

Procedure and Policies for Maintenance

A) Laboratory

I. Policies:

1. To maintain sufficient quantity of chemicals required for carrying day to day practicals
2. To keep equipments and instruments in working conditions
3. To provide safety conditions to all stakeholders of laboratory

II. Procedure:

a) Purchase of chemicals and equipments

- 1) Twice in a year stock of chemicals available in laboratory and store is accessed
- 2) Based on the assessment report final list of chemicals to be purchased will be decided
- 3) Tender for the purchase of chemicals will be floated on institutional website and accordingly purchase order will be issued to vendors

b) Purchase of chemicals and equipments

- 1) Once in a year every individual laboratory will be visited by our expert faculty to find the working status of instruments
- 2) Non-working instruments will be compiled as department wise
- 3) Accordingly suitable repairers will be identified and quotations will be sought at least three
- 4) If cost of repairs is higher, then written request to University finance department will be sent for their endorsement.
- 5) Once the University accords its consent for our repair request, order will be issued to repairers.

B) Classrooms

Procedure for maintenance:

- 1) All the class teachers and class student representatives report the maintenance requirement to the maintenance in charge
- 2) Maintenance in charge will seek the approval from Principal of the Institute

3) Accordingly suitable repairer or service provider will be Identified and quotations are requested

4) Based on inputs of quotations repair process will be initiated and accordingly billing process.

C) Library:

Policies:

1) To maintain books and periodical journals to furnish sufficient information on syllabus or advances

2) To provide adequate number of books through book bank system

Procedure:

Every year our institute allocates sufficient monetary budget for the purchase and binding of books. At the start of academic session of every year, requirements of books to be purchased will be collected from all the faculty of different specialization.

The required books list will be finalized and according a tender will be floated on institutional website for price quotes.

Accordingly the purchase order will be issued upon completing the tender process.

D) Sports complex

Policies: To provide adequate sport facilities covering both indoor and out door sports

Procedure:

Every year our institute organizes state level inter Pharmacy institute cricket tournament where in numerous pharmacy colleges and companies participate in both male and woman category. To meet this tournament to have success, our institute provide required facilities like ground, utilities and man power. The utilities required for cricket match are being purchased through local vendors by following institute purchase policy.

Out station participants will be provided decent accommodation facilities.

In similar fashion, inter Bharati institution and inter class sports competitions will be organized every year and required sports utilities will be purchased from local vendors by following institutional purchase policies.

E) Computers:

Policy: To provide the robust computational facility to students and faculty

Procedure:

A) Purchase:

Computers and other gadgets will be purchased as and when required by following institutional purchase policy

B) Maintenance:

For maintenance of computers and all gadgets, our institute sign third party rate contract with agency M/s. Computronics, Pune for the repair.