



## ST. XAVIER'S COLLEGE, BURDWAN

### **Laboratory Maintenance Policy**

The Department of Geography St. Xavier's College, Burdwan aims to provide state of the art practical and hands-on-learning facilities to the students for their intellectual development through the Laboratory facilities.

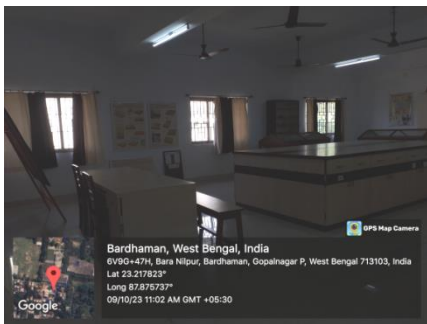
#### **Necessity & Significance of the Laboratory**

Geography is not an armchair subject. A well-equipped geography laboratory would provide the arena for geography practical work. This would ensure active students' involvement in the teaching and learning process. Basic skills and concepts in geography such as drawing of sketches, and diagrams, map making, map reading and analysis, modelling of geographic features; the concept of distance and scales, measuring heights, land survey, remote sensing techniques for example, can be effectively acquired through students' active participation in such activities in the right environment that geography laboratory would provide. Thus, Geography laboratory plays a pivotal role in enriching geographical base of a student- a necessary part of learning that exposes students to full spectrum of disciplinary subfields. It is not possible to make geography teaching effective without making use of maps, charts, globe etc. In the absence of a separate geography room it will be difficult to collect all these things at a place and it is practically impossible to take all these things from one place to another. Moreover, in the absence of a separate geography laboratory teacher will not get a congenial atmosphere which is quite essential for effective teaching of geography and also to provide the students hands-on experience with some of the allotted topics in syllabus that the student will cover. Geography Laboratory of SXCB has established on 2018 and functioning from 2019.

#### **Physical Layout of the Laboratory**

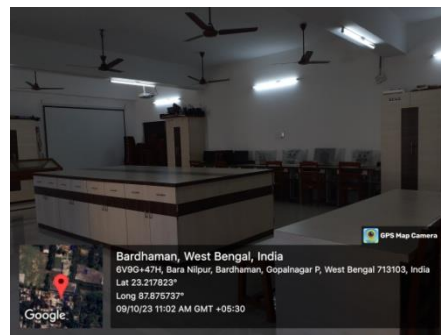
The Laboratory of the Department of Geography is situated on the second floor of the Academic Building of St. Xavier's College, Burdwan. It is a spacious room with two entry/exit doors and three windows. It has a capacity to accommodate 50 students at a time. It has one green-board and one projector, one soft board and screen as visual teaching aids. It has big table in the center

of the room for students to perform map based practical exercises along with soil testing. There is a teacher's table along with long desk where computers are placed. There are several charts displayed on the walls of the laboratory for visual understanding of the various aspects of the subject. There is a wall almirah for the display of the rocks and minerals. There are three almirahs—Beas, Jhelum & Mahi named after three rivers of India where the practical based instruments are kept. The central table has attached cupboards where maps are kept. There are drawers attached to it which may be used by the students are lockers. Outside the laboratory lies another soft board named *Wonders of Bhugol* where commendable practical works done by the students are displayed.

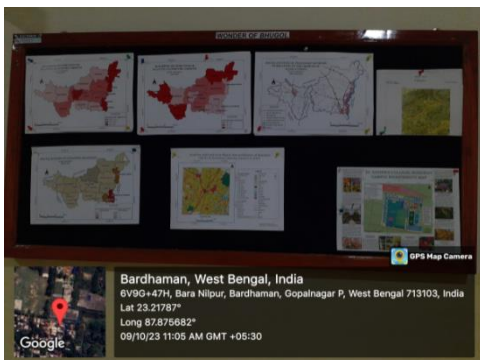


**a**

**Plate 1 a) & b) Physical Layout of the Geography Laboratory**



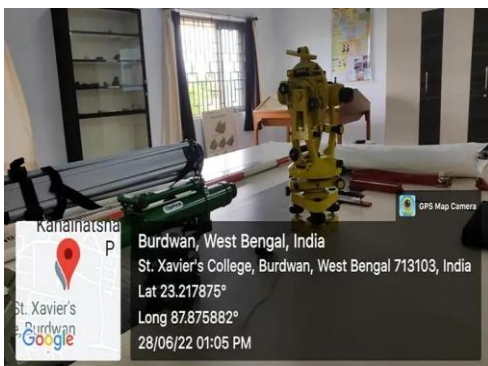
**b**



**Plate 2: Wonders of Bhugol: Display Board Practical Assignments done by Students**



**Plate 3: Displays inside the Laboratory**



**Plate 4: Instruments on Display**



**Plate 5: Maps on Display**

## **Laboratory Functions**

The Geography Laboratory is of multi-purpose nature. It is used for the following purposes:

- Practical exercises based on Topographical Map
- Practical based exercises on Remote Sensing and GIS
- Practical based exercises on MS Excel
- Practical tests for Soil
- Explanation of theoretical aspects of scale, projection, surveying
- Explanation of theoretical aspects of thematic mapping
- Explanation of theoretical aspects of Geomorphology and Climatology through charts and models
- Teaching through audio-visual aids
- Students Seminar presentation
- Educational Film Screening

## **Laboratory Rules**

Geography, like any other scientific discipline, has certain basic tools and infrastructures. These tools include maps of all types, pictures, films and photographs, globes, charts, models which are crucial to effective teaching and must be safely kept. To ensure this the following rules have been framed and implemented:

### **Do's**

- Students should conduct themselves in a responsible manner at all times in the laboratory
- Before starting laboratory work the students must follow all written and verbal instructions carefully. If they do not understand a direction or part of a procedure, they must ask the concerned teacher before proceeding with the activity.
- Replace the materials in proper place after work to keep the laboratory area tidy.
- Once the instrument is set up and those should be used as directed by the teacher.
- Perform only those experiments authorized by the teacher. Carefully follow all instructions, both written and oral.
- Any failure / break-down of equipment must be reported to the teacher.

- They should protect themselves from getting hurt while conducting any survey or working with instruments or at the computer.
- This is to keep our lab clean as well as keep you safe. As we have toxic materials that could contaminate any food that you bring into the lab.
- Be ready in lab before you use the lab for class.

### **Don'ts**

- Students are not allowed to touch any equipment or other materials in the laboratory area until they are instructed by Teacher or Technician.
- Do not talk aloud in laboratory.
- Do wander around the room, distract other students, startle other students or interfere with the laboratory experiments of others.
- Do not eat food, drink beverages or chew gum in the laboratory and do not use laboratory glassware as containers for food or beverages.
- Smoking is strictly prohibited in laboratory area.
- Do not open any irrelevant internet sites on laboratory computer.
- Do not use a flash drive on laboratory computers.
- Do not upload, delete or alter any software on the laboratory computer.
- Students are not allowed to work in Laboratory alone or without presence of the teacher.
- Our maps, 3D charts have been around for a number of years, so students should use those in sustainable way
- Do not write anything on anywhere