

**Pravara Rural Education Society's  
College of Pharmacy (For Women), Chincholi  
Tal: Sinnar, Dist: Nashik**



**MAINTENANCE AND IMPROVEMENT POLICY**

**One Purpose, One Mission, One Dream**

- **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.

**Prepared by**



**Checked by**



**Approved by**

**Principal**  
College of Pharmacy, Chincholi  
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