



## Procedures and policies for maintaining and utilizing physical, academic and support facilities

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1. The institute regularly maintains the laboratory equipment there by checking the working status of instruments and update new equipment.
2. The minor maintenance being carried out by the Laboratory Technician and concerned faculty
3. Laboratory Technicians are maintaining dead stock register and register for consumable material and lab verification is done once in year.
4. Project Reports and Seminar reports are maintained year wise in the departmental library.
5. Class rooms, staff rooms and laboratories cleanliness is maintained by peon.
6. College washrooms cleanliness is maintained by external cleaning services