

Process to be Followed in the Departments for Maintenance of Laboratories

1. Head of the Department should nominate one faculty competent enough as the Lab In charge, who will be sole responsible for the establishment, maintenance (Preventive & Break Down), and improvisation of the respective laboratory.
2. In case of new lab establishment requirement shall be raised by the lab in-charge and shall be processed by HOD for procurement.
3. Whenever the curriculum revision happens, lab in-charge in consultation with faculty in-charge shall review the new syllabus and need to ensure the sufficiency of the equipment for conduct of lab sessions as per the new curriculum. In case of any requirement identified to be projected immediately to the Head of the respective department and process for procurement through purchase committee.
4. Before the commencement of lab session lab in-charge along with faculty in-charge if any and lab technician should ensure that all the equipment in working condition and procure necessary consumables required for the semester in advance as per the existing procedure and through Head of Departments.
5. Lab In-Charge should maintain all the files/documents, list as mentioned below, updated status and keep them ready for inspection at any point of time.
6. Preventive maintenance shall be executed by the respective Lab Technician as per the schedule planned by the lab In-Charge.
7. In Case of occurrence of Break Down of equipment/instrument, Lab Technician need to identify the reason for break down and need to make an attempt to rectify if possible internally and need present the status to respective Lab In-Charge immediately for further process. Lab In-Charge should thoroughly review the status and in consultation with the head of the department need to bring the equipment to live within ten days from the break down.
8. In case of transfer of equipment to other labs or from other lab to this lab, proper documentation (Request letter to HOD, MOM, Sanction orders) and record should be maintained as described.
9. Lab In-Charge along with the faculty In-Charge if any or advises from the R& D committee need to identify the list of equipment to be added for the next academic year for improvisation of the lab facility along with estimation, to project to the Head of the Department as inputs for budgeting and initiate necessary process.
10. Every year audit on the maintenance of the laboratories will be conducted by the Internal Quality Assurance Cell as scheduled to ensure the quality of laboratories. After audit it is the responsibility of the Lab-In charge to record the status in the last pages of the Stock Register as per the proforma suggested.
11. Damaged or Worn out Equipment/Instruments need to be condemned as per the procedure defined below.

- i) In spite of all attempts made for the rectification of equipment if the equipment is not working properly/failed, such equipment/instrument can be recommended for condemnation by the lab In-Charge to respective HOD.
- ii) HOD along with senior faculty may inspect the facility and after thoroughly understanding the status shall consider for condemnation or may advise any rectification plan to the lab in-charge and the same to be discussed in the department committee meeting and minutes may be recorded, marking copy to the lab in charge.
- iii) Lab in-charge shall act accordingly, in case if maintenance plan is proposed, he should execute the plan and see that the equipment is working.
- iv) In case recommended from condemnation, respective lab in-charge should get approved by HOD and need to produce the complete record to the auditor when visited the facility and then shall be recorded in the stock register with adjustment of the stock and shall hand over the condemned equipment to the stores.

12. Finally it was the responsibility of the Lab In-Charge to maintain good ambiance in the lab and see that quality teaching and learning happening in the laboratories.



Principal