



Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
Faculty of Pharmacy

A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701

Approved by PCI, New Delhi, Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai.

Website – www.parikrama.edu.in, Phone – 9766126772, Email – pariphr@gmail.com

Vision – *'To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas'*



**Established Systems And Procedures
For Maintaining And Utilizing
Physical, Academic And Support Facilities**



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Principal
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1. Introduction:

The Store and Maintenance Committee is responsible for execution and monitoring of Maintenance of the institution. The entire work is governed by various provisions of the Manual.

This document contains the detailed structure and procedures related to the various activities of the Maintenance Cell.

2. Quality Policy

The Maintenance Cell is committed for execution of work strictly as per specifications laid down in general conditions of the contract. Emphasis remains to execute the quality work with minimum cost.

3. Context of the Organization

3.1 Objective and goals.

Maintaining and utilizing physical, academic and support facilities.

3.2 Work Culture

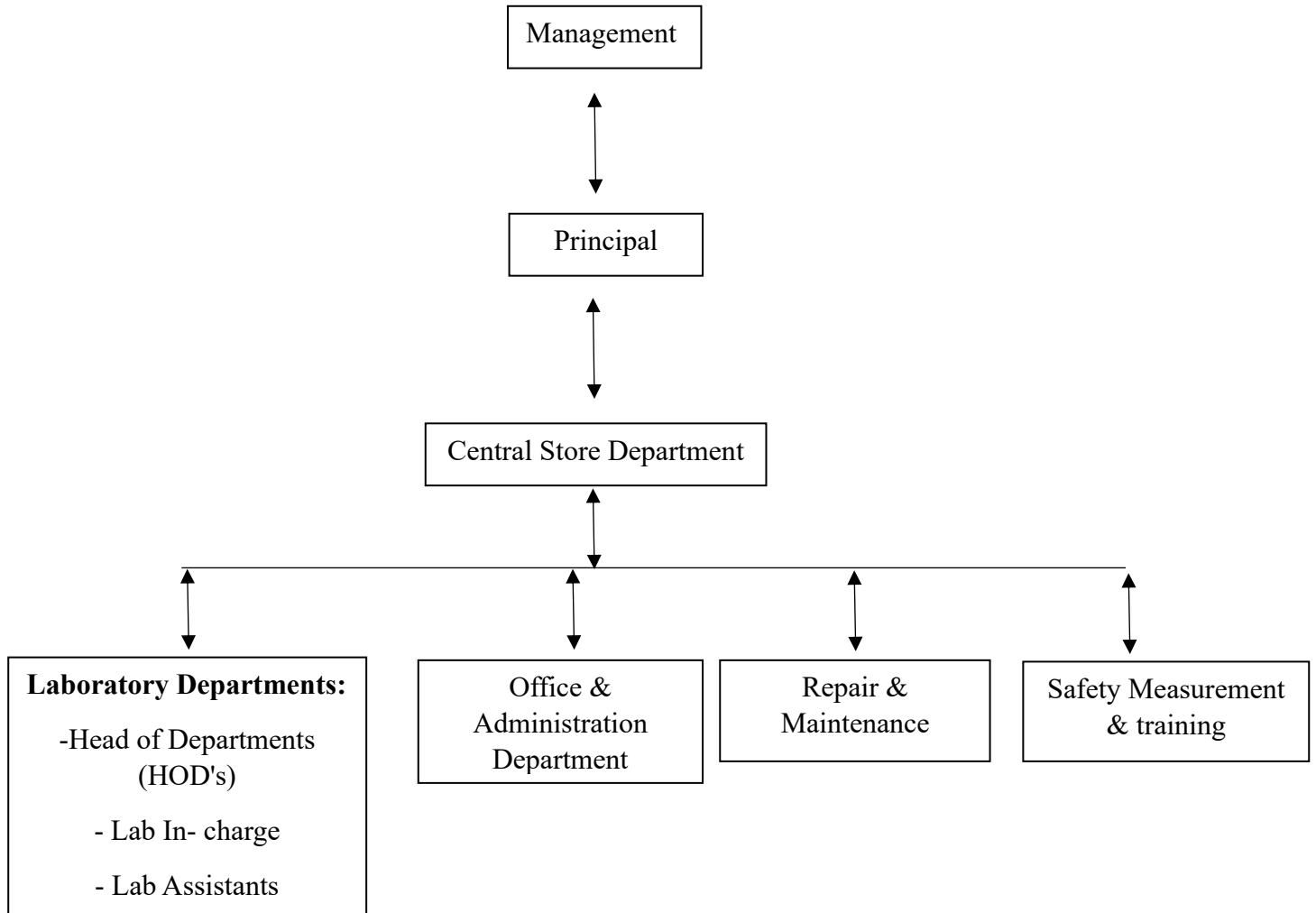
All the activities of the committee are time bound in nature. The central store and maintenance committee is committed to timely completion of various works thereby maintaining timely delivery of service.

- Requisition of work received from departments.
- To obtain approval of Management for to carry out work.
- To award the work to selected vendor.
- To monitor work.
- On completion of required formalities, payment to Agency is released after scrutiny.



3.3 Organization Chart

Organization Chart of Central store Maintenance Cell



3.4 Responsibilities

Designation	Responsibilities
Lab Assistant	<ol style="list-style-type: none"> 1. To inspect lab and submit list of maintenance work needed to respective Lab In-Charge. 2. To inspect equipments and submit list of equipments requiring maintenance to respective Lab In-Charge. 3. To prepare list of glassware, chemicals, stationary and other requirements and submit it to respective HODs. _____
Lab In-Charge	<ol style="list-style-type: none"> 1. To inspect lab and submit list of maintenance work needed to respective HOD's. 2. To inspect equipments and submit list of equipments requiring maintenance to respective HOD's. _
Head of Departments	<ol style="list-style-type: none"> 1. To compile list of maintenance work for all laboratories and forward it to central store and maintenance cell. 2. Compile list of all requirements and submit it to central store and maintenance cell. _____
Store In charge	<ol style="list-style-type: none"> 1. To prepare guidelines and general system for procurement of material. 2. To examine the lists of work prepared by store keeper to finalize them and submit to Principal for further processing. 3. Correspondence with the prospective Suppliers/Manufacturers/Dealers/maintenance and services agencies.



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	<ol style="list-style-type: none">4. Handing over indents/ detailed specifications and addresses of suppliers to purchase committee.5. To submit list of purchases and maintenance to Principal6. To ensure scientific and efficient management of receipts, storage and issues of materials keeping in view the economics, security of stock as well as safety requirements. _____
Principal	<ol style="list-style-type: none">1. To instruct and guide store in charge for purchase and maintenance activities.2. To examine technical and financial aspects and finally recommend the works proposal for approval of management on merit basis.




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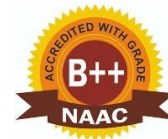
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Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports, complex, Computers, classrooms etc.

1. General Policy

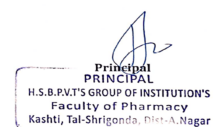
- The institution is committed to ensuring that all physical, academic, and support facilities are maintained in optimal working condition.
- All users are expected to handle facilities with care, ensuring responsible usage and adherence to guidelines.
- Regular maintenance schedules is implemented to ensure facilities remain functional, safe, and meet the needs of the institution.

2. Laboratories

- **Usage:**
 - Access is restricted to authorized students and faculty.
 - Laboratory hours are defined, and usage outside of scheduled hours requires special permission.
 - Lab users must follow safety protocols and wear appropriate safety gear (e.g., gloves, goggles, etc.).
 - Food, drinks, and unauthorized equipment are strictly prohibited.
- **Maintenance:**
 - Equipment must be cleaned and stored properly after use.
 - Regular inspections are conducted by lab technicians to ensure equipment is functioning properly.
 - Any malfunction or damage should be immediately reported to the lab supervisor.
 - Annual schedule is planned for calibration of sensitive equipment (e.g., measuring instruments, chemicals, etc.)
 - Hazardous materials and waste must be disposed of according to safety guidelines.

3. Library

- **Usage:**
 - The library is accessible during designated hours. Special access afterhours requires prior approval.





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- Borrowing and returning of books must follow the institution's library rules, including late fees and book replacement policies.
- Silence must be maintained within the library to ensure a conducive environment for study.
- Digital and multimedia resources can be accessed with library-issued logins.
- **Maintenance:**
 - Regular inventory of books and digital resources is conducted.
 - Damaged books and materials must be reported for repair or replacement.
 - Cleanliness in the library is ensured by the custodial staff, and regular cleaning schedules will be posted.
 - Library IT systems and software is undergoing regular updates and maintenance.

4. Sports Complex

- **Usage:**
 - The sports complex is open to all students and staff during designated hours. Prior booking may be required for certain facilities (e.g., courts, gym).
 - Proper sportswear and equipment must be used, and users must follow all safety rules and instructions from staff.
 - Access to gym equipment and facilities is granted to trained users only, with personal trainers or supervisors available.
- **Maintenance:**
 - Sports equipment (balls, nets, gym machinery) is inspected regularly, and any damaged equipment must be reported.
 - Grounds and fields is maintained by the groundskeeping staff, with regular watering, trimming, and repairs as needed.
 - Changing rooms, showers, and toilets must be kept clean at all times, and staff will ensure regular cleaning.

5. Computer Labs

- **Usage:**
 - Computer labs are accessible during operational hours, with login credentials provided to authorized users only.





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- Users are responsible for saving their work and maintaining backups, as lab systems may be cleared regularly.
- No unauthorized software installations are allowed. Requests for software installation must go through the IT department.
- **Maintenance:**
 - Computers and related hardware (e.g., printers, projectors) is checked regularly for updates, repairs, and replacements.
 - Antivirus software updated periodically to ensure a secure computing environment.
 - Any system malfunctions or damage should be reported to the IT department for immediate resolution.
 - The labs are cleaned daily, with an emphasis on dust removal to protect equipment.

6. Classrooms

- **Usage:**
 - Classrooms should be used for academic purposes only. Special permissions are needed for events outside of regular classes.
 - All classroom furniture, boards, projectors, and other equipment must be used responsibly and not tampered with.
 - Teachers and students are encouraged to keep classrooms clean and organized, with no littering or defacing walls and desks.
- **Maintenance:**
 - Classrooms are cleaned daily, with periodic deep cleaning.
 - Desks, chairs, and other classroom furnitures are inspected regularly for repairs or replacement.
 - Electronic equipment (e.g., projectors, smart boards) is maintained by technical staff, with periodic checks for functionality.

7. Maintenance and Monitoring

- A dedicated Maintenance Department is handling the upkeep of all physical, academic, and support facilities.
- A Complaint and Feedback System is in place, allowing students and staff to report issues with any facility. Urgent matters will be prioritized for resolution.
- **Annual Budget Allocation** for facility maintenance is designated to ensure financial resources are available for repairs, upgrades, and expansions as needed.





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- A Preventive Maintenance Schedule is established for all major equipment and infrastructure to avoid disruption.

8. Compliance and Safety

- All facilities must comply with government regulations and institutional safety standards.
- Regular safety drills (fire, earthquake, etc.) are conducted in classrooms, laboratories, and sports complexes.
- Any misuse or negligent use of facilities will result in disciplinary action according to the institution's code of conduct.

9. Sustainability Initiatives

- The institution promotes the sustainable use of resources, including energy-efficient systems in labs and classrooms, water-saving measures in sports complexes, and recycling programs across facilities.
- Green initiatives are implemented, such as using eco-friendly cleaning products and encouraging paperless systems in the library and administrative departments.



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