

## **Sadhu Vaswani college of nursing**

### **Policy for utilization of lab**

#### **For Teachers**

#### **1. BOOKING THE LAB**


- The teacher should book at least one week before with information to lab in-charge with correct date, time, topic, number of students.
- Document the booking in booking register

#### **2. UTILIZATION**

- The teacher should issue the requisite articles from inventory in-charge and document it in issue register
- Documentation in the utilization register- date, time, topic, batch, signature of the teacher
- Return the articles to inventory in-charge

#### **3. CARE OF LAB**

- Keep the lab clean and neat
- Before and after the procedure ensure that the lab is organized.
- Replace all the articles which issued
- Brakeage and loss will be the responsibility of the person and breakages should be informed immediately.
- Any items broken or lost has to be replaced by the person who breaks it

  
**PRINCIPAL**  
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Koregaon Park, Pune-1

## **Sadhu Vaswani college of nursing**

### **Policy for utilization of lab**

#### **For Students**

#### **1. BOOKING OF LAB**


- Student has to book the lab at least one week prior to demonstrate the procedure with date, time, topic, number of students.
- Document the booking in booking register

#### **2. UTILIZATION**

- The student should issue the requisite articles via subject incharge teacher to inventory in-charge and document it in issue register
- Documentation in the utilization register to be done
- Return the articles to inventory in-charge

#### **4. CARE OF LAB**

- Keep the lab clean and neat
- Before and after the procedure ensure that the lab is organized.
- Replace all the articles which issued
- Brakeage and loss will be the responsibility of the person and breakages should be informed immediately.
- Any items broken or lost has to be replaced

  
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