

GENERAL GUIDELINES AND REGULATIONS FOR LABORATORY

SCOPE: Govt. Hnahthial college laboratory policy is applicable to faculty members, staff, students and concerned departments incharge of the college laboratories , both Language and Geography laboratory.

OBJECTIVES : Govt. Hnahthial College has constituted measures and guidelines with an objective to promote and ensure the efficient functioning of the college laboratory for students, faculty members and staff. The departments in charge of Geography Lab (Geography Department) and Language Lab (English Department) is also entrusted with the task monitoring the laboratory functions and infrastructure, failure of which is to be addressed and reported both to the Infrastructure & Learning Resources cell, and the Principal. There must be strict adherence of rules and regulations, with an objective of good functioning and maintenance of the laboratory infrastructure and activities.

Attendance

Students are expected to attend all laboratory activities without fail.

Discipline, Conduct and Behaviour for Students

1. All students should handle all laboratory equipment and computers with utmost care
2. Any damage inflicted to laboratory infrastructure has to be replaced by the perpetrator with a monetary fine
3. The behavior of the students, both within and outside the respective Laboratory should be decent and befitting to a professional institution.



4. This, being an eco-friendly campus, plastic or other trash should not be thrown inside the laboratories or in the premises.
5. Students shall keep themselves informed of the instructions issued to them from time to time orally or through notices/ circulars and emails.
6. Students are not allowed inside the laboratories unauthorized outside of the stipulated laboratory classes.
7. Peer teaching and knowledge sharing among students should be the priority.
8. For outstation programmes including study tour, the students are required to submit a permission letter from their parents.
9. Laboratory Computers are to be used within the campus for academic purposes only.
10. Students must comply to all rules and regulations of the College which are not mentioned in this regulations.
11. The Principal shall be the final authority in the interpretation of the College rules. Matters not covered by these rules are left to the discretion of the Principal and his decision shall be final.

Conduct for Faculty and Staff

1. The teaching staff in charge of the laboratory are to continuously monitor the infrastructure and state of the assigned laboratory and report any discrepancies to the related cells and committees as well as the Principal
2. The teaching staff has to undertake trainings wherever necessary for upgradation of any related knowledge and activities concerning the stipulated laboratories
3. Teaching staff are not permitted to conduct classes inside the laboratory other than classes directly concerned with the laboratory itself.


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