

The Policy and the Procedure for maintaining and utilizing Physical academic and the support facilities

Physical facilities

The physical facilities including Laboratories, Classrooms and Computers etc. are made available for the students those who are admitted in the college.

Policy and procedure for Laboratory

- 1) Laboratory cleaning :
 - ✓ Periodical cleaning :
 - ✓ Daily mopping of the floor and cleaning of the working platforms and basins as well as bottle racks and reagent bottles.
 - ✓ The maintenance and the cleaning of the laboratories are done with the efforts of the non-teaching staff and in major cases the college goes for the maintenance contract to local experts
 - ✓ Glassware cleaning: After every practical, lab attendant and lab assistant are instructed to clean used glass wares on daily basis
- 2) Necessary reagents, chemicals and glassware's are procured from store as and when required
- 3) At the end of every semester/earlier first and second term short listed chemicals and glassware's are listed out and requirement is given to store dept.
- 4) In house maintenance of services done periodically by lab assistant, peon under supervision of subject incharge
- 5) In case of B. Pharm students are instructed to use instrument by doing entry in log book and close entry in same by putting out time.
- 6) Students are instructed to utilize instrument/ equipment under supervision of subject incharge.
- 7) M.Pharm students are advised to take prior permission of HOD before utilizing lab facilities and make necessary entry in logbook of instruments.

Classroom :

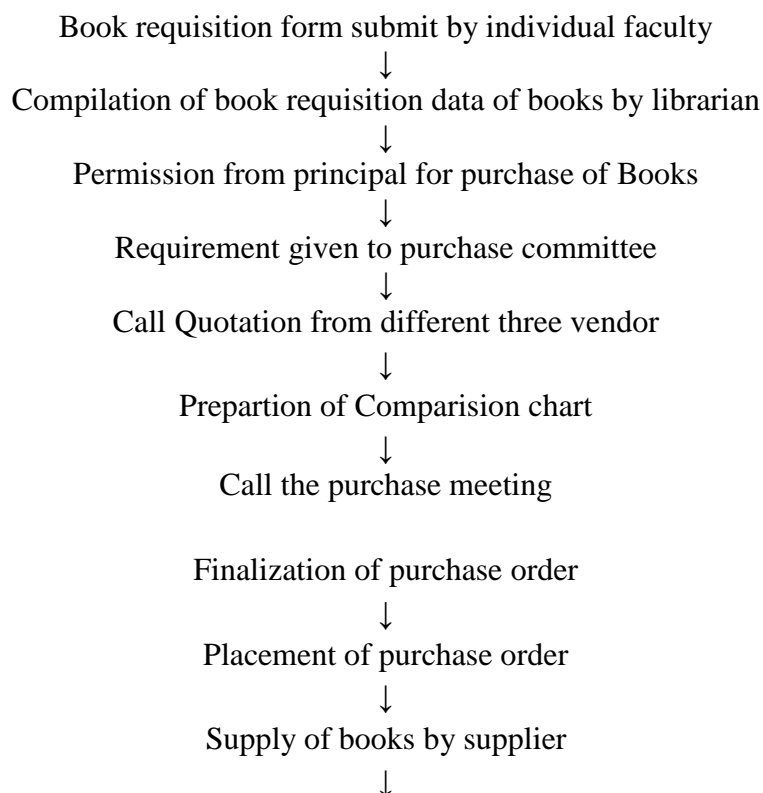
The classrooms boards and furniture facilities are utilized regularly by the students.

- 1) Furniture/Desks are maintained by workshop of Engineering college and broken desks are move to maintenance dept , then they are moved to workshop for repairing, further they are replaced by desks in working condition.
- 2) For use of LCD log book entry is done by staff.
- 3) LCD projector maintenance is carried out every 15 days; also daily cleaning of classrooms is carried out by nonteaching staff..

Library :

- 1)Compulsory Library account are made by every student and staff for issue of library books
- 2)Students have to issue book on their library card , time table is prepared for same and each class has assigned weekly days for issue and submission of book during particular period of week .
- 3)If book, Journals or any study material of library is lost/damaged by student or staff then they have to submit same in library from own expenses.
- 4) Cleanliness of library is look after by librarian with the help of non teaching staff.

Procedure to Purchase of Books:



Entries of book in accession register

Sports complex

- 4) The college has sports gymnasium in house facility.
- 5) Logbook is kept to monitor utilization of the sports complex by students and it is monitor by sports incharge of the college.
- 6) Students are instructed to do entry in log book before issue of sports equipment and after use they are submitted to sports complex under supervision of sports incharge.

Computer

- 1) Logbook and dead stock register is maintained by computer incharge.
- 2) Students are requested to do entry in log book before use of computer.
- 3) Students are restricted to sit in computer lab during lecture hrs.
- 4) Maintenance of computers are done by computer in charge, they get repaired if any minor faults are there. Dead computers are shifted to central store dept. permanently.

Medicinal Garden

The college garden is maintained by the gardener appointed by the institute

Miscellaneous

Electrical and the plumbing related maintenance is done with the help local skilled persons and the expenditure is done from budget gained by college from management.

General procedure for maintenance of *physical, academic and support facilities*

