

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Laboratory: The Laboratory of each department is under the charge of the concerned department with the Head of Department in charge. The common laboratory is under the Coordinator of the Institutional Biotech Hub. Only students and teachers with proper identity cards are allowed inside the laboratories. All purchases for laboratory requirements are forwarded by departments and approved by the Purchase Committee within budget provided by the Management. The Laboratory Attendant of each Lab is assigned the responsibility of cleaning and maintenance of the equipment and the Duty Roster prepared in consultation with the HOD, is given to the concerned department at the beginning of semester.

Library: The library is under the supervision of the Librarian who is accountable to the Library Advisory Committee. She is assisted by library assistants. All purchases in the library are to be approved by the Library Advisory Committee within the budget approved by the management. Entrance to the library is allowed for all staff and students with proper Identity Cards. Lending of books is as per the library cards issued.

Sports Complex: The Basket Ball Court is under the charge of the Teacher-in-charge of sports of the College. Playing in the basketball court is allowed only after 3 PM except on Saturdays. The maintenance is looked after by the Sports Committee and the Principal. The field with the stadium is managed by the Sponsoring Body as it is shared with other institutions of the Sponsoring Body and with the community. The maintenance is also done by the Sponsoring Body.

Computers: The computers in the laboratory and the Centre are under the Computer department. The computers in the office are used under the supervision of the Head Assistant and the Principal. The maintenance work is outsourced to the private firm TECH DIRECT.

Classrooms: The classrooms are utilized to the optimum level under the supervision of the Committee comprising of the Principal, Vice Principals and IQAC Coordinator. The rooms are specifically allotted to departments and these are specified in the College routine. The maintenance and daily cleaning of classrooms and the entire campus is done by the cleaning staff under the supervision of the Principal and the Discipline and Cleanliness Cell.

Hostels: The hostels are managed by the wardens who are guided by the Hostel rules and decisions are taken in the Hostel committee. The maintenance is done by the wardens and the Principal with the help of the Hostel staff.

The College has a Building Committee that decides on all matters of building and alterations in any part of the college. The services of a Site engineer/ contractor is utilized whenever required for modification or repair work. Cleanliness of the classrooms, corridors, washrooms and other spaces is taken care of by a number of cleaning staff employed by the college along with the College Caretaker who is provided with a staff quarter in the premises.


Principal
Principal
Synod College, Shillong

SYNOD COLLEGE SHILLONG

Department of Botany

➤ Working Rules for Laboratory Attendant

1. The Laboratory attendant is to be present inside the Laboratory from 9:00 A.M to 5:00 P.M on every working day of the College.
2. It is the duty of the Laboratory attendant to maintain cleanliness inside the department. He is to clean, dust etc. on the following days:
 - Lab I - Every Monday and Wednesday
 - Lab II - Every Tuesday and Thursday
 - Teacher's Room - Everyday
 - Store Room - Every Friday
3. He is responsible to keep all the instruments / apparatus in a systematic and organised way as instructed by the HOD/teachers of the department.
4. He is to keep all instruments/ apparatus safely and will be held responsible for any loss of these from inside the Laboratory.
5. He should be in the Laboratory with the teacher who is conducting the practical classes and allot to the students necessary instruments/apparatus as directed by the teacher.
6. He should not leave the Laboratory without due permission from the HOD/teacher of the department.


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SYNOD COLLEGE SHILLONG

Department of Zoology

➤ **Working Rules for Laboratory Attendant**

1. The Laboratory attendant is to be present inside the Laboratory from 9:00 A.M to 5:00 P.M on every working day of the College.
2. It is the duty of the Laboratory attendant to maintain cleanliness inside the Laboratories of the department. He is to clean, dust etc. the Laboratories/Rooms on the following days:
 - General Lab - Every Monday and Wednesday
 - Honours Lab - Every Tuesday and Thursday
 - Teachers Room, Store Room and Small Room – Every Friday
 - Usual cleaning after practicals – Monday to Friday
3. He is responsible to keep all the instruments / apparatuses in a systematic and organised way as instructed by the HOD/teachers of the department.
4. He is to keep all instruments/ apparatuses safely and will be held responsible for any loss of these from inside the Laboratory.
5. He should be in the Laboratory with the teacher who is conducting the practical classes and allot to the students necessary instruments/apparatuses as directed by the teacher.
6. He should not leave the Laboratory without due permission from the HOD/teacher of the department.


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SYNOD COLLEGE SHILLONG
Department of Chemistry

➤ **Working Rules for Laboratory Attendant**

1. The Laboratory attendant is to be present inside the Laboratory from 9:00 A.M to 5:00 P.M on every working day of the College.
2. It is the duty of the Laboratory attendant to maintain cleanliness inside the Laboratories of the department. He is to clean, dust etc. the Laboratories on the following days:
 - Lab I - Every Wednesday and Friday
 - Lab II - Every Tuesday and Thursday
 - Lab III - Every Tuesday and Thursday
3. He is responsible to keep all the instruments / apparatuses in a systematic and organised way as instructed by the HOD/teachers of the department.
4. He is to keep all instruments/ apparatuses safely and will be held responsible for any loss of these from inside the Laboratory.
5. It is his duty to see that there is no loss/wastage of chemicals, petrol and no breakage of the glass wares in the Laboratory. He is to report any such loss/wastage/breakage by the students to the HOD/teacher-in-charge of the practical.
6. He should be in the Laboratory with the teacher who is conducting the practical classes and allot to the students necessary instruments/apparatuses as directed by the teacher.
7. He should not leave the Laboratory without due permission from the HOD/teacher of the department.


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Synod College, Shillong

SYNOD COLLEGE SHILLONG

Department of Physics

➤ Working Rules for Laboratory Attendant

1. The Laboratory attendant is to be present inside the Laboratory from 9:00 A.M to 5:00 P.M on every working day of the College.
2. It is the duty of the Laboratory attendant to maintain cleanliness inside the Laboratories of the department. He is to clean, dust etc. the Laboratories on the following days:
 - Lab I - Every Monday
 - Lab II and teachers room - Everyday
 - Lab III - Every Wednesday and Friday
 - Lab IV – Every Tuesday
3. He is responsible to keep all the instruments / apparatuses in a systematic and organised way as instructed by the HOD/teachers of the department.
4. He is to keep all instruments/ apparatuses safely and will be held responsible for any loss of these from inside the Laboratory.
5. He should be in the Laboratory with the teacher who is conducting the practical classes and allot to the students necessary instruments/apparatuses as directed by the teacher.
6. He should not leave the Laboratory without due permission from the HOD/teacher of the department.


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SYNOD COLLEGE SHILLONG

Department of Geography

➤ **Working Rules for Laboratory Attendant**

7. The Laboratory attendant is to be present inside the Laboratory from 9:00 A.M to 5:00 P.M on every working day of the College.
8. It is the duty of the Laboratory attendant to maintain cleanliness inside the Laboratories of the department. He is to clean, dust etc. the Laboratories on the following days:
 - GIS Lab - Everyday
 - CartographicLab and teachers room - Everyday
9. He is responsible to keep all the instruments / apparatuses in a systematic and organised way as instructed by the HOD/teachers of the department.
10. He is to keep all instruments/ apparatuses safely and will be held responsible for any loss of these from inside the Laboratory.
11. He should be in the Laboratory with the teacher who is conducting the practical classes and allot to the students necessary instruments/apparatuses as directed by the teacher.
12. He should not leave the Laboratory without due permission from the HOD/teacher of the department.


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Synod College, Shillong

SYNOD COLLEGE SHILLONG

Department of BCA

➤ Working Rules for Laboratory Attendant

13. The Laboratory attendant is to be present inside the Laboratory from 9:00 A.M to 5:00 P.M on every working day of the College.
14. It is the duty of the Laboratory attendant to maintain cleanliness inside the Laboratories of the department. He is to clean, dust etc. the Laboratories on the following days:
 - Lab I (Higher Secondary)- Every Monday and Thursday
 - Lab II (Degree) and teachers room - Everyday
15. He is responsible to keep all the instruments / apparatuses in a systematic and organised way as instructed by the HOD/teachers of the department.
16. He is to keep all instruments/ apparatuses safely and will be held responsible for any loss of these from inside the Laboratory.
17. He should be in the Laboratory with the teacher who is conducting the practical classes and allot to the students necessary instruments/apparatuses as directed by the teacher.
18. He should not leave the Laboratory without due permission from the HOD/teacher of the department.


Principal
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Synod College, Shillong