



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College

8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com
Website: <https://maulanaazadcollegekolkata.ac.in>



**Policy Document: Use & Maintenance of
Central Instruments Facility (CIF), Research Lab. and R&D Lab.**

Introduction:

The administration of MAC has decided to share its existing Laboratories/Central Instruments Facility (CIF), which house high-end instruments, for use by external students, researchers from various universities, colleges & institutes, and other users, in addition to internal users.

The policy aims to:

- Maximize the utilization of high-end instruments and facilities while maintaining their integrity and functionality
- Generate income from external users to support maintenance and improvements of laboratory equipment

Key Terms:

- **Internal Users:** Faculty, students, and staff members of the college who use the labs/CIF for academic or research purposes.
- **External Users:** External users must:
 - Submit a prescribed application through the portal
 - Pay the required charges for instrument usage
 - Utilize offline booking options if necessary

The Principal, with the approval of the Governing Body, will declare specific charges for instrumental facilities in the CIF and other labs.

- **High-End Instruments:** Specialized and expensive instruments like...
- **Laboratory Management System:** The digital platform used for booking instruments/labs in the CIF/other labs housing the high-end instruments.

Access and Eligibility:

Internal Users: The Internal users shall book the Central Instrumentation Facilities (CIF) through their faculties.

External Users: The External User shall have to submit a prescribed application/request to be available in the portal along with the charges for the purpose. The college also provides facilities for offline booking of instruments. The committee will finalize the format of the application.

The charges for specific instrumental facilities in the CIF/other labs will be declared by the Principal with the approval of the Governing Body.

Review Committee:


A review committee comprising of RAC, faculty and Laboratory staff, will take following key responsibilities:

- Processing of applications within a specified timeframe
- Notifying applicants via email or offline communication
- Issuing access authorization letter/document detailing the terms and conditions
- Training suitable personnel for operating specific high-end instruments who will act as instrument operator
- Periodic policy review, typically on an annual basis, to ensure it remains relevant and effective.
- Analyzing user and stakeholder feedbacks after use.
- Recommending amendment(s) at any time with the approval of the Principal.

The college authority's decision will be final.

Maintenance and Upkeep

1. All users are responsible for maintaining a clean and orderly workspace. This includes cleaning up after experiments, properly disposing of waste, and returning equipment to its designated storage


Co-ordinator
IQAC
Maulana Azad College
Govt. of West Bengal
8, R.A. Kidwai Road, Kol.-13


Principal
Maulana Azad College
Kolkata-13



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA
Phone: 033 2249-3737 / 2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com
Website: <https://maulanaazadcollegekolkata.ac.in>

areas, if necessary. Users must take care for promptly cleaning up and vacating the area after use to allow others to access the facilities.

2. Users must immediately report any equipment malfunction or damages to the supervisor or designated maintenance staff. This ensures that issues are addressed promptly to minimize the downtime and prevent further damage. The laboratory maintenance team will assess the reported issues and carry out necessary repairs. If external service providers are required, the team will coordinate with them to ensure timely resolution.
3. Preventive maintenance schedule will be established for all lab equipment. This includes routine inspections, cleaning, calibration, and servicing to ensure optimal performance and longevity.
4. Consumption of food and beverages is strictly prohibited in the labs to prevent any contamination and damage to equipment.
5. Maintenance activities will be scheduled during periods of low usage to minimize disruption to work. Users will be notified in advance of any planned downtime.

Maintenance of records:

Detailed records/log book of all activities will be maintained.

Personal safety:

All users must use adequate safety gears like lab coats, aprons, gloves and goggles necessary for protecting themselves from potential hazards in the laboratory.

Monitoring:

Regular inspections and audits will be conducted to ensure adherence to the laboratory policies and guidelines.

1. Violations of the policy may result in penalties including suspension of laboratory access, fines, or other disciplinary actions. Serious breaches, such as safety violations or intentional damage to equipment, will be subject to stricter penalties, and may involve legal action.
2. **Appeal process:** Users who face penalties have the right to appeal the decision. Such appeal must be submitted in writing to the review committee within a specified timeframe. The Principal will evaluate the Appeal and make a final decision in consultation with the review committee, if necessary, and the final decision will have communicated to the user.

The college administration retains final decision-making authority on all matters related to the Central Instrumentation Facilities policy.

Income Generation and Utilization

The proposed extension of lab facilities is expected to generate funds. The Principal will finalize the tariff structure proposed by the Review Committee for different instruments with the approval of the Governing Body of the college. The Principal have the right to grant concession/waiver in the charges on case to case basis.

All income generated from this activity will be deposited in the corpus fund of the college while maintaining a separate account for this project. This account will be audited annually by an independent auditor to ensure accuracy and compliance with the financial policies of the college. The cost of auditing will be made from the income generated through this activity.

Financial reporting:


Detailed financial report will be prepared on a quarterly or half yearly basis outlining the income generated, expenditures, and the status of the project.

Allocation of income generated from lab use:

The income generated from external users will be utilized for laboratory purpose only. This includes maintenance costs, operational costs, including consumables and administrative expenses, crucial repairs and essential up-gradation, if possible.

Contact Information:

Contact details will be given for queries.


Co-ordinator
IQAC
Maulana Azad College
Govt. of West Bengal
8, R.A. Kidwai Road, Kol.-13


Principal
Maulana Azad College
Kolkata-13