# S. N. D. College of Pharmacy, Babhulgaon, Yeola. Dist. Nashik

## A.Y. 2021-22

# **CRITERION 4**

# Infrastructure and Learning Resources

4.4 Maintenance of Campus Infrastructute

## S. N. D. College of Pharmacy, Babhulgaon, Yeola. Dist. Nashik

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

# The guidelines and practises for upkeep and use of physical academic and support facilities Physical facilities

The physical resources, such as laboratories, classrooms, and computers, are made available to the college-admitted pupils.

#### **Policy and procedure for Laboratory**

Laboratory cleaning: Regular cleaning is carried out.

Cleaning of the reagent bottles, bottle racks, work platforms, and sinks should be done every day.

The non-teaching staff works to maintain and clean the laboratories, and the college frequently hires local professionals to handle this maintenance.

**Glassware cleaning**: The lab assistant and lab attendant are instructed to regularly clean used glassware after each practical.

As needed, necessary reagents, chemicals, and glassware are procured from the store.

At the conclusion of each semester/earlier first and second terms, a list of the required chemicals and glassware is sent to the store department.

-In-house upkeep services performed on a regular basis by lab assistants and peons under the supervision of the subject in charge.

## S. N. D. College of Pharmacy, Babhulgaon, Yeola. Dist. Nashik

-Students are told to utilise the instrument by writing in the log book and closing the entry by setting the time.-Students are instructed to utilize instrument/ equipment under supervision of subject incharge.

-M.Pharm students are advised to obtain HOD approval in advance before using lab facilities and to record necessary information in the instrument logbook.

#### **Log book for instruments**

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# S. N. D. College of Pharmacy, Babhulgaon, Yeola. Dist. Nashik Log book for UV



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S.N.D. COLLEGE OF PHARMACY, AT- BABHULGAON, Tal - Yeola , Dist - Nashik

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## S. N. D. College of Pharmacy, Babhulgaon, Yeola. Dist. Nashik

#### **Classroom:**

The facilities for classroom boards and furniture are frequently used by the pupils.

- -The workshop at the engineering college maintains the furniture and desks. Broken desks are taken to the maintenance department, repaired in the workshop, and then replaced with desks that are in good working order.
- -For use of LCD, staff enters data into log books.
- -LCD projector maintenance is performed every 15 days, and nonteaching staff members clean classrooms every day.

#### **Library**:

Every student and employee must have a library account before they can check out books.

Students must check out books using their library cards; a schedule is created for this purpose, and each class has designated weekly days for check-out and return of books during a specific time of week.

Students or employees must pay for the cost of returning any lost or damaged books, journals, or other study materials to the library.

With the assistance of non-teaching employees, the librarian maintains the cleanliness of the library.

#### **Procedure to Purchase of Books:**

Book request forms are regularly gathered from relevant staff members and assembled by a librarian. The principal must give his or her consent before the book may be bought.corresponding criteria

given to the purchasing committee, and several vendors are asked for quotes. A meeting is scheduled to finalise the purchase order after studying the chart of quotations once again. After speaking with the principle, a purchase order is then placed. When a book is provided by a

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supplier, the librarian makes entries in the issue record. When book is supplied by supplier entries are made in issue register by librarian. This is the general procedure followed for purchasing book.

#### **Sports complex**

The college has a built-in sports gymnasium.

A logbook is kept to track how often students use the sports complex, and the college's sports coordinator keeps track of it.

Before receiving sports equipment, students are given instructions to fill out a log book, and after using it, they are sent to the sports complex under the observation of the sports incharge.

#### **Computer**

The computer in charge keeps track of the logbook and the dead stock registry.

Before using the computer, students are asked to make an entry in the log book.

During classroom hours, students are required to sit in the computer lab.

The person in charge of the computer does maintenance on them and has any small issues fixed. Dead computers are moved permanently to the central storage department.

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#### Computer lab Log book:

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# S. N. D. College of Pharmacy, Babhulgaon, Yeola. Dist. Nashik

#### **Medicinal Garden**

The institute's designated gardener looks after the college's garden.









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#### Miscellaneous

With the assistance of local professionals, electrical and plumbing repair is carried out, and the cost is covered by funds obtained by the institution from management.

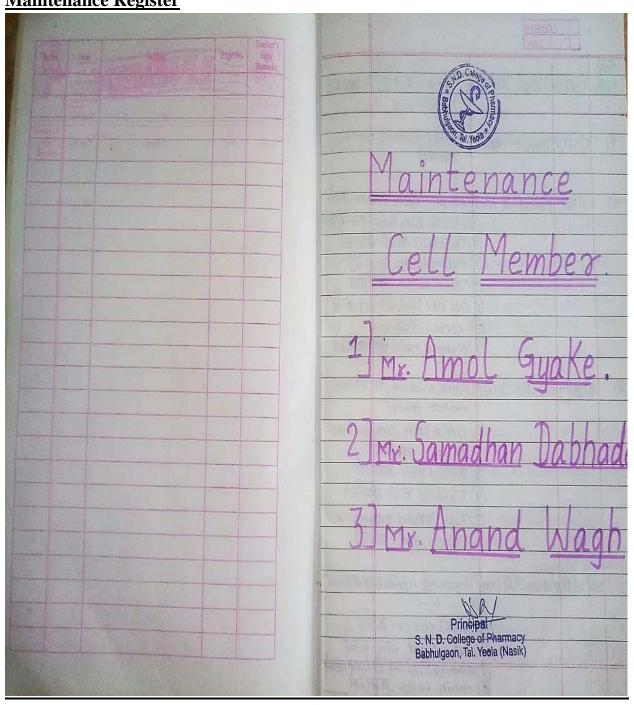
#### General procedure for maintenance of physical, academic and support facilities

Principal receives a letter of request, and the store department receives the order as a result. The maintenance supervisor contacts an internal employee or a vendor from outside to inspect the area and the issue.

Once the issue has been determined by the appropriate individual, requests are made for any supplies required for repairs, restorations, and upkeep. If an outside vendor needs to be called, a quote is required for any instrument repair or recovery; the quote is approved following consultation with the appropriate parties, and a work order is then placed.

HOD confirms that the work and report are submitted to the store after the vendor completes his work.

## S. N. D. College of Pharmacy, Babhulgaon, Yeola. Dist. Nashik <u>Maintenance Register</u>



# S. N. D. College of Pharmacy, Babhulgaon, Yeola. Dist. Nashik

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