

**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.**

## **Maintenance and Repair Service Policy**

### **Policy Statement**

Institution's maintenance department provides a standard level of base (non-chargeable) services and performs preventive maintenance and repair of all academic and administrative buildings on campus. This policy delineates the scope of maintenance, repair and custodial services in the academic and administrative buildings and surrounding environs managed by JSPM Facilities Management.

This policy describes the standard level of service that Facilities Management provides for students, faculty, staff and visitors to enjoy a safe, functional, clean campus environment. The Office Facilities Management provides a standard level of services and performs preventive maintenance and repair of all academic and administrative buildings and campus environs.

All members of the College community who are responsible for managing space, overseeing events within academic and administrative buildings or in campus environs covered by this policy.

### **Custodial Services**

Infrastructure facilities are maintained by the maintenance department. There is a trained technical staff to look after maintenance of the institution. For any kind of maintenance or repair, a duly filled & signed complaint form is forwarded to the respective maintenance department which they physically examine & then rectify the problem.

**Dry and wet cleaning** of class rooms, seminar hall, laboratories, faculty rooms, office, library, corridors and wash rooms is done daily. Daily cleaning chart is maintained for the same.

### **Laboratory:**

- Sufficient sophisticated instruments & equipments are available in laboratories which are accessible to students. Their usage is monitored through log books. Each student is allotted separate set of glasswares and chemicals for the experiment assigned. The entry for the same is made in students glassware issue register regularly by laboratory assistant.
- Facilities in laboratories such as water taps, gas pipelines, and electrical fixtures are regularly checked by the respective laboratory and maintenance of the same is done with the help of a technical person.
- Facilities like Fire extinguishers and First aid kits are checked regularly and their refilling is done before their expiry date.

- Animal house is provided with proper washing facilities and sanitation conditions. Animal rooms, corridors, storage spaces are properly cleaned with appropriate detergent and disinfectant. Washing and sanitation of animal cages, racks, water bottles are carried out as per Standard operating procedure. For cleaning and sanitation of animal rooms, disinfectant solutions such as Savlon or Dettol, Sodium hypochlorite, phenol solution are used as per Standard Operating Procedures. Aprons, cap, mask, gloves and sleepers are separately available in animal house.
- The gardeners are appointed for overall maintenance and care of Medicinal Plant Garden and amenity area.
- Maintenance of equipments: The instruments and equipments are cleaned, calibrated and maintained on regular basis. Also, the instruments and equipments are serviced by the suppliers from where it is purchased in case of any service required. The record of the same is kept in Maintenance register in store. Separate maintenance register is maintained with details of maintenance entries (Name of instrument, date, description of maintenance). Maintenance done is supervised by Laboratory assistant & store department. SOPs, log books of all instruments are maintained. Major equipments are installed with power backup. The sensitive equipments are housed in air-conditioned central instrument room. Students are instructed to follow standard operating procedures strictly during the use of instruments.

#### **Library:**

- The books in library are accessioned, stamped and then shelved according to Dewey decimal classification.
- Book binding is done for damaged books to prevent further damage.
- Institution has constituted Library Advisory Committee for effective accessibility and availability of learning resources to students and faculty.

**Table: Composition of Library Advisory Committee**

<b>Sr. No</b>	<b>Name</b>	<b>Designation</b>	<b>Post</b>
1.	Dr. K. R. Khandelwal	Principal	Chairman
2.	Mrs. Asawari D. Pachauri	Assistant Professor	Member
3.	Mr. Rajendra Patil	Assistant Professor	Member
4.	Mrs. Vaishali Randive	Librarian	Member Secretary
5.	Mr. Annasaheb Rede	Assistant Librarian	Member

Library Advisory Committee is constituted for smooth functioning and efficient working of library. Duties and objectives of Library Advisory Committee are as follows-

- Purchasing of new books, renewal of journals (hard & soft copy).
- To frame and implement the rules/ strategies regarding issuing of books and journals from library.
- To execute guidelines for optimum utilization of available resources and providing better services.
- To maintain and update all records in library.
- To address issues and grievances pertaining to library facilities.

The committee implements following initiatives to make library user friendly-

- Book bank scheme for F.Y.B.Pharm and directly admitted S.Y. B.Pharm students.
- Display of new arrivals.
- Provision for quick searching of books by OPAC software.
- To update and upgrade the library as per the changing needs of curriculum.
- To seek feedback and suggestions of users to render better services.
- Receiving new titles from different vendors and taking suggestion from faculty members for purchase of the new books.
- Arrangement of book exhibition in institution premises for students and faculty.

A suggestion box is kept in the library. Suggestions related to issuing of extra books for preparation of competitive examinations, infrastructure and library timings etc. are collected. Suggestions are sorted out, analyzed and then resolved by advisory committee during library advisory committee meeting. The corrective measures are taken accordingly. Such feedback is used for improving library services & rendering the library student/user friendly.

**Sports complex:** Facilities for sports and cultural activities are made available to students during various events like sports week, National Pharmacy Week; Innovision etc .The record for this is maintained.

**Computers:** Jayawant Shikshan Prasarak Mandal's IT Cell is responsible for maintenance of computers and network facility of the institution. One full time computer technician is available for day to day maintenance of computers and other IT facilities in the institution. The institution takes measures to upgrade IT infrastructure as per requirement of faculty & students.

**Classrooms:** Dry and wet cleaning of class rooms is done regularly. Working of LCDs, Overhead Projectors is checked on regular basis. Usage of these teaching aids is monitored by the use of log book.

**Hostel:** Hostel committee regularly monitors maintenance, hygiene and cleanliness of all facilities in hostel performed by in-house housekeeping staff and supervised by rector.

**Canteen:** The canteen maintenance committee takes care of quality and other related issues. Waste water from canteen outlets is utilized for watering the plants.

**Wi-Fi:** All Wi-Fi users can be controlled through Cyber roam firewall.

Water harvesting **and** Sewage treatment plant has been constructed in our campus. The waste management is executed by the garbage collection vehicle in collaboration with Municipal Corporation.

**Generator facility:**

- The campus has 2 Diesel generators with capacity 160 KV for management/regulation of electricity and voltage.
- Two central RO plants are used to provide constant water supply to campus and one supervisor is appointed to look after it.