

The proposal for maintaining and purchasing of equipments, computer, printer and chemicals for science subjects is submitted to the Principal. The various functions of the College are carried out by the committee leaded by the Principal. Physical verification of the laboratory equipment and computer room is done every year to ensure the maintenance of laboratories. The college regularly maintains the laboratory equipment and checked the working status of instruments. The minor maintenance being carried out by the laboratory assistants of the concerned departments. Laboratory assistants are maintaining stock register for consumable items and to undertake physical verification of laboratory material. Laboratory assistants updating laboratory board periodically, and maintaining equipment, kits, wires, probes etc. Laboratory assistants are issuing equipment, chemicals with other components and manuals to the students. They are updating the display of laboratory with respect to laboratory time-table, list of experiments, list of major equipment, chemicals along with cost, lab area, and charts as well as keeping record of consumables required for the laboratory. The librarian with subordinate staff regularly reviewing and evaluating new books and journals, such as book reviews and catalogs. Departmental library in charge prepares a list of books and display the updated list of books semester wise in the department. Make a new entry of books as available in the department library. Arrange books subject wise in the book shelf and make the entry accordingly. At the end of the semester they prepare a report about how many books got issued, returned or misplaced. Prepare requirement of new books and journals that are required according to the new syllabus and submit the proposal accordingly through heads of departments. Each and every class rooms, staff rooms and laboratories cleanliness is maintained by sweeper and peons.