

8.1.9: Maintenance and Utilization of Equipment /Instruments.

Standard operating procedure:

We in our college maintain and practice standard operating procedures for all the equipments/instruments. The sop's are placed near all the instruments/equipments for easy handling of the particular instrument by both students and faculty. The instruments are placed or installed as per the instruction given in the protocol and operated as per standard operating procedures. These sops are provided for all the safety and operational information necessary to perform the work proper.

Log-books:

Log-books are maintained for the instruments/equipment that costs about one lakh rupees. These log-books contain the information about the students to use that particular instrument, information about the experiment performed, the date on which they perform signature of the concerned faculty and lab assistant. All this information is added whenever instrument/equipment is used. it also includes information about instrument servicing. Whatever information we record or note down in the log-book will serve as a evidence for future concern.

Calibration and maintenance record:

The maintenance and calibration is the document proof that the equipment was maintained and calibrated, and if found to be out of calibration what was done to correct it. We maintain calibration and maintain records generally for sophisticated instruments/equipments. These calibration records will help us in avoiding practical errors while performing the experiments on the particular instrument/equipment .we maintain records not only for calibration but also for number of equipment/instruments in each and every lab along with their working conditions .we maintain separate record for chemicals (for their expiry dates, quantity available and quantity required to be purchased), for glassware in all the labs(number available and number of glassware in breakage)

Annual maintenance contracts:

We have an annual maintenance contracts with Prem technologies .The service person periodically visit the college and check the working conditions of the instruments. The instruments which ever need servicing are serviced and if any needs any parts to be replaced, the spare parts are purchased and replaced. the servicing and purchase bills are furnished.