



Viswambhara Educational Society

VAAGDEVI PHARMACY COLLEGE

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

Date: 1-11-2021

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 analysed 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.




Principal
Vaagdevi Pharmacy College
Bollikunta, Warangal-506005



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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.

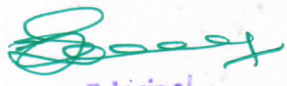
Evaluation:

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 Equipments	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




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Ref: VPC/CMC/2018-2019

Date:20/02/2018

COLLEGE MAINTENANCE COMMITTEE

MINUTES OF THE MEETING HELD ON 20TH FEB 2018 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 2018-2019

College maintenance committee members

S. no	Name	Designation	Position	Signature
01	Dr. G. Kamal Yadav	Professor	Principal	
02	Mr. A. Nagaraju	Chief-Superintendent	Convener	
03	Mr. Kumar	Co-Supervisor	Co-Convener	
04	Mr. Somi Reddy	Supervisor	Co-Convener	
05	Mr. Md. Zakir Hussain	Store keeper	Member	
06	Mr. Bhupal Reddy	Computer In Charge	Member	
07	Mr. Srinivas	Electrician	Member	
08	Ms. Shilpa	Office Assistant	Member	



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Ref: VPC/CMC/2018-2019

Date: 20/03/2018

COLLEGE MAINTENANCE COMMITTEE

MINUTES OF THE MEETING HELD ON 12TH MARCH 2018 AT 3:00 PM IN OFFICE ROOM

The college maintenance committee was constructed on 20th Feb 2018. The objectives of this committee are to improve the physical facilities, general maintenance and effective utilization of resources. The first meeting of college maintenance committee was held on 12th March 2018 in principal chamber at 3:00 pm the following issues are discussed in the meeting.

- Repair works of instruments, and all leakage of water in the laboratories was regularly monitoring.
- Cleaning and maintenance of washrooms should be given high priority.
- To improve the elevation of the college campus procurement of plants and other medicinal plants was done to beautify the garden was discussed in the meeting.
- Committee was decided to monitor the cool drinking water facilities in summer.
- Carpenter work should be monitored.
- Proposed to repair the fan and light facilities in all classrooms.
- Committee was decided to monitor the ground water supply regularly.

All the maintenance reports were examined by the convener and the same were kept forward to the principal for ratification.

College maintenance committee members

S. no	Name	Designation	Position	Signature
01	Dr. G. Kamal Yadav	Professor	Principal	
02	Mr. A. Nagaraju	Chief-Superintendent	Convener	
03	Mr. Kumar	Co-Supervisor	Co-Convener	KUMAR
04	Mr. Somi Reddy	Supervisor	Co-Convener	
05	Mr. Md. Zakir Hussain	Store keeper	Member	
06	Mr. Bhupal Reddy	Computer In Charge	Member	
07	Mr. Srinivas	Electrician	Member	
08	Ms. Shilpa	Office Assistant	Member	Shilpa



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Ref.: VPC/2019-2020

Date:20/03/2019

COLLEGE MAINTENANCE COMMITTEE

MINUTES OF THE MEETING HELD ON 20TH MARCH 2019 AT 3:00 PM IN OFFICE ROOM

The college maintenance committee was held on 20TH MARCH 2019 in principal room at 3:00 pm the following issues were discussed in the meeting the principal of the college has preferred the work to be taken up during last one year.

- The benches and boards in the classroom were repaired and some were replaced with new boards and benches.
- Notice boards were repaired near office room.
- Digital library was arranged for the students.
- Electrical wiring and installation work to be taken up for LCD in every classroom.

College maintenance committee members

S. no	Name	Designation	Position	Signature
01	Dr. G. Kamal Yadav	Professor	Principal	
02	Mr. A. Nagaraju	Chief-Superintendent	Convener	
03	Mr. Kumar	Co-Supervisor	Co-Convener	Kumar
04	Mr. Somi Reddy	Supervisor	Co-Convener	Somi Reddy
05	Mr. Md. Zakir Hussain	Store keeper	Member	Zakir
06	Mr. Bhupal Reddy	Computer In Charge	Member	Bhupal
07	Mr. Srinivas	Electrician	Member	Srinivas
08	Ms. Shilpa	Office Assistant	Member	Shilpa



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Ref.: VPC/2020-2021

Date: 20/02/2020

COLLEGE MAINTENANCE COMMITTEE

MINUTES OF THE MEETING HELD ON 20th Feb 2020 AT 3:00 PM IN OFFICE ROOM

The college maintenance committee was held on 20TH MARCH 2020 in principal room at 3:00 pm the following issues were discussed in the meeting.

- Committee was decided to monitor the cool drinking water facilities in summer.
- Repair works of instruments, and all leakage of water in the laboratories was regularly monitoring.
- Electrical wiring and installation work to be taken up for LCD in every classroom.

S. no	Name	Designation	Position	Signature
01	Dr. G. Kamal Yadav	Professor	Principal	
02	Mr. A. Nagaraju	Chief-Superintendent	Convener	
03	Mr. Kumar	Co-Supervisor	Co-convener	Kumar
04	Mr. Somi Reddy	Supervisor	Co-Convener	
05	Mr. Md. Zakir Hussain	Store keeper	Member	Zakir
06	Mr. Bhupal Reddy	Computer In Charge	Member	
07	Mr. Srinivas	Electrician	Member	
08	Ms. Rajitha	Office Assistant	Member	Ray



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Date:20/02/2021

COLLEGE MAINTENANCE COMMITTEE

MINUTES OF THE MEETING HELD ON 20TH FEB 2021 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 2020-2021,

- The benches and boards in the classroom were repaired and some were replaced with new boards and benches.
- Notice boards were repaired near office room.
- Carpenter work should be monitored.

S. no	Name	Designation	Position	Signature
01	Dr. G. Kamal Yadav	Professor	Principal	
02	Mr. A.Nagaraju	Chief-Superintendent	Convener	
03	Mr. Kumar	Co-Supervisor	Co-convener	Kumar
04	Mr. Somi Reddy	Supervisor	Co-Convener	Somi Reddy
05	Mr. Md. Zakir Hussain	Store keeper	Member	Zakir
06	Mr. Bhupal Reddy	Computer In Charge	Member	Bhupal
07	Mr. Srinivas	Electrician	Member	Srinivas
08	Ms. Rajitha	Office Assistant	Member	Rajitha



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