

Dr. B.B. Hegde First Grade College, Kundapura.

DEPARTMENT OF PHYSICS

Laboratory maintenance policy

- For proper functioning of laboratory equipments, the Department has its own equipment maintenance policy.
- A lab instructor is appointed to look after every functioning of laboratory.
- The instruments of different practicals are placed in the laboratory.
- Students are informed to clean and proper maintenance of lab apparatus
- The lab is provided with a wooden rack to keep students' materials.
- The department maintains two stock ledgers for consumable items and other instruments.
- Along with stock ledger the department maintains a day book having the details of suppliers including address, bill number, amount and date of purchase.
- All instruments bear proper accession number.
- The lab provided with number of wooden cupboards to keep the instruments from dirt and moisture.
- A log book is maintained which contain the details of instruments borrowed by students and staff of other departments.
- The damaged instruments will be sent to supplier for repair.
- The department maintains a file of all service bills.



Principal
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Dr. B.B. Hegde First Grade College
Kundapura -576201