in the lab until the teacher gives instructions.
- Know locations of laboratory safety showers, eye washers and fire extinguishers.
- Know emergency exit routes.

8) Lab Capacity :-

- Lab 1 - 40 students .
- Lab 2 - 40 students

