

A. Monitoring Laboratory

To maintain our various laboratories we have done the following activities-

Cleaning

Lab cleanliness is one of the easiest, most affordable and most obvious ways to keep your lab in great shape but surprisingly is often overlooked. We maintain-

- Carry out a daily wipe down of all equipment exteriors
- Carry out a weekly deep clean of all equipment

Calibration

Failure to regularly calibrate equipment can lead to a lack of accuracy with your data which could end up disrupting entire experiments We maintain-

- Carry out an inventory of equipment and decide which is most suitable for each item – from basic preventative maintenance to more advanced accuracy verification..

Repairs

From time to time, lab items will wear out and stop working. But, rather than immediately disposing of faulty equipment, take the time to see if parts could be replaced or items can be repaired instead. It's likely that equipment can be updated and maintained rather than simply disposed of.

Refurbishment

For faulty equipment, repairing can be invaluable but if items still work, just not as smoothly as before, refurbishment could hold the key. If we're looking to refurbish older items of equipment, then consider carrying out the following process:

- Take the entire piece of equipment apart
- Fully clean each component
- Where necessary polish components

B. Monitoring Library

To maintain our library we have done the following activities-

- Return library materials in the same condition as you received them. Handle them gently. Do not mark, highlight or underline in books. Do not cut out pages or pictures. Be sure to return all items (CDs, maps, patterns, etc) included with the book.
- Let Circulation know if an item needs to be repaired. .
- Keep food and drink away from your items.
- Keep library materials away from pets, especially teething puppies!

- If returning items through the book drop, drop them in gently, one at a time.

c. Monitoring Sports Complex

Regarding the maintenance of sports complex Games and Sports in charge consulted outsource coaches. In their guidance accommodations are arranged. During the session 2017-18 college had organised 100 mts Race, Long Jump, Discus Through, Hitting the Wicket(for Boys & Girls) short put, ping pong ball balance, and Musical Chair and Spoon Race(for Girls) etc.

D. Monitoring Computer room

Centralized computer laboratory established by own funds and more funds are used to maintain computers in the college. Computer maintenance through as and when necessary is done regularly and non-repairable systems are disposed off.

E. Monitoring Classroom

To maintain our classroom we have done the following activities-

1.Promoting Good Methods of Classroom Discipline

Helping students to govern their own behavior in ways that help them learn is a longstanding goal of all teachers.

2. Know school guidelines for discipline procedures.

3.Be fair, positive and consistent. Be the kind of person young people can like and trust—firm, fair, friendly, courteous, enthusiastic and confident. Keep your sense of humor.

4.Provide a list of standards and consequences to parents and students. Make sure they are consistent with district and building policy. When in doubt, ask a colleague or your principal.

5.Keep your classroom orderly. Maintain a cheerful and attractive classroom rather than a disorderly one which might encourage disruptive behavior.

6.Get to know your students. Learn their names quickly and use them in and out of class.

8.Treat students with the same respect you expect from them; keep confidences.

