

# JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

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## POLICY ON LABORATORY MAINTENANCE

Jaypee University of Information Technology (JUIT) has separate teams for the overall maintenance of laboratories. The responsibilities are shared amongst well trained personals in each maintenance section. Hence the laboratory policy includes some standard operating procedures (SOPs), which are followed to maintain a healthy work atmosphere. In addition, each laboratory is free to develop additional SOPs to address various toxicological, regulatory, hazard identification measures, etc. For departmental projects, the concerned Principal Investigator (PI) can issue some temporary project guidelines to the laboratory supervisor during the period of implementation of the project. The following are the special highlights of JUIT laboratory policies:

### **General:**

1. The JUIT Maintenance comprising of qualified technical persons and staff such as plumbers, electricians, carpenters, mechanics, etc look after the general problems related to laboratories.
2. The maintenance of laboratory water supply and drainage lines are undertaken as per the monthly schedules allocated by qualified supervisors.
3. The maintenance of accessories like generator sets, UPS assembly, general lighting, special power distribution lines for equipments, etc are also done on regular basis in order to provide uninterrupted supply to laboratories.
4. Adequate number of staff is employed to maintain hygiene and cleanliness of laboratories. Dustbins are available in laboratories as well as in every floor to dump waste.
5. Annual maintenance contract (AMC) is renewed every year for major equipments. For small equipments, on-demand maintenance is requisitioned.
6. The non-teaching staffs attached to a laboratory maintains the stock record, which is annually verified by designated team of faculty under the supervision of a senior faculty. The equipments/consumables related to projects are separately maintained by the laboratory staff.



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7. JUIT allocates a portion of its budget for the above maintenance activities.

### Specific:

1. Ignitable/Corrosive/Reactive/Toxic chemicals are listed by laboratory supervisors and placed in specially designed cabinets.
2. Chemical and biowastes are hazardous in nature; hence their disposal is specially monitored by team of faculty and non-teaching staff.
3. Proper training for the usage of hazardous chemicals is given to students working in the laboratories.
4. Fire safety gadgets are under regular inspection by JUIT staff.
5. Compressed gases in pressurized cylinders are stored in a secure and upright chained position. A cylinder cart is used for transportation. Proper regulators are used to tap the gas for experimental work.
6. Students are advised to use apron, gloves and mask during their experimental work.
7. A handy first aid box is made available to the students/staff/faculty for emergency situation in laboratory

Signature		
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