



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)
Rasipuram - 637 408, Namakkal Dist., Tamil Nadu.

LABORATORY POLICY

- The Laboratory Requirement is proposed by DAAC & BOS and Approved by Academic council
- The Budget Proposal is prepared by the Department on request of the Principal and Submitted to the Management through the Principal
- The Suitable Supplier was Identified by the Purchase Committee based on the Comparative Budget
- Each and every Purchased item is entered in the Stock Register and is maintained in all Laboratories
- Working Condition of the Equipments in Laboratories are checked by Laboratory Technician and Corrective Measures are carried out
- Minor Repairs are carried out by the Technicians whenever required
- Major Repair works are carried out by placing an order to the corresponding Engineering Experts with the Approval from Head of the Department and Principal
- Maintenance of Battery and UPS in all the Laboratories is carried out Periodically
- All the PCs and related Equipment like Printers, Scanners, etc. are Backed by UPS
- Cleaning of Equipments and Work Tables are done by the Laboratory Technicians
- Cleaning of Floor of Laboratories are done by Housekeeping Department of the Institution
- Stock Register is maintained in Laboratories and Audits are conducted to check the Availability and Working of the Equipment
- The Electrical Equipments and Installations are checked at the Beginning of each Semester
- Service Register is maintained in each Laboratory
- Breakdown maintenance of the Personal Computer is done by concerned in charges
- First Aid Kits are available in all Laboratories and Department to meet out the Emergency
- Fire Extinguishers are provided in all Laboratories and they are recharged after the Date of Expiry

- Working Models, Devices and Charts are displayed in the Laboratories
- Laboratory Manual is prepared by the Faculty Members and given to the Students in which the procedure for doing the Experiments is provided
- The Students are Instructed how to handle the Equipment before starting the Experiment
- Students can collect the Components for doing their experiments from the Laboratory Technicians and return back after the experiment is completed
- Students are Instructed to turn off all Computers by Shutdown option on the Desktop
- Frequent Maintenance of Computers, AC, PRINTER and other Equipment for every 6 months or as and when required.
- Software License Renewal is done as per the License period Periodically.
- Students are Expected to keep the laboratory neat and clean and to Report any Broken or missing Equipment to the Laboratory Technician.
- The Faculty should make sure that Students are Aware of this Policy and the Consequences of Disobeying.

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[Signature]
PRINCIPAL,
MUTHAYAMMAL ENGINEERING COLLEGE
(AUTONOMOUS)
RASIPURAM-637 408, NAMAKKAL Dist.
TAMILNADU!