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 halls, 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, departments etc.

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

Laboratory maintenance Activities:

All the Laboratories have maintenance registers maintained by the lab attendants. One maintenance slot per week was provided for preventive maintenance by internal staff. Maintenance is carried out by external agencies on need basis periodically once in every three months.

Library maintenance Activities:

The Central Library has developed with an excellent collection of books, journals and non book materials in Engineering technology, humanities and management. It maintains separate collection of Reference Books, Bound volumes of journals, Technical Reports and Theses.

Our Central Library is spacious and fully automated that it can accommodate 150 users at a time and the data base is managed by College Automation. The library is using OPAC (Online Public Access Catalogue), wherein the users can search the Library Online Catalogue by Authors name, title, subject, and keywords available on the campus LAN. A separate wing is provided for competitive exam books.

CIRCULATION POLICY

Library Membership

- Membership is automatically conferred to all the faculty members, research scholars or a student on his / her joining the College and remains valid for his full tenure.

- All students are eligible to check out materials for home use, or for use in the library.

- To borrow books from the library you have to activate your membership in the library circulation counter.

LOAN PERIODS / ACCOUNT LIMITS

Category of members, period of loan and number of books are as follows

Automation:		
Category	Number of Books	Period of Time
B.Pharmacy Students / Pharm.D students	4	15 Days
PG Students	5	20 Days
Teaching Staff	6	6 Months
Technical Staff	3	3 Months
Administrative Staff	2	20 Days

- You should take the book you wish to borrow to the Issue Desk. The book will be issued to you and the date it is due for return will be stamped on the date slip inside.

- Enter the details of the book in the register kept in the counter.

RENEWAL

- Most library books, unless reserved for another patron, may be renewed for 2 additional loan periods.
- For renewal a user has to bring books to the Circulation Counter and renew the borrowed books in his/her library account.
- The library has the right to recall a book if the same is required by another user.

PRINCIPAL
Avanthi - Institute of Pharmaceutical Sciences
Gunthapally (V), Hayath Nagar (M),
Ranga Reddy Dist

AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.

BORROWED GOT LOST

If a user loses a borrowed library book, then he/she has to make an application immediately to the in – charge of Circulation Section to get relief from paying the delay fine from the date of application (max. time allowed is 15 days) and to take the following actions whichever is permissible as per library rules:

1. Replace the lost book by a new book as per the library regulation: OR
2. Pay the double price of the lost book.

CLEARANCE OF DUES FROM THE LIBRARY

No dues / clearance certificate is issued provided that all the outstanding dues in respect of borrowed book(s) and delay fine, if any, are cleared.

IT Infrastructural maintenance Activities:

All the computer and IT related infrastructure facilities are closely monitored by the IT infrastructural Maintenance committee from time to time. All the computer labs maintain log registers and the systems administrator maintain Maintenance register. Weekly one slot is provided for checking the functioning of the computers and internet facilities in each lab and departments. Checking the functioning and Updating of the software is the main objective of weekly maintenance. Once in every three months total systems audit and updation of IT facilities is monitored by the IT Infrastructural maintenance committee.

Campus Infrastructure and Sports maintenance Activities:

The total campus Infrastructure including buildings, class rooms, sports, laboratories, games including courtsrelated,canteen facilities, water, sanitary ,fire, safety, electricity and transportation are monitored regularly.

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