

# DEPARTMENT OF MATHEMATICS

Krishna Chandra College  
Hetampur, Birbhum

## Standard Operating Procedures (Sop's)

- Serial numbers are given to each computer and its parts.
- Equipment are entered in the stock register
- Serial number of a computer is assigned to one/two student(s)
- A student has to put the Check-in time and Check-out time.
- The computers and its components are maintained periodically.
- Working condition of other equipment like printer, scanner etc is routinely checked.
- Dusting of computers, other equipment and working area of the laboratory are carried out on a regular basis.