



# 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 2021-22**

### **Maintenance Repair Committee**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Charushila Bhangale	Principal
2	Mr. Kiran Dhamak	Academic Dean
3	Mr. Vivekanand Kashid	HOD
4	Mr. Bhimrao Karpe	Civil Department
5	Mr. Sanjay Walunj	Electrician
6	Mrs. Pallavi Ekhande	Lab assistant
7	Mrs. Sangita Sonawane	Lab assistant
8	Mrs. Rupali Thete	Lab assistant



*Bhangale*

**Principal**  
College of Pharmacy, Chinchohi  
Tal. Sinner, 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

### PHARMACEUTICS LABORATORY

Sr.No	Type of Work	Date
01	Regarding leakage of roof	14/09/21
02	Regarding refilling of Gas cylinder	14/09/21
03	Regarding leakage of basin	14/09/21
04	Regarding repairing of tap leakage	14/10/21
05	Regarding repairing of inverter in Instrumentation room	27/1/21
06	Regarding repairing of furniture	08/03/22
07	Repairing of tap leakage in ceutics lab I & II	04/05/22
08	Refilling of first aid box	13/07/22



*P. Hengale*

**Principal**  
College of Pharmacy, Chinchole  
Tel. Sinner, Dist. Nashik 422102

## SUMMARY OF REPAIR AND MAINTENANCE AS PER DUPLICATE BOOKS

### PHARMACEUTICAL CHEMISTRY AND MICROBIOLOGY LABORATORIES

Sr.No	Type of Work	Date
01	Regarding submission of damage exhaust fans	30/07/21
02	Regarding leakage of basin in instrumentation room	13/08/21
03	Regarding leakage of basin in machine room	13/08/21
04	Regarding repairing of deep freezer	09/09/21
05	Regarding refilling of first aid kit	09/09/21
06	Regarding repairing in machine room	16/09/21
07	Regarding repairing of basin leakage in microbiology lab	21/10/21
08	Regarding repairing of flame photometer	18/02/22
09	Regarding repairing of drawers	23/03/22
10	Regarding fitting of camera	29/04/22
11	Regarding submission of gas scrap material	22/08/22



*P. Bhargava*

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

## SUMMARY OF REPAIR AND MAINTENANCE AS PER DUPLICATE BOOKS

### PHARMACOGNOSY, PHARMACOLOGY AND COMPUTER LABORATORIES

Sr.No	Type of Work	Date
01	Regarding wi-fi bill sanction	19/04/22
02	Regarding repairing of computers	18/04/22
03	Regarding basin leakage in cognosy lab and water supply in cology and HAP lab	11/05/22
04	Regarding repairing of computers and sanction its expenses	20/05/22
05	Regarding leakage of basin	04/08/22
06	Regarding maintenance of computer lab	22/08/22



*P. Hengale*  
Principal  
College of Pharmacy, Chinchole  
Tal. Sinner, Dist. Nashik 422102



14/9/21

86

To,  
The Principal,  
College of Pharmacy,  
Chuncholi.

Sub: Regarding leakage of roof.

Resp. madam.

With reference to the above  
mention subject Practical lab I & II  
roof ~~was~~ leaked

So, please make necessary  
arrangement.

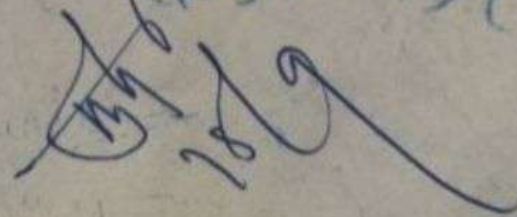
Thanking you,

Yours faithfully

Mhargale  
14/9/21

(G.D)

(Kashida A) (Mrs. Elchande P.Y)



14/9/21

87

To,  
The Principal,  
COPC

Sub: - Refilling of gas cylinder —

Resp. mam,

With reference to the above  
subject the our college departmental  
& commercial gas cylinder was empty  
& for practical purpose we require  
refill it.

So, please give permission for  
refilling the gas cylinder.  
Thanking you,

Yours faithfully

Pd

(Mrs. Eklaude P. Y.)

To,  
account.  
Mhangal  
14/9/21

Wid  
(Kashid)

15/9



14/9/21

88

To,  
The Principal,  
C.O.P.C.

Sub: - Leakage of Basin - - -

Resp. madam,  
With reference to above  
Sub. P'centhes lab I & II basin  
is not in proper condition. It leaked  
so, for inspection please repair  
it's urgent basis.

With thanks you,

(19/9)  
(Koshikar)

Yours faithfully,

Pl

(Mrs. Elchande P.Y.)

To.  
Unit dept.  
Shangale  
11/9/24

14/10/21

91

प्रति,  
प्राचार्य,  
कॉलेज ऑफ फार्मसी,  
चिंचली

मा. मॅजिस्ट्रेट  
उपरोक्त कागजाती अदर  
सुत पत्र लिहि मजत मिळाय  
दा विनंती. (Pillar catch long)

विषय: Practical Job - II मधील नळ लिंक  
होणे बाबत

मा. मॅजिस्ट्रेट

वरिल विषयानुसार Practical II मधील  
नळ लिंक होत आहे. त्यामुळे लीव मध्ये पुन  
पाणी सान्चून घ्यावे आहे

तरीही, परे 3 दिवक सुरुती येत असून  
स्व. प्रमाणाने लीवमध्ये पाणी सान्चून घ्यावे  
तरीही कृपया या सदराने लक्षा घ्यावून  
योग्य ती कारवाही होण्यात यावी ही विनंती  
करतावे.

आपली विनंती

To  
Civil Dept  
Mhangale  
14/10/21

प्रति  
(K. S. D. V. A) (Ekhande P. Y.)  
H. O. D.



27/12/21

92

श्री,  
प्रचार्य,  
कोलेज ऑफ फार्मसी,  
चिंचोली

विषय - Instrumental Job मशीन Inventory  
बंद पडणे बाबत - - -

मा. मेडम

तल्लि विषयानुसार Instrumental Job  
मशीन इन्वेंटरी बंद झाल्यामुळे Job मशीन  
Instrumental वापरणे अशक्य झाले आहे.  
तरील ते लवकरात करून Repair  
करवयासाठी योग्य ती कार्यवाही करवून  
अपरी ही विनंती  
करव,

आपला विवाक,

To,  
Electronics ( Mrs. Ekhande P.Y.)  
Mhangur,  
27/12/21

1005  
27/12/21

8/3/22

94

प्रति,  
प्रान्तार्थ,  
कोलेज ऑफ फार्मसी,  
चिचोली

विषय :- Pleurha lab मधील फर्निचर सुकतीबाक

मा. मॅडन

वरिल विषयानुसार Pleurha lab - II  
मधील दुरवाज्याला Stopper बसवायचे  
आहे. तसेच Job मधील Cupboard चे  
Plywood बदलवणे आहे.

1) Door - Stopper - 01

2) Cupboard - Plywood sheet .

~~कडे~~ नदीही सुकतीबाकत उपायोजना  
सुचवावी.

कडावे,

8/3/22

Margale आपली विरवाक  
8/3/2022  
(Elchande P. 7.)



4/5/2022

96

प्रति,  
प्रधान,  
कौलिंग ऑफ फार्मि,  
विशेष

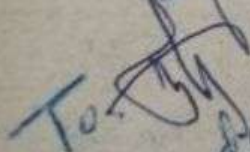
विषय: *Freud's Job I & II* मशीन नोट,  
लिंक लगेबाबत

मा. मैत्र

तारिल विषयानुसार *Freud's Job* मशीन  
I & II मशीन नोट लिंक होत असून  
# फॉलोअप करतो खुप प्राप्ती लागू होत  
आहे त्यामुळे प्रॅक्टिकल करण्यात आरंभ  
होत आहे

त्यामुळे तारिल गोष्टीसाठी उपायोग्यता  
सुचवारी ही विलंबी.

तुम्हाला,

To:   
Civil Dept

Margah

04/05/22

(Koshy A)

आपली विश्वासू,



(Mrs. Elchande P.Y.)

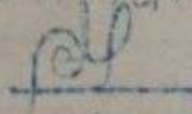
13/7/22

97

मम प्रति,  
प्रियमम  
कलिल औषध फार्मसी  
चिन्ताली

विषय : Panchice Job सहील First-aid box  
Refill करावावाक -

मा. मॅडम,  
वरिल विषयानुसार Panchice Job सहील  
First-aid box मध्ये ~~म~~ मेडिकल सुप्लाय  
आहे तरीही ते Refill करून मिळावे  
ही विनंती.  
कडावे,

आपली विनंती,  
  
(Elkhande P.)



30/7/2021

301  
33

To  
The principal  
P.R.S. COB. chincholi.

sub Regarding submission of green beans  
TSCA fan damaged.

Respected madam,

with above subject we have  
replaced same TSCA dept fan is damaged  
it is not working.

kindly requesting to submit  
damaged fan to computer store  
Thanking you.

Yours faithfully  
Ves

(K.I. Vadi lake)

30/7/21  
Jen S. N. S.

To,  
store.  
30/7/21

13/8/2021

34

प्रति,  
प्राचार्य,  
कॉलेज ऑफ फार्मसी,  
चिंचोली.

विषय : Instrument Lab सुचीन बेसीन  
लिफ्ट होणेबाबत - - -

मा. मॅडम

वरिल विषयानुसार Instrument  
लोव सुचीन बेसीन लिफ्ट असल्यामुळे  
तसे प्रकटीकृत घड्याल अडचण येत  
आहे. त्यामुळे बेसीन रिपेअर करव्यास  
उपाय योजना करव्यात याची ही विनंती  
करावे.

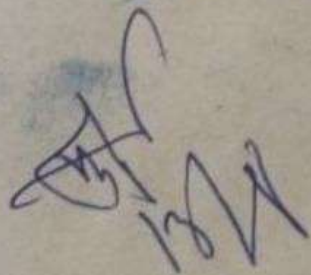
To,  
Principal

आपली विश्वासू,

Mhangals

(Ms. Helande P.Y.)

13/8/2021





13/8/21  
प्रति,  
प्रचार्य,  
कॉलेज ऑफ कार्मर्स,  
चिंचोली.

35

विषयः Machine Room. मशीन वेरी  
लिक होणेबाबत.

मा. मॅडम  
वरिष्ठ विद्यार्थ्यानुसार Machine Room  
मशीन वेरी लिक असल्यामुळे तेथे  
practical होण्यास अडचण येत आहे.  
यामुळे वेरी लिक रिपअर करणारा (Pipeler)  
उपाय योजना करण्यात यावी ही विनंती  
करावे.

To.  
Civil Dept  
Mhargul  
13/8/2021

आपली विनंती  
रख  
Mr. R. K. Thale)

13/8/21

प्रा.नि.  
प्राचार्य,  
कॉलेज ऑफ फार्मसी  
विद्यापीठ

१/३/२०

विषय:- Deep freezer दुरुस्तीसाठी -

मा. भैडम, वरील विषयानुसार Pharmacy Lab  
मधील Deep freezer तांदुळरक्त असल्या  
ने रीपेअर करण्यास परवानगी मिळावी  
ही विनंती.

Please do the  
needful  
1.10.0. 9/9/21

आपली विश्वासू  
~~Rece~~  
[R.K. Thakur]

Atangah  
9/9/21



प्रति,  
प्राचार्य  
कालेज ऑफ़ फार्मसी  
चिंलोली

01. 9/9/24

विषय:- First Aid रेफराल करने वाला

भा. मैडम,  
वरील विषयनुसार स्थानीय  
लैब करीगा First Aid BOX करीगा ओपन  
मिळाली ही विनंती.

- 1) Pharmacchem - 1.
- 2) M. Pharm - 1.
- 3) Physics - 1
- 4) H.A.P - 1
- 5) Prognosis - 1

~~pl~~  
~~for~~

To,  
Kerale sir  
Mangal  
9/9/24

आपली विनंती  
Recd R.K. Thak.  
~~pl~~  
CSA. Sam

10/3/87

प्रति,  
प्राचार्य,  
कॉलेज ऑफ फार्मवरी  
चिंचोली.

विषय मशीन रुममधील दुरुस्तीबाबत -

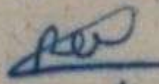
मा मॅडम,  
वरील विषयानुसार मशीन  
रुममधील दुरुस्तीसि सिक वसविणे  
आवश्यक आहे. तसेच लाकडी कपाटाचे  
दरवाजे निघालेले असून ते दुरूस्त करणे  
आवश्यक आहे. मशीन ते परीत दुरूस्त  
करणे मिळावे ही विनंती.

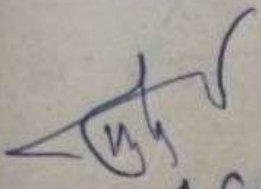
To,  
Civil section

Mhangadi

16/9/24

आपली विश्वासु

  
( R.K. Thele )

  
16/9



प्रति,  
प्राचार्य,  
कॉलेज ऑफ नर्सिंग  
विचोली.

पृ. 39

विषयः - Microbiology Lab मधील नव्य निकषांना

मा भेंडम,

वरील विषयांनुसार Microbiology  
लॅबमधील नव्य निकष आरंभ होत आहेत  
दुरुवा करून मिळावे ही विनंती.

आपली विश्वासू

Amul  
Kumbh V. D.

To,  
Uni dept. (R.K. Thale)  
Bhargal

21/10/24

सा. प्र. 55

अ. 434 PVC कलर (अंदाजे रु. 1000/-)  
सह. भरेरिआल खरेदी करून  
मागे देविता येईल

21/10/21.

40

प्रति  
प्राचार्या  
कलेज ऑफ फार्मसी,  
चिंचोली.

विषय :- गैसच्या विनाय मंजूरी मिळविणे

आ. मंडळ  
सर्व लेख्या होवून काम शाले झाले  
ते विनायमंजूरी घेऊन कोलेज असून साबत  
जोडलेले विले मंजूर करणारे हरकत  
नही.

To.  
Account  
Bhangale  
21/10/21

आ. विखासू.  
1) S.A. Sonawar  
2) R.K. Thete  
3) P.Y. Ekhardi



दि. 23/3/22

42

प्रति,  
प्राचार्य,  
कॉलेज ऑफ कार्मरी  
विचोली

विषय:- ड्रावर शिपअर करणेबाबत.

आदरणीय मॅडम,

केमेस्ट्री लॅबमधील ड्रावर कुटले  
असून ते शिपअर करण्याची आवश्यकता आहे. तरीही  
यावर लवकरात लवकर उपाययोजना करावी.

आपली विश्वासु

~~100~~

[ R K Thete ]

To.

Unit dipt

Mhangar

23/3/2022

प्रा.नि. : 18/2/2022

43

प्राचार्य,  
कॉलेज ऑफ फार्मसी  
चिंचोली

विषय: Nivame photometer द्वारा कदनेबावा

आदरणीय मैडम,

Pharmachemistry Lab मधील  
Nivame photometer विद्यमान आहे मरही  
दुरुस्त करण्यास परवानगी मिळावी ही विनंती.

To Labhade

आपली विनंती

~~Red~~  
[P.K. Thakur]

Mhargal  
18/2/2022



प्रति  
आदरणीय मंडल  
कालेज ऑफ कार्गिसी  
बिचोली.

विषय: कॅमेरा पत्र करणेबाबत.

आदरणीय मंडल,

काम कॅमेरुनी लिखत्या बाहेरील  
कॅमेरा वील झालेला असून त्याची वायर व  
स्क्रीन निघाले आहे. यामुळे तो कॅमेरा फिगीकल  
नसत आहे. तरीही तो लवकराने लवकर  
दुरुस्त करून मिळावा ही विनंती.

To:  
electrical dept.  
Mangal  
29/5/14

आपली पिस्वारा,

(R.K. Thete)

प्राप्ति,  
प्राचार्य,  
कानून ऑफ फार्मिसी  
विं-कोली

Dr.  
45

विषय:- गैस स्कैप जमा करनेवाला

आपराधीय मैडम

वरील विद्यार्थी अनुमोदन  
स्वातंत्र्य लॅबमधील गैस स्कैप मॅटरील 5107E  
विभागाला जमा करून द्यावे ही विनंती.

- 1) p. chem Lab re
- 2) P'rognoy Lab re
- 3) P'rephics Lab re
- 4) Supriya mane - re

आपली विनंती

R.K. Thete re

G.P. Srawane re

P.D. Podwal re

Mhangah

22/08/2024



19/04/22

प्रति प्राचार्य,  
कॉलेज ऑफ फार्मेसी,  
चिंचोली

1

विवरण :- With device बीलारा मंजूरी मिळविलेली.

आ. मंडळ,

With devices (03 Nos.) आलेले असून.  
आपल्या कॉलेज मध्ये Install घालून आलेले तसे  
संदर बीलारा मंजूरी देणेस हरकत नाही.

Bhargava  
20/4/22

आ. विश्वासू  
Sonawar  
(S.A. Sonawar)  
R. O. Chavhan  
R. O. Chavhan

11/5/22

To  
The P

2

પ્રાચાર્ય  
કોલેજ ઓફ ફાર્માસી (B. Pharmacy)  
ચિંચોલી

વિષય :- ૧) P. cognosy lab મધ્યે લેસીન લેક્ચર  
૨) HAP વ P. cognosy lab પાઠી માટે

આ મેડમ  
વરિલ વિષયોનું P. cognosy lab મધ્યે લેસીન  
પાઠી લેક સાથે છે. Lab મધ્યે પાઠી સાથે આ  
આગે. HAP વ P. cognosy lab માં પાઠી ઉપર  
સાથે. Practical સાથે પાઠી નુયાબાને આ અડપર  
ચત છે.

Aluna  
Rmita

મધ્ય પાઠી માટે

આ. વિશ્વાલુ  
સહી

(S.A. Sonawan)  
Lab Tech.

To  
Civil dept  
Mangal



18/4/22

TO  
The Principal  
COPC

4

Sub - Reg. Repairing of Computer in Computer Lab.

Res. madam.

Ref. v. t. above subject 06 No. of  
computer ~~not~~ C.P.U. & 03 - Monitors.  
not working properly. Please look into the  
matter.

Thanking You.

Yours faithfully

Sonawale

(S.A. Sonawale)  
Lab Tech.

R.D. Khairi  
(Mr. Khairi R.D.)  
HOD.

13 patole  
for v. t.

To:  
Computer dept

Shinde  
19/5/22  
18/4/22  
Received  
19/5/22

20/5/22

7

To,  
The Principal,  
College of Pharmacy,  
Chincholi.

Sub. - Req. repairing of computer & its expenses.

Res. madam

With ref. to above subject we check the computer from SVIT. The problems is following.

- (1) 1) Acer (COPC/2014-15/10-9) - Mother board & hard disk.
- (2) 2) Acer (COPC/2014-15/10-4) - Mother board & SMI
- (3) 3) HP (COPC/2012-13/25-10) - IL
- (4) 4) HP (COPC/2012-13/25-1) - Mother board & RAM.

put

Total expenses will be approx. 12000/-

Thanking you.

Dr. R. D. Khair

(Mr. R. D. Khair)  
HOD.

Yours faithfully

W/S/2022

CS. A. Sonar  
Lab Tech



4/8/2022

9

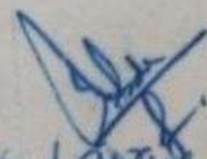
प्रति,  
प्राचार्या  
को. ए. ए. ऑफ फार्मसी,  
मि. चामली.

विषय :- P. cogn. lab मधील वेयिन लिफ्ट वजन

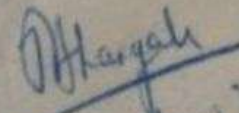
भा. मॅडम

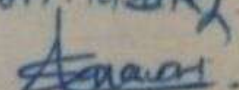
P. cognosy lab मधील वेयिन पाईप  
खराब झालेला असून लॅब मध्ये खूप पाणी  
साचत आहे. देखून खाली देखील खूप पाणी  
साचत असून फुलचर खराब होऊ शकते.  
Civil department मी वारंवार कळवूनही दुकानी  
झालेली नाही.

तरी लवकरात लवकर कार्यवाही करावी ही  
विनंती.

  
(Mr. Laxman S.G.)  
HOD

13/8

  
4/8/2022

भा. विश्वासू  
  
(S.A. Sonawane)  
Lab Tech.

22/8/22

10

प्रति  
प्राचार्या  
व्याख्याता  
विद्यापीठ  
गोण्डा कामगार

विषय :- computer lab Maintenance एवम्

आ. मंडळ

उद्देश्य PCI inspection मलमलाने computer  
lab चे सर्व P. कम्प्युटर व आज चेक करणे  
उद्देश्य PCI होई पर्यंत SVIT चे Technician ने  
धाबावे ही विनंती.

Mr. Patule

for n a

Mr. P.D. Khairi  
HOD

Received at  
4:00 PM  
22/8/22

Abhangale

22/8/22

आ. विद्यापीठ

Signature

Mr. S.A. Sonar  
Lab Tech.