

Laboratory Policy 2022



GOVERNMENT COLLEGE OF EDUCATION

Institute of Advanced Studies in Education

CLUSTER UNIVERSITY, SRINAGAR

Maulana Azad Road Srinagar (J&K)

(NAAC RE-ACCREDITED GRADE "A" (CGPA 3.24))

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1. Laboratory Policy: Overview

Name of the institution	Institute of Advanced Studies in Education, Govt. College of Education, Srinagar.
Nature of the Institution	Teacher Education/Professional.
Affiliation	Constituent College of "Cluster University Srinagar"
Name of Labs.	1. Geography Lab. 2. Psychology Lab. 3. ICT Lab. 4. Science Lab. 5. Language Lab. 6. Art Lab. 7. ECCE Lab
Policy Prepared by	All HODs, IQAC Team, Alumni Members: 1. Prof. Bashir Ahmad Bhat. 2. Prof. Gurmeet Kour. 3. Prof. Manzoor Wazir.
Policy Approved by	Prof. (Dr.) Seema Naz, Principal IASE, GCOE, Srinagar.
Preparation Year	2022

2. **Introduction:** Being a professional institution, this college is committed to provide a suitable laboratory environment for participative and experiential learning for the students. The institution envisions to provide a laboratory environment which is safe, secure, healthy and progressive by maintaining highest standards of maintenance and upgradation. The policy shall apply to all the users of laboratories of the college, i.e., Teachers, Laboratory Assistants/Technicians and students.

3. **Policy Objectives:** This framework is prepared with the following objectives:

- To involve the learners in practical understanding so as to enhance their quality of participative and experiential learning.

- To establish standards for all the users of the laboratories, i.e., teachers, laboratory assistants, and students with regard to maintenance and upgradation of the laboratories.
- To encourage upgradation of laboratories as per the changing policies and need of the community.

4. Laboratory Objectives:

All the above mentioned labs are smoothly functioning with focus on the following major objectives:

SN	Name of the Lab.	Major Objectives
1	<i>Geography Lab</i>	<ul style="list-style-type: none"> ✓ To train the learners in the preparation/interpretation and use of different learning resources such as maps, globes, charts, models, atlases, and teaching learning resources, etc. ✓ To train the learners in field surveying through GPS, plane table, field studies, etc. ✓ To develop appropriate skills/methods required for teaching geography effectively in the school education. ✓ To develop power of observation and field exploration among the learners.
2	<i>Psychology Lab</i>	<ul style="list-style-type: none"> ✓ To acquaint the prospect teachers with various tools for measurement of relevant dimensions of performance (Achievement, Intelligence, Attitude, Aptitude, interest, Motivation, Personality, etc. ✓ To develop the skill for administering and interpreting various tests. ✓ To utilize data to ensure balanced development of learners in the school system.
		<ul style="list-style-type: none"> ✓ To develop insight and skills among the learners

3	<i>ICT Lab</i>	<p>regarding information and communication technology and its use in teaching learning process.</p> <ul style="list-style-type: none"> ✓ To develop competency regarding how to leverage ICT in teaching learning process. ✓ To acquire knowledge and skills to deal with daily problems of life using ICT.
4	<i>Science Lab</i>	<ul style="list-style-type: none"> ✓ To identify the existence of scientific methods and interrelationships between science and technology. ✓ To provide first-hand experience in observation and manipulation of the materials of science. ✓ To understand the nature of science-scientific enterprise, scientists and how they work.
5	<i>Language Lab</i>	<ul style="list-style-type: none"> ✓ To develop four basic pillars of English, Urdu and Hindi languages among the learners, i.e, Listening, Speaking, Reading, Writing. ✓ To develop phonetics, pronunciation and vocabulary among the learners. ✓ To develop soft skills among the learners and to strive for their overall personality development.
6	<i>Art Lab</i>	<ul style="list-style-type: none"> ✓ To improve the imagination skill in entertainment. ✓ To give the students artistic outlook. ✓ To enrich interest and personal experience for art.
		<ul style="list-style-type: none"> ✓ To enable a sound foundation for physical and motor development of children. ✓ To enable children for effective communication and foster both receptive and expressive language.

7	<i>ECCE Lab</i>	<ul style="list-style-type: none"> ✓ To promote development and integration of the senses, stimulate intellectual curiosity and develop conceptual understanding of the world around by providing opportunities to explore, investigate and experiment. ✓ To enhance development of pro-social skills, social competence and emotional well-being. ✓ To develop sense of aesthetic appreciation and stimulate creative learning processes.
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5. Policy for the Maintenance and Upgradation of Laboratories:

Our institution has a well-defined policy for the maintenance and upgradation of all the laboratories. From purchase of items to utilization and to upgradation and maintenance of stock, all the stakeholders are coordinating with each other in order to provide best possible services to the students.

Purchase: As per the need of students, the concerned HOD submits requisition for the procurement of required equipments/instruments to Principal of the institution. The principal calls advisory committee to examine the submitted requisitions for further action. After getting approval from the Principal, the purchasing committee of the institution has been directed to purchase the required equipments/instruments through Government E-Marketing (GEM) under rules. All the codal formalities regarding the purchase are followed in letter and spirit.

Use, Maintenance and Upgradation: Laboratory assistants have been instructed for proper placement and display of equipments in all the laboratories. Special attention has been given to proper placement of glassware and chemicals in order to avoid any harm to the students. Laboratory assistants have been instructed to check the condition of the equipments before and after their use. Before performing any practical, the concerned teacher provides necessary instructions to the students and the laboratory assistants regarding the handling of equipments/instruments. Due care is taken to handle chemicals and glassware. Regular checking of the electric equipments are done by the concerned

teachers and the laboratory assistants. In case of upgradation of laboratories, the concerned head of the department as per the need submits a proposal to the Principal. The Principal along with the advisory committee examines the proposal before its approval or sanction.

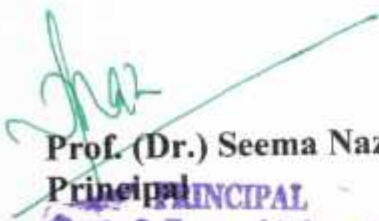
During practical work, the students have been instructed to adhere to the following instructions:

- Instruments are allowed to use by the students under the instruction and supervision of the teachers concerned.
- Don't attempt unauthorized experiments or procedures.
- Students must read and understand the precautionary notes of the equipments before using them.
- Students must stay inside the laboratory only during lab classes.
- 75% attendance is compulsory for all the students in practical classes.
- Attendance and performance during practical classes will be assessed for the internal assessment of practical part.
- Students have to record their experiments or practical work in their notebooks during the lab classes.
- Students are allowed to use only those apparatus which are related to the allotted experiment or practical.
- Equipments borrowed for practical work particularly for field surveying should be returned immediately upon completion of the task with the concerned laboratory assistant.
- Don't touch acids and volatile liquids without the permission and procedure given by the teacher.
- While dealing with the acids, chemicals and electric appliances, follow the instructions of the teacher.
- Experiments involving the use of boiling water, acids, heaters, electric appliances, and the like must be performed with utmost care so as not to get burned or harmed.
- Don't taste and smell any liquid available in the laboratory.
- Don't eat or drink anything in the lab at any time.
- Illegal copying of software is prohibited.

- Students shouldn't write anything on the allotted maps, topo-sheets, equipments, desks, tables, etc.
- Always dispose all kinds of waste and broken glassware in proper containers.
- Cleanliness should be maintained in the labs at all times.
- Don't put solids in the sinks.
- Don't scratch or mishandle computer screens, IFPDS, wires or any other item.
- Always wash your hands before leaving the lab.
- After completing a practical, keep all the used equipments/items on the already placed locations.
- Electric appliances are to be turned off and unplugged after use.

Maintenance of Stock Register:

- The stock register of the lab is maintained, verified and recorded by the laboratory assistant along with Concerned HOD.
- Any harm to any equipment/instrument is reported by the laboratory assistant to the concerned HOD for its effective and timely redressal.


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No:- GCOE/IASE/22/2842

Dated: 30/12/2022