

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Policy and Principles to Maintain Laboratory Department of Electronics and Communication Science and Physics:**

- ✦ **Servicing of all the instruments by the respective manufacturing companies carried out every semester before the commencement of University practical examinations.**
- ✦ **Maintenance of students Login registers with the necessary details of Date, Day, Name of each student, class, In/Out time.**
- ✦ **Maintenance of Stock Register with details of Name of Equipment, Date of purchase Invoice No., Number of items, Rate per unit and Cost of Purchase.**
- ✦ **Lab Apparatus issue register is maintained with the details of instruments issued to students, No. Of instruments issued and returned back along with the signature of the student receiving the apparatus and issuing authority.**
- ✦ **Breakage register is maintained with details of date, class, Name of the student(s), Signature of concerned student(s), Cost of apparatus, Replacement etc.**
- ✦ **Safety Devices – Fire Extinguishers (2 Nos.) are available and are properly maintained under AMC.**

**DHARMAMURTHI RAO BAHADUR CALAVALA CUNNAN CHETTY'S  
HINDU COLLEGE, CHENNAI -72.**

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- ✦ **Training both technical and managerial staff on proper use and care of lab equipment.**
- ✦ **In Physics Lab, Calibration done by comparing the measurements of equipment against the standard unit of measure, for the purpose of verifying its accuracy and making necessary adjustments.**