

Date: 15th July 2019

Photography Lab Standard Operating Procedure (SOP)

1. Introduction:

The Photography Lab is dedicated to providing students and faculty members with access to high-quality photography equipment for academic and professional purposes. This SOP outlines the procedures for the procurement, installation, issuance, and return of equipment in the lab.

2. General Rules

- a) No food or drinks allowed in the lab.
- b) Maintain silence and discipline to avoid disturbing others.
- c) Handle all equipment with utmost care.
- d) Personal cameras or equipment may only be used with prior approval.
- e) Students must carry their college ID cards at all times in the lab.

3. Lab Access

- a) Timings: The lab will be open from 9:30 AM to 4:30 PM, on all working days.

4. Equipment Inventory:

- a) The lab maintains an updated inventory list of all equipment including cameras, tripods, green screen, umbrella flash lights, and any additional accessories.

5. Procurement and Installation:

- a) Equipment procurement follows the guidelines set by the institution's purchasing department.
- b) Upon procurement, equipment is thoroughly inspected for any damages or defects.
- c) Cameras and other electronic equipment are set up and tested to ensure they are in working condition.
- d) Proper installation of equipment such as green screens and umbrella flash lights is ensured to facilitate smooth operations.

6. Equipment Issuance:



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- a) Students and faculty members are required to enter details into issuance register available in the lab.
- b) The register includes details such as name, ID number, equipment being borrowed, date of issuance, and expected return date.
- c) A lab staff member verifies the entry and checks the availability of the requested equipment.
- d) Equipment is issued on a first-come, first-served basis, subject to availability.
- e) Users are briefed on the proper handling and care of the equipment at the time of issuance.

7. Equipment Usage:

- a) Users are responsible for the proper use and care of the equipment during the borrowing period.
- b) Equipment should only be used for academic or professional purposes within the scope of the institution's guidelines.
- c) Any damages or malfunctions must be reported to lab staff immediately.

8. Return of Equipment:


- a) Equipment must be returned on or before the specified return date indicated on the issuance register.
- b) Users are required to return all components of the borrowed equipment in the same condition as when it was issued.
- c) A lab staff member inspects the equipment upon return to ensure it is in proper working condition.
- d) Any damages or missing components are documented, and appropriate action may be taken as per the lab's policies.

9. Late Returns and Penalties:

- a) Late returns may result in penalties such as suspension of borrowing privileges or fines as per the lab's guidelines.
- b) Users are responsible for any damages or losses incurred due to late returns or negligence.

10. Maintenance and Repairs:

- a) Regular maintenance of equipment is conducted to ensure optimal performance.


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- b) Users are encouraged to report any issues or malfunctions promptly.
- c) Repairs are carried out by qualified technicians or authorized service centers as needed.

11. Safety and Security:

- a) Users must adhere to all safety guidelines while using the equipment in the lab.
- b) Equipment should not be removed from the lab premises without proper authorization.
- c) The lab is equipped with security measures such as surveillance cameras to prevent theft or misuse of equipment.

12. Policy Compliance:

- a) All users are expected to comply with the rules and regulations outlined in this SOP.
- b) Failure to adhere to the SOP may result in disciplinary action or suspension of lab privileges.

13. Revision and Review:

- a) This SOP is subject to periodic review and revision to ensure its effectiveness and relevance.
- b) Feedback from users and staff members is welcomed for continuous improvement.

14. Approval:

- a) This SOP is approved by the Dean and Principal and is effective immediately upon issuance.

15. Document Control:

- a) This SOP is to be maintained and updated by the lab supervisor or designated personnel.
- b) Copies of the SOP are to be made available to all users for reference.
- c) This SOP serves as a guideline for the efficient and effective management of the Photography Lab and the responsible use of its equipment.

16. Contact Information

Lab In-Charge: Mr. Srichand

Faculty Coordinator: Dr. Meeta Tandon (Associate Professor, FOAP), Dr. Anjaneya Sharma (Sr. Assistant Professor, FOAP), Ar. Vaibhav Kulshrestha (Sr. Assistant Professor, FOAP)



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