Maths Lab Policies:

1. Everyday lab is cleaned.
2. One PC is allotted to the Department which is used for preparing Tutorials, Assignments and reports.
3. Cupboards, lockers and Racks are provided for keeping departmental documents.
4. PC is formatted once in a year and necessary files are updated.
5. Electric connections are regularly inspected.
6. Intercom facility is provided.
7. Departmental notices are displayed on the lab notice board.
8. Unauthorized individuals are prohibited from entering in the laboratory.
9. Printouts are taken from computer lab on the first floor.

Purchase Policy

1. Quotation for handbooks and journals are invited from 3 or more suppliers in sealed envelopes.
2. Quotation are opened before purchasing committee and compared.
3. Reliable and best price items are selected.
4. Cheque payment is released after satisfactory delivery of handbooks & journals.

Maintenance Policy

1. PC is formatted once in a year & necessary files are updated.
2. Electric connections are regularly inspected.
3. College Computer lab assistant provides end-user support for printing and basic application assistance.
4. PC and CPU are covered by cloth to keep it dust and moist free.
5. PC is accessible only to the teaching staff of the department.