

**Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education,
Karvenagar, Pune - 411052**

**Resource mobilization policy
documents (All lab policies)**



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INDEX OF LABORATORIES POLICIES

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SOP FOR NURSING FOUNDATION LABORATORY

1. The concern faculty or inventory monitor has to write in utility register whenever they are using lab for demonstration procedure or practice purpose.
2. Issue the items in the presence of concerned lab in charge.
3. All the articles should be replaced and arranged properly after doing the procedures.
4. No one is allowed to sit on the bed in foundation laboratory.
5. Any loss or breakage of any articles, mannequin should be informed to the demonstration incharge or class coordinator immediately by the concern person.
6. Incharge faculty should check inventory regularly. Inventory monitors should check inventory regularly.
7. Written application should be submitted to concern inventory incharge before taking the articles from other department.
8. The concern faculty and students will be responsible for demonstration room neatness after the demonstration.
9. After the demonstration, the room keys should be replaced in the office immediately.
10. Close the windows, switch off the lights and fans before locking the foundation laboratory.
11. Conduct yourself in a responsible manner at all times in the laboratory. Don't talk aloud or crack jokes in lab.
12. Students should dress properly before entering the lab. Long hair (chin-length or longer) must be tied back.
13. Do not wander around the room, distract other students, startle other students or interfere with the laboratory experiments of others.
14. Maintain the cleanliness.
15. Before starting laboratory work, follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask your concern teacher before proceeding with the activity.
16. Students are not allowed to work in laboratory alone or without presence of the teacher.

17. Follow biomedical waste management.
18. Do not use betadine, iodine, lubrication, or any other solutions or ink on or near any manikin
19. No needles or sharps to leave the lab at any time under any circumstances. If a needle stick or other injury occurs, please notify to concerned faculty member immediately.
20. Report all accidents, injuries, and breakage of glass or equipment to instructor immediately.
21. Keep pathways clear by placing extra items (books, bags, etc.) on the shelves or under the work tables. If under the tables, make sure that these items cannot be stepped on.
22. Do not taste or smell chemicals.
23. Unauthorized experiments or procedures must not be attempted.
24. Keep solids out of the sink.
25. Leave your work station clean and in good order before leaving the laboratory.
26. Do not lean, hang over or sit on the laboratory tables.
27. Do not leave your assigned laboratory station without permission of the teacher.
28. Learn the location of the fire extinguisher, eye wash station, first aid kit and safety shower.
29. Follow all instructions given by faculty.
30. Learn how to transport all materials and equipment safely.
31. No eating or drinking in the lab at any time.
32. Dispose of any waste created in the lab properly. Make sure you know how to dispose of everything you plan on using in a lab before you get started.
33. Foundation laboratory is under CCTV surveillance.

Sign of Lab incharge



Sign of Principal

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SOP FOR ANATOMY LABORATORY

These rules aim to provide a general understanding of laboratory safety. The rules will familiarize students to work safely in a laboratory environment and as a preventive measure for accidents or incidents.

1. No food or drinks allowed.
2. Keep laboratory area clean, neat and uncluttered.
3. Turn off lights & fans after use.
4. Ensuring anatomical parts are placed correctly back into model.
5. Concern teacher should brief students on laboratory safety general regulations during the first laboratory lesson in the year; Ensure students have clearly read and understood the laboratory safety regulations.
6. All cupboards, with glass doors or metal doors or other types are labeled to assist in identification of its contents.
7. Prior taking of any item from anatomy lab, a written application should be handed over to the lab incharge mentioning the details of date, time and class issued for.
8. Any item taken from anatomy laboratory should be handle properly and replaced before or on the last day.
9. In case of any breakage or loss of item that should be reported to lab incharge and same item must be replaced before 15 days, or amount equivalent to the cost & postage or handling charges should be paid to the collage.
10. If changes found in fluid color of specimen jars, it should be immediately changed with Formalin & water 1:10
11. Anatomy lab articles if not replaced on last date, Rs10 should be fined per day.
12. Key should be kept in office and will be issued by office staff after permission of lab incharge.
13. Give explicit instructions, highlighting certain safety precautions to be exercised by students where appropriate, before students begin their laboratory work
14. Record and report all incidents/accidents that occur in the laboratory.

Skeletal Models

Skeletal models are hung from a moveable base of wheels. Each model has its own considerable weight and is unstable, thus there is a tendency to topple over if moved too forcefully.

1. Care must be taken when transporting the skeletal models around the room.
2. Permission has to be granted if a model has to be taken outside the Anatomy Laboratory.


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SOP For Maternal And Child Health Laboratory

1. Keep M.C.H. lab clean and tidy.
2. Before taking door key of M.C.H. lab, strictly inform to M.C.H. lab Incharge and make entry in the notebook.
3. Any articles taken from the M.C.H. lab, a written application should be handed over to the lab incharge mentioning the details of date, time and class issued for.
4. In case of any breakage or loss of articles should be reported to the lab Incharge and same item must be replaced before 15 days.
5. While replacing articles of M.C.H. lab it should be clean and all the articles should be counted properly and signature should take from lab Incharge.
6. All items should be taken only during college hours in presence of M.C.H. lab Incharge (Pelvis & Skull)
7. Switch off the lights, close the windows and fan before locking M.C.H. lab.
8. After using the lab key should be replaced to office immediately.
9. Be aware you are under CCTV surveillance.



Sign of Lab Incharge

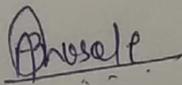


Sign of Principal

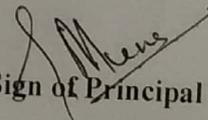
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SOP For Community Health Nursing Laboratory

1. Keep community lab clean and tidy.
2. Before taking key of CHN lab strictly inform the CHN lab in charge and make entry in the notebook.
3. Written application should give to the lab in charge before taking any articles from CHN lab. (Mentioning the details of date, time, list of articles and class issued for.)
4. All items should be taken only during college hours, in presence of CHN lab in charge or class co coordinator (in absence of CHN lab incharge).
5. In case of any breakage or loss of articles should be reported to lab incharge and same items must be replaced within 15 days.
6. While replacing articles of CHN lab it should be clean and all articles should be counted properly.
7. While replacing articles signature should be taken from lab in charge.
8. CHN inventory monitor should check articles regularly in presence of community lab in charge.
9. Switch of the lights close the windows and fan before locking the CHN lab.
10. After using the lab key should be replaced to office immediately.
11. Be aware you are under CCTV surveillance.



Sign of Lab Incharge

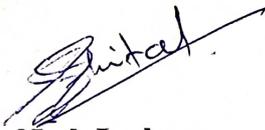


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Sop For Nutrition Laboratory(2020-21)**

1. Before entering in the nutritional lab everyone have to remove the shoes outside.
2. Clean, dry and replace the articles after the procedure.
3. Before taking cupboard key of nutrition lab strictly inform to nutritional lab Incharge and make entry in the notebook.
4. Any articles and utensils taken from the nutrition lab, a written application should be handed over to the nutrition lab Incharge.
5. Use Cap while cooking food in Nutrition lab.
6. In case of any damage or loss of articles and utensils, it should be reported to the lab Incharge and fine should be paid by respective class or students.
7. While replacing the nutrition articles and utensils, it should be clean and all the articles should be counted properly and sign should taken from the nutrition lab Incharge.
8. Follow biomedical waste management.
9. Ensure knob of cylinder and gas stove if off when leave the lab
10. Ensure the electric appliances are switched off when leave the lab.



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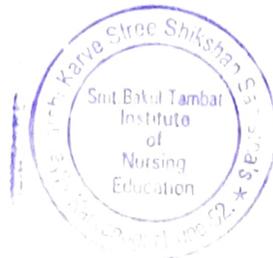
SOP FOR AUDIO VISUAL AIDS ROOM

Students need to be acquainted with the rules before embarking on any A.V. aids room utilization. Rules must be strictly adhered to in the A.V. aids room areas.

1. No food or drinks allowed.
2. Keep A.V. aids room area clean, neat and uncluttered.
3. Turn off lights & fans after use.
4. Ensuring particular A.V. aids are placed correctly back into place.
5. Concern teacher should brief students on A.V. aids safety general regulations during the first A.V. aids room lesson in the year. Ensure students have clearly read and understood the A.V. aids room safety regulations and signed on the relevant indemnity forms
6. Prior taking of any item from A.V. aids room; a written application should be handed over to the A.V. aids room incharge mentioning the details of date, time and class issued for.
7. Mention all details in A.V. aids utility register.
8. Any item taken from A.V. aids room should be handling properly and replaced before or on the last day.
9. In case of any breakage or loss of item that should be reported to A.V. aids incharge and same item must be replaced within 15 days, or amount equivalent to the cost & postage or handling charges should be paid to the college.
10. Care must be taken when transporting the models around the room or outside the room.
11. Permission has to be granted if a model has to be taken outside the room.
12. If A.V. aids are not replaced on time as per the application, Rs10 should be fined per day.
13. A.V. aids' room key should be kept in office and will be issued by office staff after permission of A.V. aids room incharge.
14. Record and report all incidents/accidents that occur in the A.V. aids room.
15. Give your feedback regarding the A.V. aids room utilization at least once in a month in feedback register.



A.V. Aids room Incharge



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