NALLAMUTHU GOUNDER MAHALINGAM COLLEGE

(AUTONOMOUS AND AFFILIATED TO BHARATHIAR UNIVERSITY)

Re-Accredited by NAAC

An ISO 9001 : 2015 Certified Institution

Aided by the Government of Tamilnadu

POLLACHI - 642 001.

Estd : 1957

Phone : 04259 - 234868, 234870
Mobile : 99429 06687

Fax : 04259 - 234869

E-Mail : ngm@ngmc.org

NGMC EXPANSION WITH EXCELLENCE

DATE : ....

4.4.2 MAINTENANCE OF COMPUTER LAB

Procedures and Maintenance of Laboratories

➤ The department sends the lab requirements to the principal, who then sends them to three or four companies and obtains a quotation from them. Based on the quotation, the purchase will be made.

➤ Instruments and recurring items are purchased at regular intervals.

➤ Entries in the accession register are made for the use of projectors and the replacement of accessories in the lab.

➤ The stock registers are updated every year.

Maintenance

➤ A daily checklist of all the laboratory instruments is updated by lab assistants to identify and repair any issues.

➤ Adequate spares are purchased at the beginning of every academic year, and all the systems are available for use.

➤ Systems are kept in cubes and C-shaped boxes in all the labs for the convenience of the users.

➤ The complaint register is maintained in the lab.

➤ Computer labs are equipped with UPS inverters and air conditioners that are also subject to regular maintenance, servicing, and repair. UPS is under the AMC.

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- The system administrator is in charge of updating the operating system each year, including antivirus, browsing control, hardware protection, and LAN connections.

- Lab assistants are in charge of the overall maintenance of the lab, like changing the printer, cartridges, toners, and students' attendance inside the lab. They also clean the monitor with a cloth and remove the dust from the keyboards, mouse, and other parts. This is done regularly, and a record is maintained for that.

- Students and faculty can register system problems in the complaint register. The system administrator will replace the repaired system or any repaired hardware parts immediately, and maintenance will be requested for that.

- To prevent pests from damaging wooden furniture, the pest control mechanism is used.

- ISO (International Organization for Standardization) audits in a laboratory are conducted to assess the laboratory's compliance with standards and to ensure that the laboratory is maintaining a high level of quality.

PRINCIPAL
N. G. M. COLLEGE, POLLACHI