




**4.4.2 There are established systems and procedures for maintaining and utilizing physical, Academic and support facilities- laboratory, library, sports complex, computers, class rooms etc.**

The college has adequate infrastructure like Laboratories, Sports facilities, ICT class rooms, Seminar hall, Gym, Yoga center and central library. The college has adequate number of computers with internet connections and the utility software distributed in different locales like office, laboratories, library etc.

S.NO	CATEGORY	NO. OF PERSONS
1	Administrative officer	1
2	Office superintendent	1
3	Laboratory Assistants	8
4	Laboratory Attendants	8
5	Library Attendants	1
5	Computer operators	2
6	Peon	2
7	Cleaning Personnel	6
8	Drivers	3
9	Gardeners	2
10	Store Keeper	1
11	Physical Director	1



  
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The implementation process is closely monitored. Major repair and maintenance is undertaken in vacation to minimize disruption of academic schedule.

The expenditure to be incurred for repairs and maintenance of new as well as old facilities was estimated and sanctioned by the Governing Body and Maintenance Committee.

Budget allocation is made available every year for -

- Augmentation
- Repair and Maintenance – Academic facility
- Repair and Maintenance – Physical facility
- E- Governance and ICT
- Green measure and waste management
- Library

The major facilities introduced in college campus due to active IQAC suggestions in last 5 years were listed below:

- Installation of Projectors in classrooms
- Drug museum
- Human Orientation sign boards and Value addition boards
- Connectivity of class rooms and all departments through LAN
- Introduction of Open Access System in Library
- Medicinal plant garden
- Research centre
- Rooms for IQAC, NSS

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## Civil Maintenance Policy:

- ✓ The list of major infrastructure upgradation to be done during vacation for department and laboratories are submitted by head of the department in May every year
- ✓ Students, faculty report regarding infrastructural malfunctions through entry in the maintenance register kept in library.
- ✓ Final year students feedback about infrastructural facilities is obtained through exit questionnaire and measures are taken after discussion in Governing Body meetings.

**Table 1: Civil Maintenance Schedule**

S.No	Facility	Maintenance Schedule	Responsible Person
1.	Building Structural audit	Once in 5 year	Management
2.	Building water proofing work	As and when required	Management
3.	Classroom	Half yearly	Maintenance Incharge
4.	Laboratories	Yearly	Lab assistant
5.	Library	As and when required	Librarian
6.	Gym	As and when required	Sports Incharge
7.	Seminar Hall	Half yearly	Maintenance Incharge
8.	Sewage drainage	As and when required	Maintenance Incharge
9.	Rain water harvesting	Weekly	Maintenance Incharge



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**Painting:** Painting work is carried out as per the suggestion of stake holder.

**Table 2: List of Committees taking care of Painting location wise**

AREA	As And When Suggested By
Building Exterior	Maintenance Committee
Seminar Halls	Maintenance Committee
Classrooms	Maintenance Committee
Library	Library committee
Laboratories	Head of the Departments
Gym Centre and Yoga centre	Sports Committee

**Plumbing / Carpentry work:**

Maintenance Incharge takes care of plumbing, carpentry or any other related maintenance work on the campus.

**Rain Water Harvesting /Ring well:**

College building has rain water harvesting facility at 1 place in the campus front yard. Rain water from the terrace and surroundings is collected in one ring well, which is maintained regularly. Cleaning of 3 pits is done once a year, and change of filtration unit is done as and when required. After filtration process of the accumulated ground water, the filtered water is used for non-drinking purpose in the entire college building.

With this initiative, we are saving lakhs of liters of municipal water every year and this has set a great example for students



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## General Maintenance:

Teachers, division representatives and students, report infrastructural malfunctions through the maintenance register. Technician visits the site and assesses the maintenance required and completes the job.

Staff staying on the campus, regularly keeps check on the infrastructure and as per the need, the works is carried out.

**Table 3: General Maintenance Schedule**

S.No	Facility	Maintenance Schedule	Responsible Person
1	Dry and wet cleaning of Ground + 3 Floors (Block-I) G+1 (Block-II)	Daily	Lab Assistant / Maintenance Incharge
2	Fogging	Seasonal	Lab Assistant / Maintenance Incharge
3	Campus Garden	Daily	Gardner
4	Sanibin	15 days	Lab Assistant / Maintenance Incharge
5	Housekeeping	Daily	Maintenance Incharge
6	Rain water harvesting/ Ringwell	Weekly backwash	Maintenance Incharge
7	Compost Pit	Weekly	Maintenance Incharge
8	Water Purifier	Quarterly	Maintenance Incharge
9	Fire Fighting Equipment	3 yearly	Maintenance Incharge & Lab Assistant

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## Maintenance of Electrical Equipments:

Maintenance Technician takes care of electrical work of the campus. He assists in setting up of audio system for College events and programmes. The college has annual contracts for maintenance of facilities like Air conditioners, Water Purifier, Water coolers and CCTV cameras.

**Table 4: Electrical Equipment Maintenance Schedule**

S.No.	Equipment	Maintenance Schedule	Responsible Person
1	Fans	Half yearly	Electrician
2	LED lighting	Half yearly	Electrician
3	Air conditioner	Quarterly	Lab Assistant/ Maintenance Incharge
4	Water Purifier	Quarterly	Lab Assistant/ Maintenance Incharge
5	Water cooler	Quarterly	Lab Assistant/ Maintenance Incharge
6.	Sanitary napkin vending Machine	As and whenrequired	Maintenance Incharge



  
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## MAINTENANCE OF IT RESOURCES

IT resources are used optimally for teaching-learning and administrative processes.

- IT resources are procured/ upgraded as per need and suggestions of stake holders
- The college ensures availability of Microsoft paper licenses and Quick Heal Antivirus for system
- The institution has an In-house IT-Technician to look after regular maintenance and up gradation of IT facilities
- Weekly report of working of computer system/projectors and all ICT facility were generated and accordingly necessary action is taken



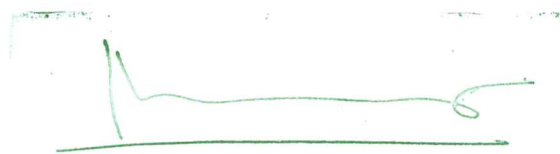
  
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**Table 5: Maintenance Schedule of IT Resources**

S.No	Facility	Maintenance Schedule	Responsible Person
1	Internet	On-Call	IT Technician, Service Provider
2	Computers	Daily	IT Technician
3	Printer	Daily	IT Technician
4	Wi-Fi	On-Call	IT Technician
5	Projector	Daily	IT Technician, Maintenance Incharge
6	LAN Connection	Daily	IT Technician, Lab assistant, Maintenance incharge
7	Server	Daily	IT Technician
8	Firewall	Daily	IT Technician
9	Website	As and when required	College Website Committee
10	CCTV	Daily	Maintenance Incharge, IT Technician, AMC provider
11	Library blog	As and when required	Librarian



  
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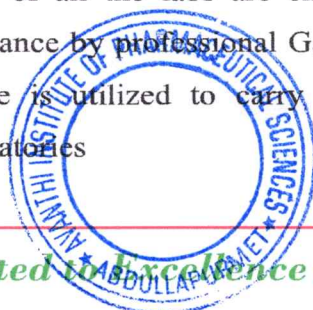


## MAINTENANCE OF LIBRARY

- Fully automated through ILMS software i.e. NewGenLib
- Library committee takes care of library requirements and recommends major infrastructural repair and maintenance.
- Pest control is done quarterly
- Registers are maintained for recommendation of books
- Stock verification and weeding out of books is done annually
- Maintenance of Knowledge museum is done regularly by library staff

## MAINTENANCE OF LABORATORIES

- Major repair work including infrastructure requirement recommended by departments is discussed by Head of Department with Principal and Management
- For major works, at least 3 quotations are invited
- Regular maintenance and calibration of laboratory equipments by laboratory staff and by professionals in case of specialized equipment
- Every 6 months, lab assistant. gives list of repair work of lab including plumbing, gas connectivity to Head of department
- Once in a year the management checks the repair requirement of every lab in March
- User manual maintained for laboratory equipment and SOPs displayed
- Maintenance of first-aid box, safety equipment and fire extinguisher is done regularly by Lab Assistant
- Gas pipelines of all the labs are checked every year for leakage and other maintenance by professional Gas service provider
- Vacation time is utilized to carry out the repair and maintenance work of laboratories



*(Handwritten signature in green ink)*

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**Table 6: Laboratory Maintenance Schedule**

S.No	Facility	Maintenance Schedule	Responsible Person
1	First-aid box & safety equipment	As per need	Lab Assistant
2	Fire extinguisher	As per need	Lab Assistant
3	Laboratory equipments	Quarterly/As per need	Lab Assistant
4	Annual stock verification	Annually	Lab Assistant
5	Internal audit	Annually	Department

**Optimization of infrastructural usage is achieved by**

- Staggered time table
- Library facility for alumni
- Yoga facility for students
- Laboratory facility extended to staff pursuing Ph.D
- Basket ball/ Tennis coaching for students



  
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## SPORTS FACILITIES


Major repair works of Girls /Boys Gym and outdoor sports facilities are recommended by sports committee. Weeding out and replacement of sports equipment is done annually. New equipments are procured based on suggestions of students and committee.

S.No	Facility	Maintenance Schedule	Responsible Person
1	Sports equipments	Yearly	Sports incharge, Maintenance Incharge
2	Stock verification	Yearly	Sports incharge, Maintenance Incharge
3	Basketball court	Yearly	Sports incharge, Maintenance Incharge
4	Volleyball court	Yearly	Sports incharge, Maintenance Incharge
5	Gym equipments	Yearly	Maintenance incharge

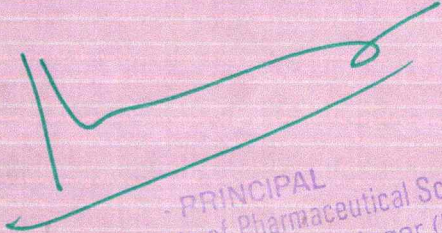
The following facilities for students and staff are maintained by the respective service providers as per contract.

- Canteen
- Book stall
- Reprography centre



  
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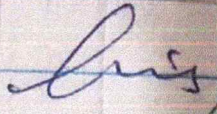
**INSTRUMENTATION ROOM  
MAINTENANCE RECORD**

  
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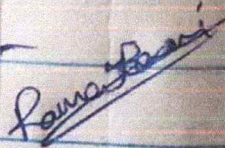
**SAI RATNA**  
*Graphics*

SRT-63, Street No. 4, Adikmet Road,  
Vidyanagar, Hyderabad - 500 061.  
E-mail : rathnakarreddy.jc@gmail.com  
Cell : 9849430950  
E-mail : naidu.prasaad@gmail.com  
Cell : 9840500208

S.No	Date	Name of lab	Name of work	cost	signature
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1	13/4/19	HPLC	software - problem Rectified by technician	3000/-	
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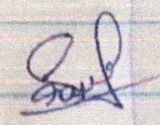
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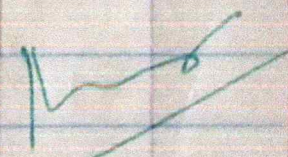
2	17/8/19	U.V	power problem Rectified by technician	2000/-	
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S.No Date Name of Instrument Name of work cost Signature

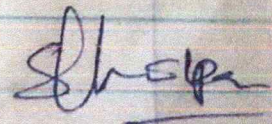
30 8/10/19 Flame - Temperature photometer fluctuations 1500 Rectified by technician

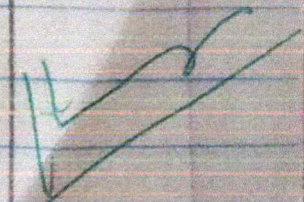




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40 7/12/19 Digital pH-meter electrode problem 1500 Rectified by technician

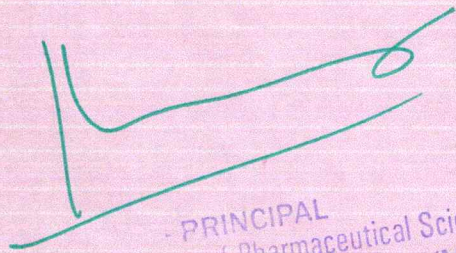




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# MACHINE ROOM

## MAINTENANCE RECORD

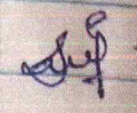
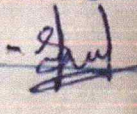
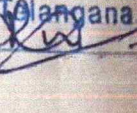
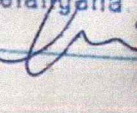


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Vidyannagar, Hyderabad - 500029 (M)  
E-mail : rathnakarreddy.j RANGE.COM  
Cell : 9849430950  
E-mail : naidu.prasaad@gmail.com  
Cell : 9848580208

NO	Date	Name of Lab/ Area	Name of work	Cost	Signature
1.	6/1/20	Tablet punching machine	Hardness problem Recti- fied by Techni- cian	2500/-	
2.	12/3/20	Dissolution Test Apparatus	Speed of rotation fluctuations Rectified by technician	1500/-	
3.	8/6/20	Tablet Coating Machine	Cracking Problem Rectified by Technician	1500/-	
4.	30/9/20	Ball Mill Machine	Balls problem Rectified by Technician	1500/-	

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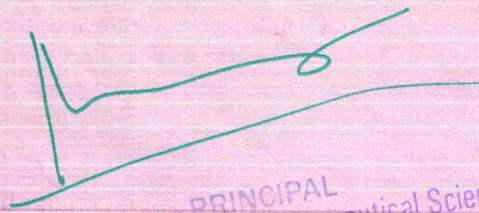
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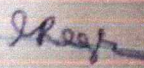
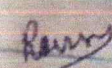

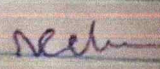

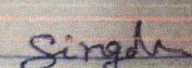
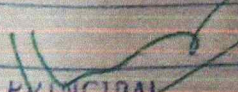
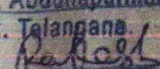

**LABORATORY  
EQUIPMENTS  
MAINTENANCE RECORD**



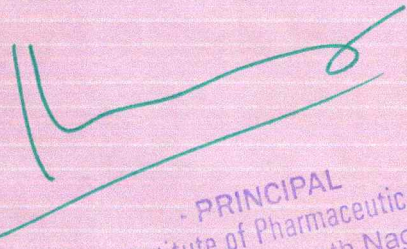
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SNo	Date	Name of laboratory	Name of work	cost	Signature
1	6/3/21	microbiology lab	Laminar air flow use light Problem Rectified by technician	1000/-	   PRINCIPAL AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES Gunthapally (V), Abdullapurmet (M), R.R. Dist. Telangana.
2	13/4/21	Pharmaceutical lab	Stability study chamber Temperature fluctuations Rectified by technician	1000/-	  PRINCIPAL AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES Gunthapally (V), Abdullapurmet (M), R.R. Dist. Telangana.
3	20/7/21	Medicinal chemistry lab	Burners need service Rectified by technician	2500/-	  PRINCIPAL AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES Gunthapally (V), Abdullapurmet (M), R.R. Dist. Telangana.
4	28/10/21	Human Anatomy & Physiology lab	Microscopes service rectified by technician	3000/-	  PRINCIPAL AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES Gunthapally (V), Abdullapurmet (M), R.R. Dist. Telangana.

# IT FACILITIES MAINTENANCE RECORD



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Vidyanagar  
E-mail: sat41@sat41.com  
Cell : 9849430950  
E-mail: sratna\_graphics@yahoo.com  
Cell : 9848326298

S.No.	Date	Name of Lab / Area	Name of Work	COST	Signature
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1.	3/3/23	Communication Lab	systems slow function Rectified by system admin	—	<i>Siva</i>
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2.	7/6/23	Drug Information Center computer Lab	Internet problem Rectified by system admin	—	<i>Siva</i>
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3.	18/8/23	Examination Branch	printer problem Rectified by technician	1000/-	<i>Siva</i>
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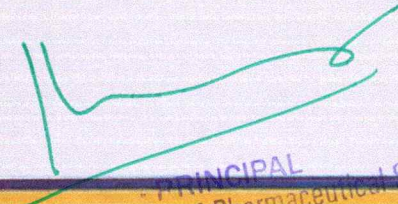
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No.	Date	Name of Lab / Area	Name of Work	Cost	Signature
4.	16/9/23	Experimental Pharmacology Computer Lab	projector problem Rectified by system admin	—	<u>Siva</u>

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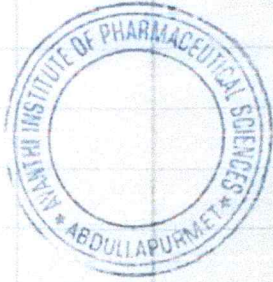
# DIGITAL LIBRARY

## MAINTENANCE RECORD

  
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S.No	Date	Title of the Book	Author	Acc. No	Date of Bounded	Sign
1	02/11/22	pharmaceuticals-II	mehta	3349	27/3/2023	<del>JA</del>
2	02/11/22	pharma-Analysis	Ravishankar	5254	27/3/2023	<del>JA</del>
3	02/11/22	pharma. In.org. chem	Chatwal	4819	27/3/2023	<del>JA</del>
4	02/11/22	pharma. -Analysis	Ravishankar	6944	27/3/2023	<del>JA</del>
5	02/11/22	pharma. -Analysis	Ravishankar	6941	27/3/2023	<del>JA</del>
6	02/11/22	pharma. -Analysis	Ravishankar	6764	27/3/2023	<del>JA</del>
7	02/11/22	pharma. -Analysis	Ravishankar	6763	27/3/2023	<del>JA</del>
8	02/11/22	pharma. -Analysis	Ravishankar	6766	27/3/2023	<del>JA</del>
9	02/12/22	pharma. -Analysis	Ravishankar	6938	27/3/2023	<del>JA</del>
10	07/12/22	pharma. -Analysis	Chatwal	7335	27/3/2023	<del>JA</del>
11	07/12/22	pharma. In.org. chem	Ataganjany	5340	27/3/2023	<del>JA</del>
12	07/12/22	Bio-technology	C.K. Kokare	6836	27/3/2023	<del>JA</del>
13	07/12/22	Bio-technology	C.K. Kokare	6835	27/3/2023	<del>JA</del>
14	07/12/22	Bio-technology	C.K. Kokare	6838	27/3/2023	<del>JA</del>
15	07/12/22	Bio-technology	C.K. Kokare	6830	27/3/2023	<del>JA</del>
16	07/12/22	Bio-technology	C.K. Kokare	6837	27/3/2023	<del>JA</del>
17	07/12/22	Bio-technology	C.K. Kokare	6834	27/3/2023	<del>JA</del>
18	20/1/23	Dispensing pharmacy	R.m. mehta	4994	27/3/2023	<del>JA</del>
19	20/1/23	Dispensing pharmacy	R.m. mehta	4991	27/3/2023	<del>JA</del>
20	20/1/23	Dispensing pharmacy	R.m. mehta	5892	27/3/2023	<del>JA</del>
21	20/1/23	Dispensing pharmacy	R.m. mehta	5878	27/3/2023	<del>JA</del>
22	20/1/23	Anatomy & physiology	Ross & wilson	8616	27/3/2023	<del>JA</del>
23	20/1/23	H/B of pharmacotherapy	Dipiro	6744	27/3/2023	<del>JA</del>
24	20/1/23	T/B of phy pharmacy	C.V.S. Subra	5420	27/3/2023	<del>JA</del>
25	20/1/23	T/B of phy pharmacy	C.V.S. Subra	5431	27/3/2023	<del>JA</del>
26	20/1/23	Industrial pharmacy	Tripette	5244	27/3/2023	<del>JA</del>
27	20/1/23	Industrial pharmacy	Tripette	5624	27/3/2023	<del>JA</del>
28	27/2/23	Industrial pharmacy	Tripette	5625	27/3/2023	<del>JA</del>
29	27/2/23	Industrial pharmacy	Tripette	5627	27/3/2023	<del>JA</del>
30	27/2/23	Industrial pharmacy	Tripette	5628	27/3/2023	<del>JA</del>
31	27/2/23	Industrial pharmacy	Tripette	5629	27/3/2023	<del>JA</del>
32	27/2/23	Industrial pharmacy	Tripette	6665	27/3/2023	<del>JA</del>

S.No	Date	Title of the Book	Author	Acc. No	Date of Bounded	Sign
33	27/2/23	Pharma. Engineering	Tripaiki	9051	27/3/2023	
34	27/2/23	Community pharmacy	Ramesh Adepu	8726	27/3/2023	
35	27/2/23	GPAI - 1st Medi.	Inamdar	8518	27/3/2023	
36	27/2/23	Industrial pharmacy	Lachman	5621	27/3/2023	
37	27/2/23	Industrial pharmacy	Lachman	2473	27/3/2023	

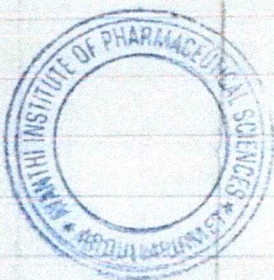


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S.No	DATE	NAME OF THE WORK COMPLETE	SIGNATURE
①	01/03/2023	cleaning of floor/ furniture	
②	02/03/2023	cleaning of windows	
3	03/03/2023	cleaning of Book shelves	
4	04/03/2023	cleaning of floor/ Bookshelves.	
5	06/03/2023	cleaning of furniture/ Floor	
6	08/03/2023	cleaning of furniture/ floor	
⑦	09/03/2023	Washing window curtains/ Floor	
⑧	10/03/2023	cleaning Book shelves.	
9	13/03/2023	cleaning of Floor/ Furniture	
10	14/03/2023	cleaning of Book shelves.	
11	15/03/2023	cleaning of Furniture/ floor.	
12	18/03/2023	cleaning of Book shelves.	
13	20/03/2023	cleaning of furniture/ Floor	
14	21/03/2023	cleaning of Book shelves.	
15	23/03/2023	cleaning of floor/ furniture.	
16	24/03/2023	cleaning of Book shelves.	
17	25/03/2023	cleaning of furniture/ floor	
18	27/03/2023	cleaning of windows/ floor	
19	28/03/2023	cleaning of Furniture/ floor	
20	29/03/2023	cleaning of Book shelves/ floor	
21	31/03/2023	cleaning of Furniture/ Book shelves.	



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S.No	Date	System No.	Complaint	Symptoms	Remarks
1	05/11/2022	05	OS updation Required	Sentosa	OS updated
2	07/11/2022	04	Network cable Issue	Sentosa	Repair of
3	14/11/2022	01	mouse <del>port</del> <sup>cable</sup> Issue	Sentosa	USB port solved.
4	05/12/2022	02	No Display	Sentosa	Ram clean Re-started
5	10/12/2022	03	Key board/mouse not operating	Sentosa	USB port solved.
6	29/12/2022	06	key board/ operating	Sentosa	"
7	06/1/2023	08	cpu not working.	Sentosa	Ram clean
8	19/1/2023	05	Internet not working	Sentosa	Network Re-started
9	31/1/2023	02	Booting Issue.	Sentosa	Resolved
10	02/2/2023	03	Computer is slow.	Sentosa	OS problem solved
11	09/2/2023	04	OS Issue.	Sentosa	OS installe problem
12	16/2/2023	01	Network cable Issue	Sentosa	Solved
13	22/2/2023	06	System not working	Sentosa	solved.
14	25/2/2023	05	Network cable Issue	Sentosa	IP problem solved
15	02/3/2023	01	OS updation Required	Sentosa	OS updated.
16	13/3/2023	02	No Display.	Sentosa	Ram clean Resolved.
17	18/3/2023	04	Booting Issue	Sentosa	Solved.
18	21/3/2023	03	monitor problem	Sentosa	VGA cable solved
19	27/3/2023	01	cpu not working	Sentosa	amps problem solved



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