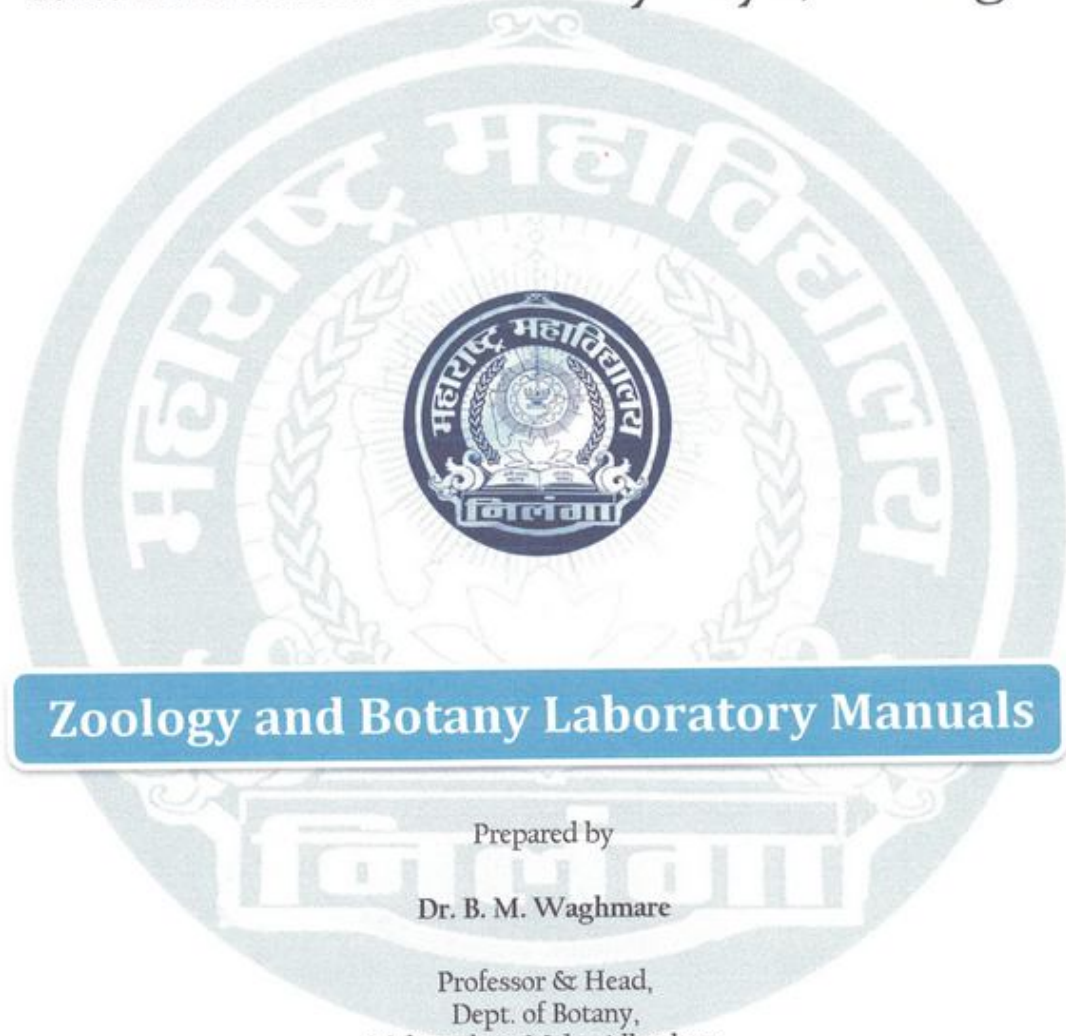


Maharashtra Shikshan Samiti's

# Maharashtra Mahavidyalaya, Nilanga



## Zoology and Botany Laboratory Manuals

Prepared by

**Dr. B. M. Waghmare**

Professor & Head,  
Dept. of Botany,  
Maharashtra Mahavidhyalaya,  
Nilanga, Dist. Latur  
&

**Dr. D. H. Jadhav**

Professor & Head,  
Dept. of Zoology,  
Maharashtra Mahavidhyalaya,  
Nilanga, Dist. Latur

## Manual for Zoology Laboratory

1. Never enter and work alone in the laboratory without prior knowledge and permission of the instructor.
2. Never use any laboratory equipment without instruction and authorization from the instructor. Report any damaged or broken equipment to your instructor immediately.
3. Do not engage in any rowdy, playful, or unprofessional activities in the Laboratory.
4. Use all chemicals with caution. Do not taste or inhale and avoid direct touch to your skin. In case of any chemicals splashing in eyes or skin, immediately go to nearest sink, flush and wash affected place.
5. Report ANY and ALL accidents, spills, BREAKAGES, or injuries to the instructor.
6. Any sharp objects like scalpels and razors should be used only after getting Proper handling instructions and authorization from instructor.
7. Do not keep unnecessary books, backpacks and other personal items on Laboratory benches.
8. Avoid open long hair, flowing clothing, open-toed shoes in laboratory.
9. Pregnant or immune-compromised student must inform the instructor. Pregnant Students will not be allowed to do dissections or work with any body fluids without having a doctor's note for permission.
10. Before laboratory, wash hands thoroughly and line the work area with clean paper towels. After experiment wipe down work area with disinfectant and wash hands thoroughly.

11. Dispose of used slides, chemicals, any tissue wastes or hazardous wastes in Proper disposal container.
12. Leave the laboratory in better condition than you entered. Put all microscopes, glass and plastic materials or others back in place properly.
13. Clean laboratory benches, wash Glass wares, slides, trays or any reusable things of such kind.
14. Dispose specimen and other things properly.
15. Follow the instructor's instruction before disposal of anything in the laboratory.

Signed by

Head,

Dept. of Botany

Director, IQAC

Principal

## 2. Define your design process

Next, take the time to define your design process and break it down into clear, actionable steps. Consider including tasks such as gathering client requirements, conducting research, creating initial drafts, and seeking client feedback. By outlining each step in the process, you'll ensure consistency and avoid missing any crucial stages.

## 3. Assign responsibilities

Once you've defined your design process, assign responsibilities to team members for each step. This will help ensure that everyone knows their role and can collaborate effectively. Assign tasks to specific team members and set due dates to keep everyone accountable and on track.

## 4. Collaborate and communicate

Effective collaboration and communication are key to successful graphic design projects. Use the Comments feature in Click Up to provide feedback, ask questions, and share updates with your team members. This will help streamline communication and keep everyone informed throughout the design process.

## 5. Review and iterate

Once the design is complete, take the time to review it and gather feedback from clients or stakeholders. Use the Review feature in ClickUp to easily collect feedback, make revisions, and track changes. This will ensure that the final design meets the client's expectations and aligns with the project goals.

Signed by



  
**Principal**  
Maharashtra Mahavidyalaya  
Nilanga-413521 Dist.Latur