



MIZORAM COLLEGE OF NURSING

FALKAWN: MIZORAM

RULES FOR USAGE OF NURSING LABORATORIES

1. Timing:

- a) Summer: 9:00 a.m. to 5:00 p.m.
- b) Winter: 9:00 a.m. to 4:00 p.m.

2. Responsibilities:

- a) Faculty member should be assigned as in-charge for each laboratory / department by IQAC Committee. Students may be assigned by the faculty in-charge of the laboratory to assist them in maintaining the laboratory.

3. Do's:

- a) Mandatory recording in Attendance and Laboratory usage register.
- b) Handle articles with care.
- c) Lost/damaged article by any student/faculty must be reported immediately to the faculty in-charge and be duly replaced by the concerned person.
- d) Wash, dry and replace articles into their proper place once used.
- e) Strictly observe Biomedical waste management practices.
- f) Update Inventory register at regular intervals as specified in the inventory register after careful checking of each article. This should be cross checked and duly signed by the faculty in-charge.
- g) Report shortage of an article to the faculty in-charge.
- h) Report immediately if any accidents, contamination, contact with reagents etc. occurred.
- i) Close the windows and doors properly before leaving the laboratories. Beds, trolleys, bedside locker, etc. should be arranged neatly as well.
- j) Keep the hands washing/washing area clean. Wash the hand towel and hang to dry after each practice session.
- k) Keep the floors clean and dry.
- l) Return inventory keys to faculty in-charge after each practice.

4. Don'ts:

- a) Carry food or drinks inside the laboratory.
- b) Enter without faculty permission in hours other than scheduled hours.
- c) Leave the lab in disarray.
- d) Take articles for any purpose without prior permission from faculty in-charge.
- e) Ignore safety rules.

5. Lending of articles:

- a) In any instance where the articles are to be taken outside the laboratory by MCON students and faculties, it should be properly recorded by the students or faculty in the Article Issue Register.
- b) If any articles are to be taken outside the college campus or on loan to any agency or institution, application is to be submitted through proper channel to Principal, MCON. The loaned articles should be properly recorded by the faculty in-charge in the Article Issue Register.

Dated: 17.7.2025


(LALDUHSAKI)
Principal