

**JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY, JAIPUR**  
**APPLICATION FORM TO USE UNIVERSITY INNOVATION CENTER**  
**GENETIC AND PLANT BREEDING LAB**

- \* Application should be made in advance at least a day before the propose duration usage and submit this form to the lab technical staff before using the lab.
- \* Applicant must register in the logbook that is available with the instrument for each time using the lab.
- \* Applicant could be asked to leave the lab should the need arises due to valid reason.
- \* No item / equipment to be taken out from the lab unless with approval from Innovation center lab authority following proper procedure
- \* Applicants would be billed for any damage or spoilt items / equipment used.
- \* Students are not allowed to hold the lab keys. Only IC technical Staffs are allowed to hold the lab keys.
- \* Students must be accompanied by their Supervisor when working in the lab after office hour. The Supervisor would get the lab key from the office if their students are to work in the lab after office hours.
- \* PhD Students utilising IC facilities on regular basis must fill this form once a month (i.e every month they have to apply fresh application)
- \* Student/Faculty using IC laboratory must follow entry and exit lab rules.

DATE APPLY: \_\_\_\_\_

APPLICANT'S NAME : \_\_\_\_\_

DEPARTMENT : \_\_\_\_\_

DESIGNATION: FACULTY  STUDENT  PROJECT STAFF  (PLEASE ✓ IN BOX)

SUPERVISOR/ FACULTY CONCERNED: \_\_\_\_\_

TYPE OF ACTIVITY: PRACTICAL / ASSIGNMENT / DISSERTATION / PhD RESEARCH / PROJECT / OTHERS

ACTIVITY TITLE: \_\_\_\_\_

DURATION FOR USING THE LAB: \_\_\_\_\_

WITHIN OFFICE HOUR :- YES / NO \_\_\_\_\_

DATE :- \_\_\_ / \_\_\_ / \_\_\_ TO \_\_\_ / \_\_\_ / \_\_\_ TIME : FROM \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_ NO. OF DAYS

**INSTRUMENT/FACILITY TO BE USED: (PLEASE ✓ IN BOX)**

LAMINAR AIR FLOW

GROWTH CHAMBER

COMPOUND MICROSCOPE

WEIGHING MACHINE

PH METER

GLASS BEAD STERILIZER

FRIDGE FOR STOCKS AND SAMPLE STORAGE

LAB NAME :- .....

EXPERIMENT NAME :- .....

APPLICANT'S NAME :- .....

APPLICANT'S ID :- .....

DURATION USING THE LAB :- ...../...../..... TO ...../...../.....

TIME OF USAGE :- FROM ..... TO .....

( LAB STAFF SIGNATURE & STAMP & DATE )

\*This slip must be kept by Applicant as proof of approval

**JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY**  
**APPLICATION FORM TO USE UNIVERSITY INNOVATION CENTER**  
**CENTRAL INSTRUMENTATION LAB**

- \* Application should be made in advance at least a day before the propose duration usage and submit this form to the lab technical staff before using the lab.
- \* Applicant must register in the logbook that is available with the instrument for each time using the lab.
- \* Applicant could be asked to leave the lab should the need arises due to valid reason.
- \* No item / equipment to be taken out from the lab unless with approval from Innovation center lab authority following proper procedure
- \* Applicants would be billed for any damage or spoil items / equipment used.
- \* Students are not allowed to hold the lab keys. Only IC technical Staffs are allowed to hold the lab keys.
- \* Students must be accompanied by their Lab Supervisor when working in the lab after office hour. The Lab Supervisor would get the lab key from the office if their students are to work in the lab after office hours.
- \* PhD Students must fill this form once a month (i.e every month they have to apply fresh
- \* Student/Faculty using IC laboratory must follow entry and exit lab rules.

DATE APPLY: \_\_\_\_\_

APPLICANT'S NAME : \_\_\_\_\_

DEPARTMENT : \_\_\_\_\_

DESIGNATION: FACULTY  STUDENT  PROJECT STAFF  (PLEASE✓ IN BOX)

SUPERVISOR/ FACULTY CONCERNED: \_\_\_\_\_

TYPE OF ACTIVITY: PRACTICAL /ASSIGNMENT / DISSERTATION / PhD RESEARCH / PROJECT /OTHERS

ACTIVITY TITLE: \_\_\_\_\_

DURATION FOR USING THE LAB: \_\_\_\_\_

WITHIN OFFICE HOUR :- YES / NO \_\_\_\_\_

DATE :- \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TIME : FROM \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ NO. OF DAYS

**INSTRUMENT/FACILITY TO BE USED: (PLEASE✓ IN BOX)**

- |                                |                          |
|--------------------------------|--------------------------|
| UV Spectrophotometer           | <input type="checkbox"/> |
| PCR (Gradient)                 | <input type="checkbox"/> |
| Digital Microscope             | <input type="checkbox"/> |
| UV Transilluminator            | <input type="checkbox"/> |
| White light transilluminator   | <input type="checkbox"/> |
| PAGE                           | <input type="checkbox"/> |
| Electrophoresis apparatus      | <input type="checkbox"/> |
| Electro Unit-3                 | <input type="checkbox"/> |
| Gel Doc with DNA cassette      | <input type="checkbox"/> |
| Colorimeter                    | <input type="checkbox"/> |
| Orbital Incubator shaker       | <input type="checkbox"/> |
| Deep Freezer                   | <input type="checkbox"/> |
| Falling No. 1310               | <input type="checkbox"/> |
| Microwave oven                 | <input type="checkbox"/> |
| Hot air oven                   | <input type="checkbox"/> |
| Centrifuge (with temp control) | <input type="checkbox"/> |
| Centrifuge                     | <input type="checkbox"/> |
| Heating Mantle                 | <input type="checkbox"/> |
| Digital Viscometer             | <input type="checkbox"/> |
| Compound Microscope-5          | <input type="checkbox"/> |
| BOD incubator                  | <input type="checkbox"/> |
| Grain Moisture Meter           | <input type="checkbox"/> |

LAB NAME :- .....

EXPERIMENT NAME :- .....

APPLICANT'S NAME :- .....

APPLICANT'S ID :- .....

DURATION USING THE LAB :- ...../...../..... TO ...../...../.....

TIME OF USAGE :- FROM ..... TO .....

( LAB STAFF SIGNATURE & STAMP & DATE )

\*This slip must be kept by Applicant as proof of approval

## **GENERAL PROCEDURES, EQUIPMENT USAGE AND SAFETY CONSIDERATIONS IN THE LAB**

- Always wear gloves when using potentially hazardous chemicals and never mouth-pipette them. If you accidentally splash any of these chemicals on your skin, immediately rinse the area thoroughly with water and inform the instructor.
  - Discard the waste in appropriate containers.
  - Exposure to ultraviolet light can cause acute eye irritation. Since the retina cannot detect UV light, you can have serious eye damage and not realize it until 30 min to 24 hours after exposure. Therefore, always wear appropriate eye protection when using UV lamps.
  - All common areas should be kept free of clutter and all dirty dishes, electrophoresis equipment, etc should be dealt with appropriately. Since you have only a limited amount of space to call your own, it is to your advantage to keep your own area clean.
  - Since you will use common facilities, all solutions and everything stored in an incubator, refrigerator, etc. must be labeled.
  - In order to limit confusion, each person should use his initials or other unique designation for labeling plates, etc.
  - Unlabeled material found in the refrigerators, incubators, or freezers may be destroyed. Always mark the backs of the plates with your initials, the date, and relevant experimental data, e.g. strain numbers.
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- **Disposal of Buffers and Chemicals**
  - 1. Any uncontaminated, solidified agar or agarose should be discarded in the trash, not in the sink, and the bottles rinsed well.
  - 2. Any media that becomes contaminated should be promptly autoclaved before discarding it. Petri dishes and other biological waste should be discarded in Biohazard containers which will be autoclaved prior to disposal.
  - 3. Organic reagents, e.g. phenol, should be used in a fume hood and all organic waste should be disposed of in a labeled container, not in the trash or the sink.
  - 4. Ethidium bromide is a mutagenic substance that should be treated before disposal and should be handled only with gloves. Ethidium bromide should be disposed of in a labeled container.
  - 5. Dirty glassware should be rinsed, all traces of agar or other substance that will not come clean in a dishwasher should be removed, all labels should be removed.
  - It is to everyone's advantage to keep the equipment in good working condition. As a rule of thumb, don't use anything unless you have been instructed in the proper use. This is true not only for equipment in the lab but also departmental equipment. Report any malfunction immediately.
  - Rinse out all centrifuge rotors after use and in particular if anything spills. Please do not waste supplies - use only what you need.
  - If the supply is running low, please notify either the instructor/lab technical staff before the supply is completely exhausted.