



Committed to developing "Conscientious, Confident & Caring quality nursing professionals"  
MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S

**Smt. Bakul Tambat Institute of Nursing Education**

(Affiliated to MSBNPE, MNC, MUHS & INC, NAAC Accredited) 'A' Grade



## Criterion VI

### Governance, Leadership and Management

(2024-2025)

#### 6.4 Financial Management and Resource Mobilization

##### 6.4.1 Procedures for optimal resource utilization

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Karvenagar, Pune – 411052**

**INDEX OF LABORATORIES POLICIES**

<b>Sr.no.</b>	<b>Name of laboratory</b>
<b>1</b>	<b>SOP's of Advanced lab</b>
<b>2</b>	<b>SOP's of Foundation lab</b>
<b>3</b>	<b>SOP's of MCH lab</b>
<b>4</b>	<b>SOP's of CHN lab</b>
<b>5</b>	<b>SOP's of Nutrition lab</b>
<b>6</b>	<b>SOP's of Clinical lab</b>



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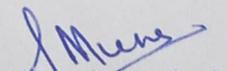
**SOP FOR NURSING ADVANCED LABORATORY**

1. The concerned faculty or inventory monitor has to write in the utility register whenever they are lab for demonstration procedure or practice purposes.
2. Issue the items in the presence of the concerned lab in charge.
3. All the articles should be replaced & arranged properly after doing the procedure.
4. No one is allowed to sit on the bed in the advanced laboratory.
5. Any loss or breakage of any articles, the mannequin should be reported to the demonstration in charge or class coordinator immediately by the concerned person.
6. In-charge faculty should check the inventory regularly. Inventory monitors should check the inventory regularly.
7. Written application should be submitted to the concerned inventory Incharge before taking the articles from another department.
8. The faculty and students will be responsible for the demonstration room's 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 advanced laboratory.
11. Responsible, conduct yourself at all times in the laboratory. Don't talk aloud or crack jokes in the 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 experiment 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 teacher before proceeding with the activity.

16. Students are not allowed to work laboratory alone or without the presence of the teacher.
17. Follow biomedical waste management.
18. Do not use Betadine, 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 the instructor immediately.
21. Keep pathways clear by placing extra items (books, bags, etc) on the shelves or under the work tables. If under the table, make sure that these items cannot be stepped on.
22. Do not taste or smell chemicals.
23. Unauthorised 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 from 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 the faculty.
30. Learn how to transport all materials and equipment safely.
31. No eating or drinking in the lab at any time.
32. The Advanced laboratory is under CCTV surveillance.



Sign of lab Incharge



sign of principal  
**PRINCIPAL**

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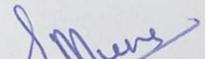
**SOP FOR NURSING FOUNDATION LABORATORY**

1. The concerned faculty or inventory monitor has to write in the utility register whenever they are lab for demonstration procedure or practice purposes.
2. Issue the items in the presence of the concerned lab in charge.
3. All the articles should be replaced & arranged properly after doing the procedure.
4. No one is allowed to sit on the bed in the foundation laboratory.
5. Any loss or breakage of any articles, the mannequin should be reported to the demonstration in charge or class coordinator immediately by the concerned person.
6. In-charge faculty should check the inventory regularly. Inventory monitors should check the inventory regularly.
7. Written application should be submitted to the concerned inventory Incharge before taking the articles from another department.
8. The faculty and students will be responsible for the demonstration room's 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. Responsible, conduct yourself at all times in the laboratory. Don't talk aloud or crack jokes in the 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 experiment 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 teacher before proceeding with the activity.

16. Students are not allowed to work laboratory alone or without the presence of the teacher.
17. Follow biomedical waste management.
18. Do not use Betadine, 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 the instructor immediately.
21. Keep pathways clear by placing extra items (books, bags, etc) on the shelves or under the work tables. If under the table, make sure that these items cannot be stepped on.
22. Do not taste or smell chemicals.
23. Unauthorised 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 from 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 the faculty.
30. Learn how to transport all materials and equipment safely.
31. No eating or drinking in the lab at any time.
32. The Foundation laboratory is under CCTV surveillance.



Sign of lab Incharge



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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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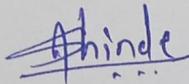
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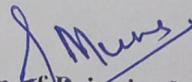
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**SOP For Community Health Nursing Laboratory**

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



Sign of Principal  
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**SOP FOR NUTRITION LABORATORY**

**AIM**

To acquire knowledge of nutrition for maintenance of optimum health at different stages of life and its application for practice of nutrition.

**OBJECTIVE**

1. To prepare different type of normal and therapeutic diet according to principles of food preparation.
2. To use variety of cooking techniques in the preparation of meal.
3. To prepare food under safe and proper sanitary conditions.
4. To use nutrition knowledge to prepare meal according to individual needs.
5. To work individually and in group in a well-organized and cooperative manner.
6. To calculate and analyse nutritional supply of different food preparations.

## RULES AND REGULATION OF NUTRITION LAB

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. 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.
6. While replacing the nutrition articles and utensils, it should be clean and all the articles should be counted properly and sign should take from the nutrition lab incharge.
7. Follow biomedical waste management.
8. Ensure knob of cylinder and gas stove if off when leave the lab
9. Ensure the electric appliances are switched off when leave the lab.

  
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Sign of Principal

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**SOP FOR PRE-CLINICAL LABORATORY**

**General Laboratory Rules**

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.

**Students need to be acquainted with the rules before embarking on any laboratory procedures. Rules must be strictly adhered to in the laboratory areas.**

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 and signed on the relevant indemnity forms.
6. 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.
7. Any item taken from anatomy laboratory should be handle properly and replaced before or on the last day.
8. 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.
9. If changes found in fluid color of specimen jars, it should be immediately changed with Formalin & water 1:10
10. Anatomy lab articles if not replaced on last date, Rs10 should be fined per day.
11. Key should be kept in office and will be issued by office staff after permission of lab incharge.
12. Give explicit instructions, highlighting certain safety precautions to be exercised by students where appropriate, before students begin their laboratory work
13. 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.

## **Labelling of cupboards**

All cupboards, with glass doors or metal doors or other types are labelled to assist in identification of its contents.

*Nudak*

**Lab Incharge**

*Mens*

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