

Standard Operating Procedure (SOP) for Bachelor Level Biology and Environmental Science Laboratory

Department of Biology and Environmental Science

1. Laboratory Safety Rules:

- **Personal Protective Equipment (PPE):**
 - Wear lab coats, gloves, and safety goggles at all times.
 - Closed-toe shoes must be worn; no sandals or slippers allowed.
- **No Food or Drink:**
 - Eating, drinking, or chewing gum is strictly prohibited.
- **Chemical Handling:**
 - Never taste, smell, or directly touch chemicals.
 - Use fume hoods for volatile substances.
- **Equipment Use:**
 - Handle microscopes, centrifuges, and glassware carefully.
 - Report damaged equipment immediately.
- **Emergency Preparedness:**
 - Know the locations of fire extinguishers, first aid kits, and emergency exits.
 - In case of chemical spills, follow spill-response protocols.

2. Laboratory Procedures:

- **Before Starting Experiments:**
 - Read the experiment protocol thoroughly.
 - Check all equipment and reagents before use.
- **During Experiments:**
 - Work in an organized and clean manner.
 - Avoid unnecessary movement to prevent accidents.
- **After Experiments:**
 - Clean workstations and return equipment to designated places.
 - Dispose of biological and chemical waste in labeled containers.

3. Waste Management:

- **Chemical Waste:** Store in designated containers for proper disposal.
- **Biological Waste:** Autoclave or disinfect before disposal.
- **Broken Glass:** Dispose in a puncture-resistant "Sharps" container.

4. Emergency Procedures:

- **Chemical Spills**
 - Minor spills: Clean using appropriate neutralizing agents.
 - Major spills: Evacuate and inform the HOD.
- **Fire Accident:**
 - Use a fire extinguisher.
 - Evacuate immediately if the fire is uncontrollable.
- **Injuries:**
 - Minor cuts: Wash with water, apply antiseptic, and bandage.
 - Chemical exposure: Rinse with water for 15 minutes and seek medical help.



Yagyraj Giri
Campus Chief

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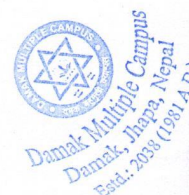
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**Collaborated with Department
of Biology and Environment Science
Health Sanitation and Environment Cell**

SOP of Using Washroom



DOs:

- ✓ Flush the toilet after every use.
- ✓ Wash your hands with soap after every use.
- ✓ Use sanitary bins for disposal.
- ✓ Report any problems related to maintenance to the Departmental Office.
- ✓ Maintain privacy and respect others using the washroom.

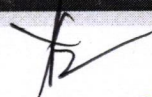


DON'Ts:

- ✗ Don't throw waste in the toilet.
- ✗ Don't loiter or make noise in the washroom.
- ✗ Don't write in the walls, mirror frame and doors.
- ✗ Don't leave without washing your hands.

Note: Use the washroom responsibly. Help keep it clean for everyone !

Prepared by: E-nexus Eco Club, 2025


Yagyraj Giri
Campus Chief

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Damak Multiple Campus
Damak, Jhapa, Nepal
Est. 2038 (1981 A.D.)

Washroom SOP



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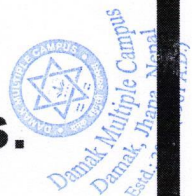
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Prepared by: E-nexus Eco Club, 2025

Collaborated with: DoBES and HSE Cell



Standard Operating Procedure: Physics Laboratory

1. Purpose:

This Standard Operating Procedure (SOP) outlines the general guidelines, safety protocols, and operational procedures for all users of the physics laboratory. The purpose of this SOP is to ensure a safe, efficient, and productive learning and working environment, prevent accidents and injuries, and promote the proper use and maintenance of laboratory equipment.

2. Scope:

This SOP applies to all individuals authorized to use the physics laboratory, including students, instructors, researchers, and visiting personnel. It covers all activities conducted within the laboratory premises.

3. Responsibilities:

- **Laboratory Instructor/Supervisor:** Responsible for overseeing all laboratory activities, ensuring adherence to safety regulations, providing necessary instructions and guidance, and maintaining the overall safety and order of the lab.
- **Laboratory Users (Students, Researchers, etc.):** Responsible for understanding and adhering to all safety regulations and procedures outlined in this SOP, following instructions provided by the instructor/supervisor, using equipment properly, reporting any hazards or incidents, and maintaining a clean and organized workspace.

4. General Guidelines:

- **Authorization:** Only authorized personnel are allowed to enter and use the physics laboratory.
- **Familiarization:** All users must familiarize themselves with the location of safety equipment, including fire extinguishers, eyewash stations, first-aid kits, and emergency exits, *before* starting any experiment.
- **Instructions:** Always read and understand the experimental procedure and any specific safety instructions *before* commencing any experiment. If unsure, ask the instructor/supervisor for clarification.
- **Supervision:** Students must work under the direct supervision of the instructor or designated teaching assistant unless explicitly permitted otherwise.
- **Horseplay:** Running, pushing, or any form of horseplay is strictly prohibited in the laboratory.
- **Food and Drinks:** Eating, drinking, and chewing gum are not permitted in the laboratory.
- **Personal Belongings:** Keep personal belongings (bags, coats, etc.) in designated areas and out of walkways and work areas.
- **Cleanliness:** Maintain a clean and organized workspace at all times. Clean up spills immediately and dispose of waste properly in designated containers.



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- **Reporting:** Report any accidents, injuries, equipment malfunctions, or unsafe conditions to the instructor/supervisor immediately.
- **Unauthorized Experiments:** Performing unauthorized experiments or using equipment for purposes not instructed is strictly prohibited.
- **Leaving the Lab:** Before leaving the laboratory, ensure your workspace is clean, equipment is turned off (unless instructed otherwise), and all materials are properly stored.

5. Safety Procedures:

- **Personal Protective Equipment (PPE):**
 - **Eye Protection:** Safety goggles or glasses must be worn at all times when conducting experiments, especially those involving chemicals, lasers, or situations where there is a risk of projectiles.
 - **Lab Coats:** Lab coats should be worn to protect clothing from spills and splashes.
 - **Gloves:** Appropriate gloves (e.g., latex, nitrile) must be worn when handling chemicals or materials that may cause skin irritation or contamination.
 - **Footwear:** Closed-toe shoes must be worn in the laboratory at all times. Sandals or open-toed shoes are not permitted.
- **Electrical Safety:**
 - Inspect electrical equipment and cords for damage before use. Do not use damaged equipment.
 - Ensure that electrical outlets are not overloaded.
 - Never touch electrical equipment with wet hands.
 - When disconnecting electrical plugs, pull the plug, not the cord.
 - Report any electrical shocks or malfunctions immediately.
- **Handling Equipment:**
 - Use equipment only for its intended purpose and according to the provided instructions.
 - Handle delicate equipment with care to avoid damage.
 - Report any equipment malfunctions or damage to the instructor/supervisor immediately. Do not attempt to repair equipment yourself unless specifically instructed.
- **Thermal Safety:**
 - Use appropriate heat-resistant gloves or tongs when handling hot objects.
 - Be aware of hot surfaces and allow equipment to cool down before handling or storing.
 - Never leave heating equipment unattended.
- **Laser Safety (if applicable):**
 - Never look directly into a laser beam.
 - Be aware of the laser's path and ensure it is properly contained.
 - Wear appropriate laser safety goggles as instructed.
 - Follow all specific laser safety protocols provided.
- **Mechanical Safety:**
 - Be aware of moving parts in mechanical equipment and take precautions to avoid injury.


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- Ensure that rotating equipment is properly guarded.
- Do not wear loose clothing or jewelry that could get caught in moving parts.
- **Emergency Procedures:**
 - **Fire:** In case of fire, immediately notify the instructor/supervisor. If trained, use the appropriate fire extinguisher. Evacuate the laboratory following the designated escape route.
 - **Chemical Spill:** Notify the instructor/supervisor immediately. Do not attempt to clean up spills unless instructed and provided with the necessary protective equipment and cleaning materials. Consult the Safety Data Sheet (SDS) for specific spill response procedures.
 - **Injury:** Report any injury, no matter how minor, to the instructor/supervisor immediately. Seek first aid if necessary.
 - **Power Outage:** If the power goes out, turn off all equipment that could pose a hazard when power is restored.

6. Equipment Usage Procedures:

- **Checklist/Logbook (Optional):** For specific equipment, a usage checklist or logbook may be required to track usage, maintenance, and any issues. Follow the specific procedures for such equipment.
- **Instruction Manuals:** Equipment instruction manuals should be consulted for detailed operating procedures. If manuals are not readily available, ask the instructor/supervisor for assistance.
- **Calibration:** Ensure that equipment is properly calibrated before use, if applicable.
- **Care and Maintenance:** Treat equipment with care and report any signs of wear or potential malfunction. Do not attempt to perform maintenance or repairs unless specifically authorized and trained.
- **Returning Equipment:** After use, clean the equipment and return it to its designated storage location in a clean and orderly condition.


7. Waste Disposal:

- Dispose of all waste materials according to the specific instructions provided by the instructor/supervisor.
- Do not dispose of broken glass, chemicals, or other hazardous materials in regular trash bins. Use designated containers.
- Follow proper procedures for the disposal of electronic waste.

8. Security:

- Do not leave the laboratory unattended while experiments are in progress.
- Ensure that the laboratory doors are locked when the lab is not in use and when the last person leaves.
- Report any suspicious activity to the instructor/supervisor or security personnel.

9. Review and Updates:


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This SOP will be reviewed and updated periodically or as needed to reflect changes in laboratory procedures, equipment, or safety regulations. All users will be notified of any revisions.

10. Acknowledgement:

By using the physics laboratory, all users acknowledge that they have read, understood, and agree to abide by the guidelines and procedures outlined in this Standard Operating Procedure.

Important Considerations for Your Lab:

- **Specific Equipment:** Add sections detailing the specific operating procedures and safety precautions for major pieces of equipment in your lab (e.g., oscilloscopes, function generators, spectrometers, vacuum pumps, high-voltage power supplies).
- **Specific Experiments:** For recurring experiments, you might consider creating experiment-specific SOPs that build upon this general SOP.
- **Chemicals:** If your lab uses chemicals, include a detailed section on chemical handling, storage, labeling, and disposal, referencing Safety Data Sheets (SDS).
- **Lasers:** If you have lasers, a more comprehensive laser safety protocol is crucial, including classification, permitted users, designated areas, interlocks, and emergency shutdown procedures.
- **Radiation Sources:** If your lab uses radioactive materials, you will need a specific radiation safety protocol that complies with relevant regulations.
- **Emergency Contact Information:** Clearly display emergency contact information within the lab.
- **First Aid Procedures:** Outline basic first aid procedures for common lab injuries.

Prepared by: [Prem Kunwar]

Approved by: HOD


Yagyaraj Giri
Campus Chief



Standard Operating Procedure (SOP)

Chemistry Laboratory

Damak Multiple Campus (DMC)

1. Introduction

This Standard Operating Procedure (SOP) is developed to ensure the safe, systematic, efficient, and quality-oriented operation of the Chemistry Laboratory at Damak Multiple Campus (DMC). The SOP has accepted good laboratory practices applicable to bachelor-level chemistry education and research.

2. Objectives

The objectives of this SOP are to:

- Ensure safety of students, faculty, staff, and visitors
- Standardize laboratory practices and procedures
- Promote effective teaching–learning and research activities
- Ensure proper handling, storage, and disposal of chemicals
- Maintain laboratory equipment and infrastructure
- Comply with UGC, QAA, and institutional quality assurance (IQAC) requirements

3. Scope

This SOP applies to:

- All chemistry laboratories (Physical, Organic, Inorganic, Analytical, and Research Labs)
- Students (Bachelor level and above)
- Faculty members
- Laboratory assistants/technicians
- Research scholars and authorized visitors

4. Governance and Responsibility

4.1 Laboratory Management Structure

- Campus Chief: Overall authority and policy approval
- Head of Department (Chemistry): Academic and administrative supervision
- Laboratory In-Charge: Day-to-day operation, safety compliance, inventory control



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Campus Chief



- Faculty Members: Academic supervision, experiment planning, student guidance
- Lab Assistant/Technician: Preparation of chemicals, equipment maintenance, record keeping
- Students: Compliance with SOP and safety rules

5. Laboratory Access and Working Hours

- Laboratories shall operate only during approved academic or research hours
- Entry is restricted to authorized users with valid identification
- Students must enter laboratories only under supervision
- Unauthorized access is strictly prohibited

6. General Laboratory Rules

- Wear prescribed personal protective equipment (PPE) at all times
- Eating, drinking, smoking, and mobile phone use are prohibited
- Maintain discipline, cleanliness, and silence
- Perform only assigned experiments
- Report accidents or hazards immediately
- Do not work alone in the laboratory

6A. Laboratory Do's and Don'ts

Do's

- Follow instructions given by faculty and laboratory staff strictly
- Read experiment procedures and safety instructions before starting work
- Use chemicals and apparatus only as instructed
- Label all prepared solutions and samples clearly
- Keep work benches clean and organized
- Wash hands thoroughly after laboratory work
- Dispose of waste in designated containers
- Inform the lab-in-charge immediately in case of any abnormal observation

Don'ts

- Do not perform unauthorized experiments
- Do not taste, smell, or directly touch chemicals
- Do not pipette chemicals by mouth
- Do not mix chemicals without proper knowledge
- Do not run or engage in unsafe behavior inside the laboratory
- Do not leave burners, heaters, or reactions unattended
- Do not dispose chemicals in sinks unless permitted


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 Campus Chief



7. Safety Management

7.1 Personal Protective Equipment (PPE)

- Laboratory coat
- Safety goggles
- Gloves (as required)
- Closed footwear

7.2 Chemical Safety

- Chemicals must be properly labeled
- Material Safety Data Sheets (MSDS) shall be available
- Segregate acids, bases, oxidizers, and flammable chemicals
- Use fume hoods for volatile/toxic chemicals

7.3 General Precautions

- Check glassware for cracks before use
- Handle concentrated acids and bases with extreme care
- Always add acid to water, never water to acid
- Keep flammable chemicals away from open flames
- Use minimum required quantity of chemicals
- Ensure proper ventilation during experiments

7.4 Emergency Preparedness

- Fire extinguishers, first-aid kits, eye wash stations must be accessible
- Emergency exits must be clearly marked
- Emergency contact numbers shall be displayed

8. Equipment and Instrument Handling

- Operate instruments only after proper training
- Follow manufacturer's manuals
- Logbooks must be maintained for major instruments
- Report malfunction immediately
- Switch off equipment after use

9. Chemical Procurement and Inventory Management

- All chemical procurement must be approved by the department


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Campus Chief



- Maintain chemical stock register
- Periodic verification and auditing of chemicals
- Expired or degraded chemicals must be identified and disposed safely

10. Waste Management and Disposal

- Segregate waste as:
 - Acidic/basic waste
 - Organic solvent waste
 - Heavy metal waste
 - Solid waste
- Neutralize acids/bases before disposal where permitted
- Follow campus and local environmental regulations
- Maintain waste disposal records

10A. Accident Management and Immediate Recovery Actions

10A.1 Chemical Spill on Skin

- Immediately wash the affected area with plenty of running water (minimum 15 minutes)
- Remove contaminated clothing carefully
- Inform faculty or lab-in-charge immediately
- Seek medical assistance if irritation persists

10A.2 Chemical Splash in Eyes

- Use eye wash station immediately
- Rinse eyes continuously with clean water for at least 15 minutes
- Do not rub eyes
- Report immediately and seek medical attention

10A.3 Fire Accident

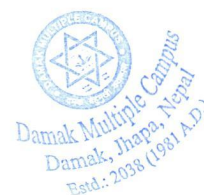
- Switch off gas and electrical supply if safe to do so
- Use appropriate fire extinguisher (CO₂ / dry powder)
- If clothes catch fire, use fire blanket or stop-drop-roll method
- Evacuate laboratory if fire is uncontrollable

10A.4 Inhalation of Toxic Fumes

- Move the affected person to fresh air immediately
- Loosen tight clothing
- Seek medical help if breathing difficulty occurs

10A.5 Cuts from Glassware


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 Campus Chief



- Allow minor bleeding to remove contaminants
- Wash wound with clean water
- Apply antiseptic and bandage
- Report incident to laboratory staff

10A.6 Electric Shock

- Switch off power supply immediately
- Do not touch the victim directly with bare hands
- Use non-conductive material to separate the victim
- Call medical emergency services immediately

11. Teaching–Learning and Practical Conduct

- Practical classes shall follow approved syllabus and lesson plans
- Students must maintain practical notebooks
- Continuous assessment shall be conducted as per university guidelines
- Ensure fair and transparent evaluation

12. Research Activities

- Research work requires prior departmental approval
- Follow ethical and safety guidelines
- Maintain research logbooks
- Ensure proper chemical and data management

13. Record Keeping and Documentation

- Stock registers
- Equipment logbooks
- Safety inspection checklists
- Accident/incident reports
- Practical attendance and assessment records

14. Maintenance and Housekeeping

- Laboratories must be cleaned regularly
- Annual maintenance of instruments
- Electrical, water, and gas connections must be inspected periodically

15. Monitoring, Review, and Continuous Improvement


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Campus Chief



- SOP shall be reviewed annually by the Department and IQAC
- Feedback from students and faculty shall be incorporated
- Revisions shall align with updated UGC and QAA guidelines

16. Compliance and Disciplinary Action

- Non-compliance with this SOP may lead to disciplinary action
- Serious safety violations may result in suspension of lab access

17. Approval and Implementation

This SOP is approved by the competent authority of Damak Multiple Campus and shall be effective from the date of approval.

Prepared by: Department of Chemistry, DMC
Approved by: Asst. Campus Chief/ IQAC
Review Cycle: Annual


Yagyraj Giri
Campus Chief





Damak Multiple Campus Damak 9 Computer Lab Manual




Yagyraj Giri
Campus Chief


Damak Multiple Campus
Damak, Jhapa, Nepal
Estd.: 2038 (1981 A.D.)

1. Introduction

Damak Multiple Campus Damak 9 Jhapa Nepal, has Computing facilities for students and staff for enhancing the skills in different fields related to Information Technology. The institute has well equipped computers with latest configuration and connected with the internet facilities too. In order to provide students/ staff with equitable access to campus computing resources and to insure that the areas provided maintain an atmosphere that is suitable for academic work the following policies and procedures have been adopted and implemented in the campus.

2. Scope

This policy defines the appropriate use of technological resources at Damak Multiple Campus. It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate avenue for the proper exercise of those freedoms. This policy applies to all users who access academic technology resources. All users of these resources have a responsibility to know, understand, and comply with this policy.

3. The Laboratory Policies

The Lab Assistant is primarily responsible for enforcing the College's Computer Lab Policies and Procedures. The Lab personnel are in charge of the computer lab and their instructions must be followed

Lab Assistant

Lab assistant in the computer labs are available to provide users with assistance in using the hardware and software. Lab assistants are not tutors and are specifically prohibited from working on student assignments. Hiring of lab assistants in labs should be accomplished by the department using that resource. In computer labs, assistants may perform only technical support functions like updating computers software, redefining the requirement required for different software that is being used in the lab, internet and networking and so on.

DetailsofPolicy:

- The computers are maintained under Annual Maintenance Contract.
- All the computers are connected with Centralized Data Center.
- There is an I.T audit conducted on yearly basis.
- In case of hardware or software issues there is a Complaint Register maintained.
- All the students are given laboratory facilities as per the practical subjects allotted to them. The computers are available in the ratio of 1:1.
- The lab is diverged into three sections for the various streams such as BCA, BBA and B.Sc that use the computer lab on a regular basis for their practical and assignments as part of their curriculum. Class and course wise time table and batches is prepared by the subject in charge and the same is made available to all concerned staff such as course coordinators, lab committee and lab assistant.
- Every student is provided with the Lab Computer Password in order to use the system.
- The student attendance is maintained by respective subject in-charge.

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- The students are allowed to access the computer facilities in extra hours as per the availability of laboratory .
- The students are facilitated with Internet service both wifi based and broadband with 100 mbps speed.
- For Security reasons, two CCTV cameras have been installed in the lab.

4. ComputerLabRules

Participating in behavior or activities that disturb other users or disrupt the operations of the lab is not permitted. Violations of the Computer laboratory rules will result in loss of computer privileges or other disciplinary action

- Computer Lab timing shall be as per the demand of Pracial Labs related to the different subjects. Generally operating till shall be from 11:00 AM to 16:00 PM
- Computerlabshould bekeptclean
- Operatetheequipmentproperly
- Makesureyoulistentodirectionsor instructions
- Pushyourchairinwhen youare done
- Use the Internet and other multimedia equipment for academic work only.
- Listening music , watching live streaming or any sorts of videos not related to the subjects are strictly prohibited inside the lab.
- Using mobile phones inside the lab are prohibited.
- Touchthemonitor,keyboardandmousegently.
- Eatanddrinkoutsidethe computerlab.
- Theoretical subjects are not allowed in the lab.
- Rememberto“LogOff”attheendofeachsession.
- Learnsomethingneweachtimeyoulogin
- Alwaysworktowardyourbest,not yourneighbor’s best.

Read and abide by the following guidelines:

- Arrangethechairsbeforeleavingthelab.
- Switchoffthefan,light,AC,computers,whennotinuse.
- Savingandbackingofyourworkisyour responsibility.
- Reportmal-functionandotherproblems –itsavetimeandenergy.
- Stayoutof otherpeople’s file


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Campus Chief

Do Not

- Use mobile phones.
- Over burden the machines by storing the files or downloading programs on local hard drives and the desktop.
- Surf the internet or e-mail when you're supposed to be listening to the teacher or working on an assignment.
- Disturb others working in the lab, using abusive language or discuss private matters.
- Install any software or modify or delete any system files on any lab computers.
- Installing screensavers from internet or programs without permission.
- Changing the desktop background
- Changing the video and audio settings.
- Adding, changing or moving icons on the desktop or hard drive.

5. Hardware and Software Installation

Installation of any software applications, upgrades, patches or add-on software, as well as any unauthorized software, to any lab computer is prohibited without written consent of the lab assistant. Installing unauthorized software or hardware will result in loss of computer lab privileges.

software is grounds for disciplinary action and/or criminal prosecution. Violations will be treated in accordance with college policies and procedures.

Printing

The printing facility is available for staff for official / academic purpose. Sometimes the students are also provided the printing facility for college committee work. The necessary entries are made in the register related to the printing job.

Data Storage

Students may not store data on the local hard-drives. They may only store files on their shared network drive or appropriate alternative storage devices. Users are encouraged to save their work often and to make frequent backups of their data on their mails or google drive. The college is not responsible for the loss of student data.

Equipment in Labs

Movement or disconnection of lab equipment is prohibited without permission of the lab committee or lab assistant. Damaged equipment should be reported to lab assistant immediately on the day of the occurrence.


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Campus Chief


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Cleanworkspaces

For safety reasons, it is important that computer lab users make an effort to keep aisles clear of bags.

Lost/StolenProperty

Lab authorities are not responsible for lost or stolen items. Unattended items will be deposited in the college lost property section.

UnauthorizedComputerUse

Unauthorized access to accounts, files, or data stored on computer system is prohibited. Using lab computing systems and networks to gain unauthorized access to any other system is prohibited.

ReportingProblemsin Labs

In case of technical problems in the labs, they should be reported directly to the attending attendant or departmental coordinator.


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