



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 2022-23

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
PHARMACEUTICAL CHEMISTRY AND MICROBIOLOGY LABORATORIES**

Sr.No	Type of Work	Date
01	Gas scrap submission	22/08/2022
02	CPU No. 2 Repairing	23/02/2023
03	Tap and basin repairing	15/03/2023
04	Instrument repairing	08/04/2023



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

प्राप्ति,
प्रचार्य,
कालेज ऑफ फार्मसी
चिंचोली

विषय:- गॅस स्कॅप जमा करनेबाबत

आपराणीय मैडम,

वरील विद्यार्थ्यां अनुमतेन
शालील लेखमधील गॅस स्कॅप मधील store
विभागात जमा करून घ्यावे ही विनंती.

- 1) P. Chem Lab ee
- 2) Prognocyl Lab ly
- 3) Prephics Lab el
- 4) Supriya mane - ee

शापाली विश्वासू

R.K. Thete ee

S.P. Srinivane ee

P.D. Podwal ee

Abhangah

22/08/2022

23/2/23

50

प्रति
प्रचारार्थ
कॉलेज ऑफ फार्मसी
चिपको.

विषय :- CPU (2002 No) रिपैरिंग/रिप्लेस

आ. मैडम

Computer lab में 02 + CPU बदलने
अथवा नए रिपैरिंग खाती परवानगी मिलेगी.

Adhane

Ms. B. O. Khair

(Computer Incharge)

Comp. Maint.

for n/a आ विज्ञापन

Chhanda

23/2/23

(Ms. S. A. Sonawale)
Lab Tech.

PS
23/2

Mangals

23/2/2023

:- 15/3/23

51

प्रति,
आचार्य,
कॉलेज ऑफ कर्मिसी
चिवाली.

विषय:- जल व बेसिन शिपेअरींगबाबत

आदरणीय मैडम,

कामकिनेरुटी लॅम्पुहीत
जल लादुरुसत असुन धारिण दरवाज शिल्क
आहे तरीही ते डुरुसत करन मिळाव
वा विनंती

आपली विश्वासु



R.K. Theke

श्री
श्री
श्री

08/04/23

52

पुरी
कालास ऑफ कार्बोनी
चिचोली

विषय - Instrument Repairing ला देणेबाबत

आदरणीय मॅडम,

शालील Instrument Repairing
ला झी कामडे वाच्याकडे देण्यात आहेत.

- 1) Digital Balance 1 NO. - Coiphin.
- 2) PH Meter - 1 NO. - Chemline make

आपली विश्वासू

R.K. Thete
(R.K. Thete)

Mhangale
8/04/2023

चेतन खालार

Msh
Gonab. Lohade

**SUMMARY OF REPAIR AND MAINTENANCE AS PER DUPLICATE BOOKS
PHARMACOGNOSY, PHARMACOLOGY AND COMPUTER LABORATORIES**

Sr.No	Type of Work	Date
01	Regarding Maintenance of Cology Lab, HAP lab, Class room III and Class IV	03/02/2023



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

Date: 03/02/2023

To,
The Principal
COPC, Kinnor.

Subject: Regarding maintenance of HAP
Cology Lab, classrooms III & IV,
TPC

Respected Madam,

With respect to above cited
subject need for maintenance


- ① HAP Lab: Door closer
- ② Cology Lab: Door closer, Window glass
- ③ class room III: Repairing of window glass
- ④ TPC: for repairing, Door closer,
window glass, Door repairing

So, kindly please do the
needful.

Thanking you.

To
Uvit

Yours Faithful


M. S. J. J.
M. S. J. J.

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

Sr.No	Type of Work	Date
01	Regarding machine room electrical supply stopped	19/09/2022
02	Regarding repairing of disintegration instrument	07/10/2022
03	Regarding furniture repairing in ceutics lab	01/03/2023



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

16/3/22

प्रति,
प्राचार्य
कोलेज ऑफ फार्मसी,
चिंचेरी

विषय : मरगिन दम मधील इलेक्ट्रिसिटी सल्लाग
बद्द आल्याबाबत - - -

मा. मंडळ
वरिल विद्यालयात मरगिन दम मधील
electricty supply बद्द अडथळ्यामुळे
मरगिन दम आधारीत सुझलले $C-Prachids$
बद्द अडथळ लागू झाले
तराली वरिल गोप्यासाठी उपाययोजना
सूचवावी ही विनंती.
कळाव,

आपली विनंती,



To,
Ch. Dept.
Mhangah
19/9/22

(Mrs. Elchande P. R.)

7/10/22

99

प्रति
कोलेज ऑफ फार्मसी,
त्रिचाली

विषय Disintegration App. रिपेअरिंगवाकत

मा प्रेडम

वरिष्ठ विभागाध्यक्ष, Instrumental lab मधील
Disintegration App. बंद पडले आहे. App.
आपल्या महाविद्यालयातील हार्परसन व याना
पाठ्यविषयाने आल्यानंतर इतके समजले की
त्याची मोटर खराब झालेली आहे व
ती साधारणपणे 2000 रु किंमतीची आहे
तरीही वरिला बाब लाह्यात होणा
मशीन चालू रिपेअर करवण्यासाठी 2000
मिळवण्याची परवानगी मिळावी ही
कळवे,

Margol

7/10/22

(Mr. V. D. Kande)

Kande

आपली विश्वासू

(Ms)

Etchande P. Y.

Date : 1/3/2023

No. 100

प्रति,
प्राचार्य
कॉलेज ऑफ फार्मसी,
चिंचोली.

विषय :- P'ceutics lab मधील फर्नीचर व
फर्नीचर खराब होणेबाबत ---

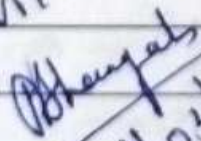
मा. मॅडम,

वरिल विषयानुसार P'ceutics lab-II
मध्ये मागिल बाजूस तयार केलेल्या फर्नीचर
ला वाळवी लागली असून त्यामुळे ते पूर्ण
खराब झाले आहे व त्याखाली असलेली
फर्नीचर (Tables) पूर्ण खराब झाली आहे.

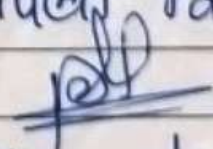
तराही, सदर बाब लक्षात घेता यावर
उपाय योजना सूचवावी ही नमू विनंती.

कृपेने,

To:
Civil dept.


11/03/2023

आपली विश्वासू


(Mrs. Elchande P.Y.)