



Viswambhara Educational Society
VAAGDEVI PHARMACY COLLEGE
AUTONOMOUS



Accredited by NAAC WITH 'A' Grade, Certified by ISO 21001 : 2018
Approved by PCI-New Delhi & Affiliated to JNTU, Hyderabad
KHAMMAM ROAD, BOLLIKUNTA, KHILA WARANGAL (MANDAL), WARANGAL - 506005, TELANGANA STATE

Date: 25-07-2023

Maintenance and Improvement Policy and Procedure

This policy intends to preserve and enhance Vaagdevi Pharmacy College's campus structures, other infrastructural Facilities, instrumental facilities, and other crucial facilities in order to further our purpose.

Responsibilities and roles:

Campus facility services include security, campus health and safety, material handling, building and grounds upkeep, and utilities. Staff members can contact the heads of each department with standard service requests.

Campus buildings are secured with security measures and personnel placements. In order to meet existing and upcoming security risks, internal processes, policies, and procedures are regularly established and amended. The security supervisor conducts a routine operating brief outlining facility information and current security concerns, which is analyzed and used for ongoing improvement.


Maintenance and repair requests for facilities and equipment are handled by employees of College Facility Services on a daily basis. Equipment suppliers and outside vendors were recruited to handle requests that called for highly specialised or advanced knowledge and/or skill.

By logging into the College maintenance register, staff personnel can make requests for facility and equipment maintenance and/or repair. The Office Technician makes contact with the proper maintenance workers when a request is made in order to get a response. The status of open projects is discussed at regular staff meetings, along with the resources needed to finish them and the workload that has to be distributed to ensure quick response and resolution.

Supplies and Equipment:

Each year, as part of the college budgeting process, requests are made for general facility equipment and supplies. The College Purchase Committee revises and prioritises the requirements for facility supplies and equipment before approving them. For certain crucial tools and services In contrast, some lab equipment is periodically maintained by devoted technicians in the lab, usually over the summer break, under an annual maintenance contract where business representatives visit frequently for the same.




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According to the policy on equipment and other resources, instructional materials and equipment must be timely acquired, repaired, or replaced in order to support continuous instruction and successfully accomplish programme objectives. These materials must also be current, relevant, sufficient, and up to date. Instructors, directors, and programme advisory panels assess the program's equipment and supply needs and make annual budget proposals for any necessary expenditures.

In order to verify that materials and equipment meet manufacturer specifications, codes, rules, and regulations relevant to specialised materials and equipment, as well as their intended usage, instructors are responsible for checking them to assure quality and safety standards.

Evaluation:

The College uses a variety of techniques, such as internal surveys, reports, independent evaluations, and regulatory inspections, to assess the campus infrastructure and the operational systems that support it.

Summarized maintenance and repair procedure:

| S.No. | Facility | Equipments | Maintenance Procedure |
|-------|----------------------------|---|---|
| 1. | Infrastructure maintenance | Civil, plumbing, electrical furniture repair and other | A dedicated team of electricians, plumbers, carpenters, gardener |
| 2. | Laboratories | Clean Room, Fuming Cup Board, Animal House,& etc. | Done through suitable experts who are contracted time-to-time |
| 3. | Advanced Equipment's | Sophisticated instruments like HPLC, FTIR, UV, Stability chamber etc. | Annual Maintenance Contract (AMC) by respective company |
| 4. | Small equipment | Balance, microscope, pH meter, dissolution apparatus, mixer, hot plate | Repaired from time-to-time and maintained periodically by laboratory technical staff |
| 5. | ICT tool | Computers, peripherals and networking | Checked by system analyst for any problem |
| 6. | Soft wares | College management system, Library Management System, Stores management system etc. | Respective service providers |
| 7. | Internet & Wi-Fi | Internet, wi-fi | Partially by college system analyst and for major issues respective service providers |

Perspective Plans:



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- The institution has a carefully considered plan for the overall advancement of academic and research.
- Enhance and enrich educational opportunities while making sure that students are the main focus.
- Attract, keep, and empower a diverse community of top notch faculty, staff and students.
- Develop strategic partnerships and interdisciplinary collaborations. Establish a culture of innovation and change.

Participation of teachers in decision making bodies.

One of the most crucial managerial ideas at the institution is that the administration is run by teachers who serve as chairs and members of various committees with representation from students, parents, and management. All of the staff members now feel more engaged and accountable, which has led to effective management of the institution. To ensure a uniform exposure of duties for faculty members academic and professional development, various committees memberships are changed annually. Teachers contribute to the creation of quality policies and plans by drawing on their professional expertise and the feedback they have received from a variety of sources. This motivates staff to submit creative suggestions that would greatly benefit.




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Approved by AICTE, PCI-New Delhi & Affiliated to JNTUH
P.O.BOLLIKUNTA, WARANGAL-506 005(Telangana State)

Ref: VPC/CMC/2023-2024

Date: 25/07/2023

COLLEGE MAINTENANCE COMMITTEE

MINUTES OF THE MEETING HELD ON 25TH FEB 2023 AT 3:00 PM IN OFFICE ROOM

As per the discussions about college maintenance issues and to deal those issues the college maintenance committee was constructed.

The following persons are assigned for the college maintenance committee in 2023-2024,

- Review and to plan college maintenance, water quality and infrastructure
- Maintenance of garden and plantation.
- To review electrical repairs.
- civil work should be monitored at seminar hall.
- Maintenance of wash rooms should be given high priority.

| S. no | Name | Designation | Position | Signature |
|-------|--------------------|----------------------|-------------|-----------|
| 01 | Dr. G. Kamal Yadav | Professor | Principal | |
| 02 | Mr.M.Swetha | Chief-Superintendent | Convener | |
| 03 | Mr. Rama Krishna | Co-Supervisor | Co-convener | |
| 04 | Mr. Somi Reddy | Supervisor | Co-Convener | |
| 05 | Mr. M.Babu | Store keeper | Member | |
| 06 | Mr. CH.Chiranjeevi | Computer In Charge | Member | |
| 07 | Mr. Diwakar | Electrician | Member | |
| 08 | Ms. Rajitha | Office Assistant | Member | |



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DATE: 23/07/23

CIRCULAR

It is hereby informed that our institute is organizing college maintenance committee on 25/07/2023 at 3:00 PM in our college. All the college maintenance committee members are requested to attend the meeting

AGENDA

1. To Review and to plan college maintenance, water quality and infrastructure
2. Maintenance of garden and plantation.
3. Electrical repairs should be completed as early as possible.
4. Civil work should be monitored at seminar hall.
5. Maintenance of wash rooms should be given high priority



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