



INDEX

Criteria No: 4

Metric No: 4.4.2

File Name: (QIM) 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.*

CONTENTS

Sr.No	Particulars	Page No.
1	Maintenance Committee	02
2	Maintenance Policy	03
3	Maintenance work details	05

ACADEMIC YEAR 2023-24

Maintenance Repair Committee

Sr. No.	Name	Designation
1	Dr. Charushila Bhangale	Principal
2	Mr. Mayur T. Gaikar	Academic Dean
3	Dr. Kiran B. Kotade	HOD
4	Mr. Vaibhav Kharde	Campus Incharge
5	Mr. Sanjay Walunj	Electrician
6	Mrs. Pallavi Ekhande	Lab assistant
7	Mrs. Sangita Sonawane	Lab assistant
8	Mrs. Rupali Thete	Lab assistant
9	Mrs. Supriya Mane	Lab assistant



Bhangale

Principal
College of Pharmacy, Chincholi
Tal. Sinnar, Dist. Nashik 422102

MAINTENANCE AND IMPROVEMENT POLICY AND PROCEDURE

- **Objective**

The objective of this policy is to maintain and improve overall Campus buildings, other infrastructural facilities, instrumental facilities, and other important facilities at PRES's College of Pharmacy (For Women) to support our mission.

- **Roles and Responsibilities**

Campus Facility Services includes building maintenance, grounds maintenance, material handling, utilities, campus health, safety, and security. Normal request for services by staff are accessed through HODs of each department. Physical facilities on campus are protected with security systems and personnel assignments. Internal processes, policies and procedures are developed and revised on continuous basis to address current and future security concerns. The Security incharge provides a periodic operation brief detailing current security concerns and facility information, which is evaluated and used for continuous improvement.

- **Campus Operation, Development and Improvement Planning**

Operation, development and improvement of the College is undertaken in accordance with college Code and procedures, which defines a process for the request, approval and limitations of capital development and improvement since most of the infrastructural development are undertaken by the management. After managements approval the maintenance work would be processed further. Management has also appointed a supervisor who would be responsible for the overall maintenance of the infrastructural facilities.

- **Facility and Equipment Maintenance and Repair**

College Facility Services staff members respond to day-to-day facility and equipment maintenance and repair requests. For requests that required advanced or specialized knowledge and/or skill, equipment vendors and third party vendors are contacted to oversee the project. The staff member submits requests for facility and equipment maintenance and/or repair by writing a letter to the Principal which is the forwarded to the College maintenance register. When requests are submitted, the Office Technician contacts appropriate maintenance personnel in the campus to respond to the request. Regular staff meetings are held to check the status of open projects, evaluate resources

required to resolve projects and to allocate work-load to ensure efficient response and resolution.

- **Equipment and Supplies**

General facility equipment and supplies are requested annually as part of the College budget process. Facility equipment and supplies needs are revised and prioritized for approval by the College Purchase Committee centrally. For some important equipments and services Annual Maintenance Contract (AMC) is entered where the company representatives visit regularly for the same whereas some Lab equipments are maintained by the dedicated technicians or incharge staff in the labs on a periodic basis. The Equipment and other Resources policy states that current, relevant, sufficient and up-to-date equipment and materials used in instruction is acquired, repaired or replaced in a timely manner that supports continuous instruction and to effectively achieve program goals. Program advisory teams, instructors and directors evaluate program equipment and supply needs and submit annual budget requests for purchases required. Instructors are responsible for inspecting materials and equipment to ensure quality and safety standards in accordance with manufacturer requirements, codes, laws, and regulations pertaining to specialized materials and equipment, and their intended use.

**SUMMARY OF
REPAIR
AND
MAINTENANCE
AS PER
DUPLICATE
BOOKS**

SUMMARY OF REPAIR AND MAINTENANCE AS PER DUPLICATE BOOKS

Sr.No	Type of Work	Date
01	Regarding Basin repairing	24/07/2023
02	First aid box refill	26/07/2023
03	Balance repairing	09/10/2023
04	Switch board repairing	16/10/2023
05	Regarding repairing of basin holder in Pharmaceutics lab	25/10/2023
06	Regarding pest control in Pharmaceutics Lab I and II	25/11/2023
07	Regarding instrument repairing Pharmaceutical chemistry lab	11/12/2023
08	Pipeline leakage related	27/12/2023
09	Regarding gas pipe leakage repairing	01/02/2024
10	Regarding repairing of electrical pin of humidity chamber	22/02/2024
11	Computer repairing	27/02/2024
12	Regarding repairing of classroom fan	01/03/2024
13	Regarding provision of electrical point	05/04/2024
14	Regarding basin leakage	05/06/2024
15	Regarding repairing of pipeline basin leakage in Pharmacognosy lab	05/06/2024
16	Regarding repairing of glass of Museum in Pharmacognosy lab	28/06/2024



P. Phangale
Principal
College of Pharmacy, Chincholi
Tal. Sannar, Dist. Nashik 422102

2-24/7/23

प्रति,

साधुगंध

कार्डेज ऑफ कार्मिनी
चिंचोली

57

विषय :- फेमेस्ट्री लॅब मधील वेसीन लीकेजबाबत

आदरणीय गॅड्युअर,

फेमेस्ट्री लॅब मधील वेसीन
शेवट झालेले असून जेव्हा लोक ह्या मॉडेल
नरीसो ते दुरुस्त करावे ही विनंती.

आपली विश्वासू



[R.K. Thete]

To:

Civil Dept

Margah

24/7/2023

26/7/25
प्रति,
प्राचार्य,
कॉलेज ऑफ फार्मसी
विशाली

58

विषयः- First Aid Box Refill करणेबाबत

मा. मैडम.

वरील विषयानुसार केमेव्ही कॅम्पस
First Aid Box कमीना ओषधे मिळावा
ही विनंती

A. K. Thele
26/7/2025

आपली विनंतीकडे
Thele
(A. K. Thele)

5/9/10/23

62

पति

प्राचार्य

कॉलेज ऑफ कार्बसी,
विश्वेश्वरी

विषय:- बैलन्स रीपेअरींग

आवृत्तीय भंडम

कामफिमेवरी व कामफिकोपी लेवटे
बैलन्स विघडलेले अरुण ते रीपेअरींग करीना जाले
दले अहे मीही मन्वयना मिळावी ही विनंती

Protology Lab-02

P'chemistry Lab-02

Mhangale
9/10/2023

आपली विस्तार

R.K. THER for

S.A. for

16/10/2023

63

प्रीति
पाचार्य,
कॉलेज ऑफ फार्मसी,
चिंचोली.

विषय :- Pharmacognosy II Lab
मधील Switch Board repairing बाबत

मा. मॅडम,

वरील विषयानुसार P. cognosy-II
Lab मधील electric switch Board
खराब झाला असून त्यामुळे
Practical conduct करण्यास अडचण
होत आहे. तसेच वरील गोष्टीसाठी
उपाय योजना सुचवावी ही क्वचितही

कळवे.

[Signature]
16/10/23
[Signature]
16/10/23

To
Electrical Dept.
Mangal,
16/10/23

आपति विरवारु
Yogita Lunde
[Signature]

16/10/2023

63

प्रति
प्राचार्य,
कॉलेज ऑफ फार्मसी,
चिंचोली.

विषय :- Pharmacognosy II Lab
मधील Swich Board repairing बाबत

मा. मॅडम,
वरील विषयानुसार P. cognosy-II
Lab मधील electric swich Board
खराब झाला असून त्यामुळे
Practical conduct करण्यास अडथळा
होत आहे. तसेच वरील गोष्टीसाठी
उपाय योजना सुचवावी ही क्वचित्ही

कळवे.

[Signature]
16/10/23

To
electm. dept.
[Signature]
16/10/23

आपला विरवारु
Yogita Lohare
[Signature]

Date - 25/10/23

प्रति,
प्राचार्य
कॉलेज ऑफ फार्मसी,
चिंचोली.

1

विषय - बेसिन होल्डर दुरुस्त करणे मिळणे बाबत

माननीय मॅडम

वरिल विषयास अनुसरून, Pharmaceuticals
lab मधील बेसिन ज्या अंगाल वारती
बसवले आहे त्यास गज लागून ते तुटले
आहे तरी ते व्यवहाराने व्यवहार दुरुस्त करणे
दयावे नाहीतर बेसिन पडण्याचा शकता आहे
कळवे,

Received

Pratiksha

31/10/23

To,
Civil Dept.

M. S. S.
30/10/23

आपला विश्वासू

Supervisor

M. S. S.

Date -

Date - 25/11/23.

प्राप्ति

प्राचार्य कॉलेज ऑफ फार्मसी
चिंचोली

3

विषय - Pharmaceutics I & II Lab मध्ये
Pest Control करणेबाबत

मा. मंडल

वरिलेख विषयानुसार Pharmaceutic lab I & II मध्ये
खुप प्रमाणात उंदीर झाले असून त्यांनी बरेच
Glassware व chemicals चे नुकसान केले
आहे तसेच लॅबमध्ये त्याकडे कपाताना जावती
लागती आहे तसेच वरिलेख गोष्टीसाठी
उपाय योजना करावी ही विनंती
करावी,

To the dept. in charge

[Signature]
25/11/23

Please consider applied to do the needful

Received
[Signature]
25/11/23

आपली विश्वासू

[Signature]
M. V. S. S.

11/12/23

64

Principal
College of Pharmacy
Chincholi

Sub Regarding Instrument Repairing

Respected sir,

Above cited subject in pharmaceuticals
Lab Photometer is not working properly.
So give a permission to take away this
instrument for repairing.

Photometer - CL-950 - 1 nos

[Signature]
11/12/23

[Signature]
11/12/23

Your's faithfully
[Signature]

8-27/12/23.

65

श्री. पाचार्य,
कॉलेज ऑफ फार्मसी
बिठोली

विषय: पाइपलाइन (निकेतण)

आदरणीय अंक,

मि. शालेली अखुन ती कुठ्या काळ मिळेल
ही विनंती. M.Pharm. (P.A.) लॅबमध्ये पाइपलाइन

आपली विश्वासू

(R.K. Thakre)

To
Unid Dept
Mumbai
27/12/23

Received
27/12/23

दि - 01/02/24.

001

गार्ड
मेज ऑफ फार्मसी
चोली.

विषय - गॉस पार्प व रेगुलेट
बाबत...

मॅडम,

वरिष्ठ विषयास अनुसरण, का (0000)
महिला गॉस पार्प leakage असून
- ठाकती होत आहे त्तिरे पार्प
रिग करुण मिकावी हे विन्ती.

वे,

आपली विश्वाभू

Yogita Landar

Yogita
1/2/24

Miya
Amthare
01/2/24

Abhangal
01/01/2024

Date - 22/02/24

प्रति,
प्राचार्य,
वॉल्वेजु गोंज फार्मसी
चिंचोली.

6

विषय - Humidity Chamber या instrument
ची पिन खराब बदलून मिळवून देवत.

मा. मंडल,
वरिष्ठ विषयानुसार instrument room
मधील Humidity Chamber या उपकरणाची
पिन खराब झाली असून तारी ती
बदलून मिळावी ही विनंती.

कळवे,

आपली विश्वासू

To,
electrical dept.

Mhargale

22/2/24

(Name. S.S.)

01. 27/1/24
69

श्री
वाचार्थ,
कॉलेज ऑफ फार्मसि
विंधोली

विषय - computer Report परीक्षण

आपकी भेंट

कॉलेज ऑफ फार्मसि विंधोली ये चील
एप्लिकेटे I R computer परीक्षण करीतीने
शेरीअर करून मिळते ही पत्ती.

To
computer dept

आपनी विद्यार्थी

REO

R. K. Thete.

Ahange

Rehane

विद्यार्थी

27/1/24

Comp maint.
for u.c

Shind
27/02/24

Date 01/03/2024.

No. 71

To

The principal
C.P. Chincholi
Nashik.

Subject:- Permission to get repair of
classroom fan

Respected madam,

w.r.t. above subject our
class room I & class room III fans
are not working properly.

So, I requesting to give
permission to ^{get} repair it by electrician
Thanking you!

To,
electrical dept.

Abhangale

01/03/24

✓

Regards

(K. M. Nannor)

ज्ञान,

72

electrical and Maintenance विभाग,

B. pharmacy मधील M. p'ology
विभागात आणिलेले वापण उपकरण
(water maize machine) करीता
supply point काढून दिला. तसेच
तीन स्वीच, तीन साँकेटचा स्वीचबोर्ड
दखून दिला. तसेच कम्यारण इन्शुलेशन
वाचो इन्सुलेशन करे व stand fit करण.

Gadachi,
Gulwad

Radz
eeby

ORAM

ORAM

DI. 2, 73

जी.
प्राचार्य
कालेस ऑफ फार्मकी
विश्वकोशी.

विषय :- वेसीन निकेजडावा

आदरणीय मैडम,

कागज किमोन्टो लॅब्समध्ये वेसीन
निकेजडावा आहे तरीही ते शेपड्यात फक्त
मिठावै ही विजती.

आपली विचार
Rever
[R.K. Thakur]

To
Level Dept
Alkhangal
Stock 2014

Pranav

003

Date - 5/10/24

प्रचार्य,
लेख ऑफ फार्मसी
चंद्रापीठ

विषय - (Pharmacognosy) कृप मर्ह
पाइप लाइन & बेसिंग सुरक्षा करणे
बाबत.

मा. मॅडम,
करील विषयान अनुसरण, Cogn
b मद्यील बेसिंग & पाइप लाइन सुरक्षा
करणे मिळवी दि विनती

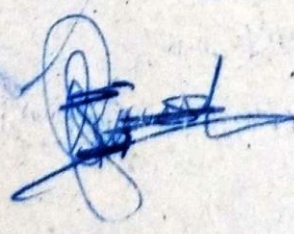
उद्वि,

आपली विश्व

Yogita La

Yogita

To.
Civil Dept.
Mhargale
5/10/2024



004
date - 28/6

ते,
शाखाय,
कॉलेज ऑफ फार्मसी
चिंचोली

श्रेय :- Pharmacognosy Museum ग्लास
Cupboard रिपेरिंग बाबत

ना मंडळ,
वरील विषयान अनुसरून, कोण
म्हणिले ग्लास Cupboard रिपेरिंग
करून मिळावी ही विनंती.

कळवावे,

Alina
Rmishara
26/6/2024

Pravali
8/3/24

To,
Civil Dept
Akhargal
28/6/2024

आपली कि.
Yogita
28/6/24