

Procedures and policies for maintaining the laboratories

1. It is the joint responsibility of the concerned teaching staff & lab assistants to ensure the smooth functioning & security of their respective laboratories.
2. Laboratories are to be utilized only for the conduction of practicals & activities scheduled in the curriculum. Utilization for any other activity requires the prior permission of the authorities.
3. All equipments & facilities provided by the college are to be utilized only for college related activities.
4. Staff & students must ensure that all power supply is switched off when equipments are not in use.
5. Students found damaging lab equipments will be required to pay for the repairing / replacement expenses.
6. Food items are strictly not permitted in the labs.
7. All requirements , repairs & servicing of the equipments are to be reported in writing by the concerned teacher to the office staff in charge, who in turn shall attend on these issues after obtaining the necessary sanctions from the Principal.
8. The lab assistants should maintain complete records of the equipments – the stock, damages, repairs & replacements etc.
9. The lab assistants should be available in the lab allotted throughout their working hours & ensure that the lab is kept open /closed as required.
10. The lab assistants should be present with the students whenever they are engaged in lab activities.
11. The lab assistants should monitor the cleanliness of the lab & equipments