



Standard Operating Procedures (SOP)

Physics Office

- Maintaining attendance register
- Record maintenance
- Photocopier maintenance and recording its use
- Availability of all types of Performa
- Availability of attendance registered, chalks, dusters, markers etc.
- Maintaining circular file
- Display of all important and relevant notices on notice board
- Handling of files to different offices
- Maintaining Hygiene in the office
- Making all efficient reporting between institute's administration and departmental office
- Maintaining a file dispatch register and dispatching all the files immediately
- Maintaining the secrecy of the office records.
- Maintaining results of the students.
- Coordinating between all faculty and staff members of department
- Attending all the quarries of students related to department
- Keeping maintenance of public amenities like washrooms, class rooms, water coolers, laboratories, teacher rooms etc.
- Attending faculty, staff and students needs related to office