



Shreeshakti Shaikshanik Sanstha's

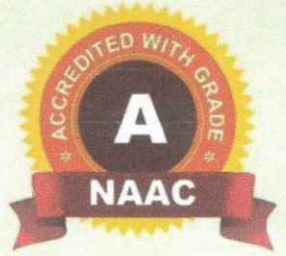
DIVINE COLLEGE OF PHARMACY

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Approved by PCI - New Delhi (531), Govt. of Maharashtra & DTE - Mumbai (5443).

Affiliated to Savitribai Phule Pune University - Pune (CPHN020560) & MSBTE - Mumbai (1952). AISHE: C-55802.


Key Indicator

4.4.2

4.4.2 There are established system and procedures for maintaining and utilizing physical, academic and support facilities- Laboratory, Library, sport complex, computers, classrooms etc.

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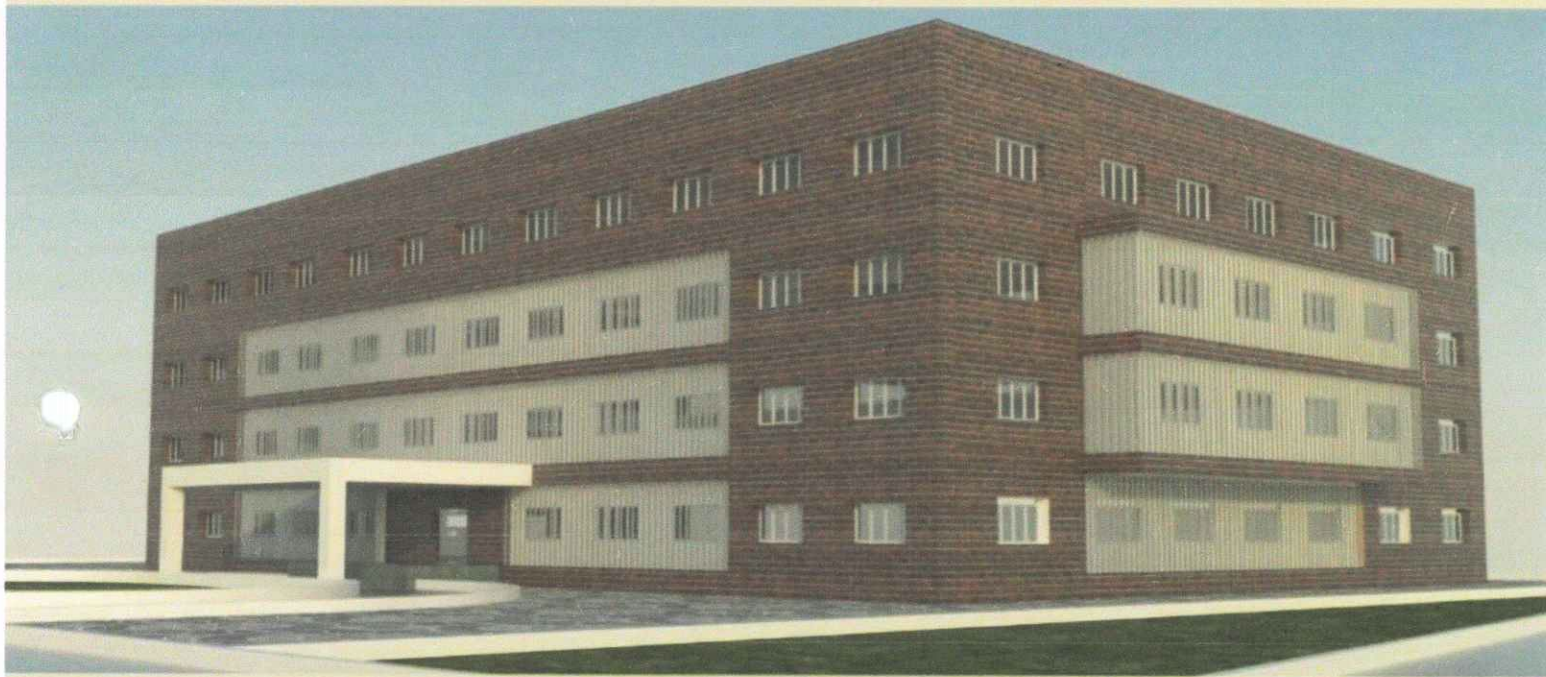



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Shreeshakti Shaikshanik Sanstha's
Divine College of Pharmacy,
Divine Campus, Nampur Road,
Satana, Dist. – Nashik
Maharashtra (India)
Satana – 423301

Internal Quality Assurance Cell



MAINTENANCE POLICY




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MAINTENANCE POLICY

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POLICY NO: 14	NAME OF POLICY	DEPARTMENT
	MAINTENANCE POLICY	IQAC

1. Introduction:

The Store and Maintenance Committee is responsible for execution and monitoring of maintenance work at college. The entire work is governed by various provisions of the Manual, and college guidelines issued time to time. This document contains the detailed structure and procedures related to the various activities of the Maintenance Cell.

2. Quality Policy

The Maintenance Cell is committed for execution of work strictly as per specifications laid down in general conditions of the contract. Emphasis remains to execute the quality work with minimum cost.

3. Context of the Organization

3.1 Objective and goals.

Maintaining and utilizing physical, academic and support facilities.

3.2 Work Culture

All the activities of the committee are time bound in nature. The central store and maintenance committee is committed to timely completion of various works thereby maintaining timely delivery of service.

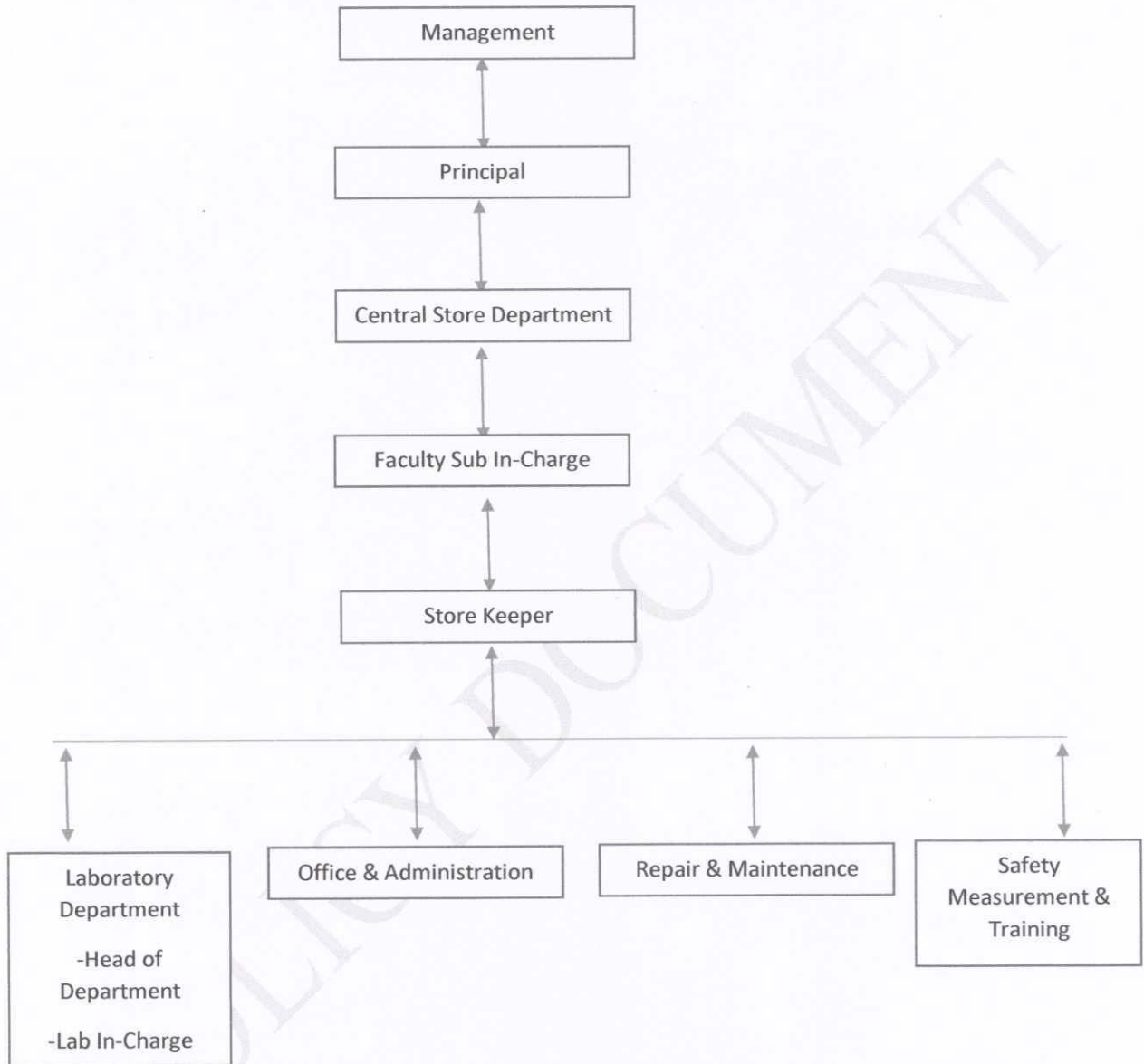
- Requisition of work received from departments.
- To obtain approval of Management for to carry out work.
- To award the work to selected vendor.
- To monitor work.
- On completion of required formalities, payment to Agency is released after scrutiny.




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3.3 Organization Chart

Organization Chart of Central store Maintenance Cell



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3.4 Responsibilities and Authorization

Designation	Responsibilities
Lab Assistant	<ol style="list-style-type: none"> 1. To inspect lab and submit list of maintenance work needed to Respective Lab In-Charge. 2. To inspect equipment's and submit list of equipment's requiring Maintenance to respective Lab In-Charge. 3. To prepare list of glassware, chemicals, stationary and other requirements and submit it to respective HODs
Lab In-Charge	<ol style="list-style-type: none"> 1. To inspect lab and submit list of maintenance work needed to Respective HOD's. 2. To inspect equipment's and submit list of equipment's requiring Maintenance to respective HOD's.
Head of Departments	<ol style="list-style-type: none"> 1. To compile list of maintenance work for all laboratories and Forward it to central store and maintenance cell. 2. Compile list of all requirements and submit it to central store and maintenance cell.
Store Keeper	<ol style="list-style-type: none"> 1. Compile the maintenance work list received from all the departments. 2. Compile the list of requirements from all departments. 3. To execute all the procurement, purchase and maintenance activities at the institute. 4. Preparation of indents. 5. Inspection, installation, stock entry and bill clearance. 6. Annual stock verification.
Store In charge	<ol style="list-style-type: none"> 1. To prepare guidelines and general system for procurement of material. 2. To examine the lists of work prepared by store keeper to finalize them and submit to Principal for further processing. 3. Correspondence with the prospective Suppliers/ Manufacturers/Dealers/maintenance and services agencies. 4. Handing over indents/ detailed specifications and addresses of suppliers to purchase committee. 5. To submit list of purchases and maintenance to Principal 6. To ensure scientific and efficient management of receipts, storage and issues of materials keeping in view the economics, security of stock as well as safety requirements.
Principal	<ol style="list-style-type: none"> 1. To instruct and guide store keeper and store in charge for purchase and maintenance activities. 2. To examine technical and financial aspects and finally recommend the works proposal for approval of management on merit basis.




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3.5 Maintenance Works (laboratory/equipment's)

- For day to day routine maintenance work; a written request by any indenter i.e. HODs/In-charge/ individual staff or other user is made through their /Department Head for the work /service is initiated through College Central store. The Central store identifies the scope of work to be executed and put up the same for obtaining Principal approval. After obtaining Principal approval an estimate (Preliminary or detailed) with complete specification, sketch etc. is prepared by the Central Store for obtaining administrative approval of the Management.
- Time period of execution of work is stipulated depending upon the nature of work to be carried out.
- After obtaining administrative approval of the work. Central store proceeds for issuing purchase order/work order accordingly.
- The purchase order/work order contains the details specification and terms and conditions as per the specified norms.
- After execution of the work, inspection is done to ensure the completion and quality of the work as per the specification and prescribed time limit before processing the bill.
- Agency has to submit the bill within 10 days of recording of completion of work.
- If the bill is not submitted within 15 days of completion of work, the competent authority has right to put the bill as time-barred.as per
- After verification, the bill is processed for payment after obtaining expenditure sanction of Management within ten days.

4. Procedures

4.1.1 Process Management Methodology

The physical facilities are maintained by the Work is initiated on written request from HODs of respective departments. After examining the request, the proposal is put up to Management for obtaining Administrative Approval. After obtaining Administrative Approval work is executed as per the provisions of Purchase orders/work orders.

4.2 Monitoring of major construction work to be carried out

- Requisition for major construction for the augmentation of infrastructure facilities is initiated by Store and Maintenance Committee.
- The requirement is submitted to the Principal.
- It is then forwarded to the Management for approval.
- Quotations are invited from the concerned parties.
- Work is awarded on the lowest rate quoted basis.
- Financial approval of Management is obtained.
- Work is executed strictly according to the work order



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4.3 Maintenance of Physical Facilities

- It includes all building blocks of academic and campus; facilities such as water tank, playground .etc.
- Building maintenance is comprised of plumbing, painting, carpentry and minor construction.
- The maintenance operation will include all components and systems in the areas Class rooms, seminar halls, tutorial halls, carpet, floors, walls and ceilings. Doors exterior/interior. Window and Hardware, plumbing fixtures (Commode, Basins, Urinals, restroom partition, mirrors, exhaust fans).
- The frequency of inspection is decided in consultation with Principal and the management.
- Initially, building inspection is carried out. The inspections are recorded. Based on this, list of maintenance work is prepared.
- Major Works are carried out during vacation and minor works are carried out as and when required without disturbing the academic activities.

4.4 Maintenance of Laboratories

- The responsibility of utilizing and maintaining labs is delegated by appointing lab in charge for each laboratory.
- Laboratory time table is displayed in each lab. List of experiments of the subjects is displayed by the respective subject in charge.
- Every day in the morning all the laboratories are swept and mopped, properly by the dedicated cleaning staff.
- All the laboratories are provided with the dustbin for collecting the solid waste.
- To maintain the record of equipment's and their repair maintenance, there is a Dead Stock register and Maintenance register, which is available in the laboratory.
- Consumable equipment record is maintained by the lab assistant.
- Standard operating procedures are followed while using all the equipment's
- Servicing of equipment's is done by qualified personnel only.
- CCTV cameras are installed in each lab.
- Power cables are properly insulated and laid away from pathways.
- Lab in-charge ensures that all laboratories, equipment's are functioning well and teaching-learning process runs smoothly in all aspects throughout year.
- Ownership of equipment's is given for sophisticated equipment's. Log books are maintained in laboratories and for sophisticated equipment's.
- The inspection of various items like lighting, windows, gas taps, laboratory furniture, water Systems, taps, drains, pipes, gas burners and tanks, electrical fittings, appliances, equipment's, is carried out.





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- In case of any damage or missing items; the matter is first conveyed to the HOD by the lab in Charge and then further required action is taken.

- List of items requiring maintenance is prepared and forwarded to central store through respective HOD's.

- Central store compiles requirements of all departments and submit it to Principal. Appropriate parties are identified and maintenance work is carried out after approval from Principal and Management.

- Central store maintains record for equipment and utilities maintenance.

4.5 Maintenance of Lab Equipment

- The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipment's under their purview.

- Ownership of equipment's is given for sophisticated equipment's. Stock registers, log books are maintained by the respective laboratories to report entries and defects arising for rectification.

- Standard operating procedures for all high end equipment's are made available to the users. Users register in the log books and are responsible for the safe handling of the equipment's.

- All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal and Management.

- Breakage and repair if any. are reported to the Head of Department or the faculty-in- charge as the case may be and suitable measures are taken for speedy functioning of the equipment. Breakage of glassware intended for use by students is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year.

- The condemned/obsolete items are discarded by procedure and the same is entered in the stock register.

4.6 Maintenance and Utilization of Central Instrumentation facility

Central Instrumentation facility houses sophisticated equipment's. They are maintained by a faculty-in-charge who reports to the Principal on all matters related to the working and maintenance of the equipment's. Entry to the labs is through log book registration. Users must duly submit a service requisition form available in the Institution to the faculty in- charge. Access to equipment's and service for recording analytical data is given on first-cum- first served basis. Same procedure is followed with regard to samples from other institution users.

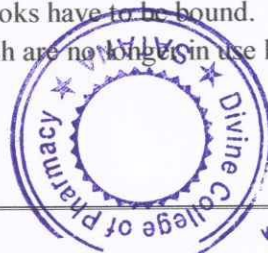
4.7 Library and library resources

- Maintenance of library material involves continuous monitoring of the stack room, displaying of new material on the display racks and arrangement of the books and periodicals on the shelves after use. The work related to proper shelving, re-shelving and maintaining the collection is continuous in nature.

- Besides these, the material has to be dusted and cleaned at periodic intervals.

- The periodicals, damaged and torn books have to be bound.

- The old and obsolete documents which are no longer in use have to be withdrawn from the stacks.



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- Library maintenance also includes physical care of the books, that is, their protection from sunlight, dust, insects, moisture and heat.
- The library staff performs tasks on daily basis. Maintenance work which consist of :
 - ✓ Shelving and re-shelving;
 - ✓ Keeping books and materials in order and maintenance cleanliness in the shelves and stack rooms;
 - ✓ Supervision of the collection;
 - ✓ Conservation and preservation of materials including repairs and bindings;
 - ✓ Stocktaking and weeding;
 - ✓ Security of library material

Shelving and stacking

The documents after processing are to be properly shelved and displayed. The arrangement on the shelves should ensure that the most used books are in prominent places. Oversized books are to be placed separately. The stacking of the documents should ensure that minimum space is wasted. All the kinds of material which includes both books and non-book material has to be placed properly. Documents should be shelved on their allotted space on the shelves. There has to be proper lighting and sufficient provision for future growth of the library. Library staff requires an understanding of work flow, adherence to standards, and attention to details. It is the responsibility of staff to make sure that; material is properly shelved, call numbers are in order, and support to new services and projects on a timely basis.

Maintenance of journals, magazines and periodicals

The periodicals division is in place where the journals, magazines, newspapers and other serial literature is displayed and taken care of the open shelf system is adopted in this section. Readers have access to a wide range of magazines, Newspapers and topics of relevant interest. Bound periodicals and back issues are arranged alphabetically by title in the library. Current issues are properly displayed on the display racks. The work related to the periodicals division is divided into different stages:

- a) Receiving, recording and stamping the received issues of the periodicals.
- b) Sending periodicals to the reading room for use. This includes arranging current periodicals for display or sending them to the shelves if not displayed.
- c) Tracing the missing issues and maintaining correspondence with the publishers or vendor or whosoever the suppliers are.
- d) Maintaining relevant records related to periodicals
- e) Maintaining the periodicals display rooms by placing only the latest issues on the display racks and sending or keeping away the previous issues in proper places.
- f) Shelf maintenance and shelving of bound and current periodicals
- g) Collecting and collating different issues of periodicals for binding.
- h) Carrying out preservation activities related to periodicals
- i) Weeding, withdrawal, and disposal of periodicals.



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Care, Handling and Repair of Documents

- The physical care and repair of resources is important function to be carried out in library all the time.
- The repeated, careless handling and storage of a book can quickly transform a new book into a worn out or even an unusable one.
- Proper handling and storage in a stable, cool, clean, non-humid environment can prolong its life.
- The books and the other reading materials should be cleaned as frequently as possible and they should be kept safe from dust, moisture, insects and fungi.
- The documents get damaged by dust/dirt, heat, dampness and insects. They have to be, therefore, cleaned with neat and clean soft dusters or cloth pieces.
- Vacuum cleaners can also be used to suck the dust from the books.
- There are several kinds of insects which infest the books due to poor maintenance. Some common insects are silverfish, booklice and termite. Documents should be, therefore, stored in clean and dry places only, as many of the insects breed in dust and damp environments. Regular cleaning should be done too keep away the insects.
- Naphthalene balls in perforated boxes can be kept on the shelves to avoid infestation. New books, soon after acquisition by the library, too should be physically prepared for tough handling by the users.
- The new books may be covered with plastic covers or the spine may be strengthened or bound if they are paperbacks.
- The books should be handled properly to prolong their life and save them from deterioration and damage.
- Books should not be jammed into the shelves or book cases with too much of compactness so that it is impossible to pull them out without tearing their covers apart.
- Also books should not be piled one over the other and placed in the shelves with their spines facing outside.
- The books should be examined occasionally and those requiring minor repairs should be immediately repaired.
- Those requiring major repair or binding should be immediately withdrawn from the shelves and sent to the bindery.
- Photocopying is also one of the major causes of damage to library books. Some materials are difficult to handle for photocopying. Most importantly, care should be taken not to press down on the spine of books while photocopying.
- Extra care must be taken with large and heavy books. There are some types of materials which are too fragile to be photocopied at all. While transporting books within the library, if more items are to be moved, a trolley should be used




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Library Binding

- Library binding is the term used to describe the method of binding serials, and re-binding Paperback or hardcover books for use within libraries.
- Library binding increases the durability of books, as well as makes the materials easier to use. Binding helps in strengthening the books and increases their life.
- The materials that are selected and sent for the binding are to be recorded properly.
- The binder has to be given instructions for binding process of the documents according to the Types of documents given for binding.
- Binding work also includes receiving back the bound documents from the binder and sending The documents back to the shelves after proper checking of records and all paper work.

Stock verification

Stock verification is the systematic checking of the library's holdings for finding out missing items. It helps in restoration of misplaced or missing items, finding out torn or worn out items for repair or binding and provides an opportunity for cleaning and changing the arrangement of documents. Library conducts annual inventories, that is, stock verification in order to have an up-to-date record of library holdings, concrete data on rate of loss and to assess strengths and weaknesses in the collection. Library stock verification is done by the library staff involvement and with the help of a Library Management Software.

Weeding

Weeding is a periodic or continual evaluation of resources intended to remove from the collection those items that are no longer useful. It helps to allow space for new materials and also ensures easy access to the available collection. Some of the criteria for weeding are physical condition of documents, unnecessary duplication, older or outdated editions, poor content, unused documents and unsuitable documents in the library. Stock verification helps in the weeding process of the library material. The weeded materials may be sold, given away or destroyed.

4.8 Maintenance of computers

The committee for computer center is responsible for purchase and maintenance of computing equipment's and network facilities of college. They also take responsibilities of periodic up-gradations of IT resources. Computer center takes stock of IT facilities and prepares list of items requiring repair and maintenance. IT facilities are maintained by computer skilled personnel of the college. Some of the maintenance activities are carried out by appointing external agencies.

Computer center is responsible for following activities

- Uninterrupted Power Supply (UPS) in computer labs, CIF and administrative office
- Maintenance of Servers, computers
- Maintenance of Network, Switches
- Maintenance of college website



A handwritten signature in blue ink, appearing to be "Dr. P. S. Patil".

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4.9 Maintenance of Sports complex

The necessary goods and sports articles are purchased by store department as per recommendations of sport committee of college. Sports week is organized at college as well as students are encouraged to participate in inter collegiate sport events. Some of the sports items are kept in boys/girls common rooms and given out for use of students under monitoring of Sports committee. The damaged, broken sports equipment's are repaired time to time. Gymkhana facilities are also repaired as and when required by at college. The sports equipment's which cannot be repaired are replaced by purchasing new equipment's.

4.10 Maintenance of Classrooms

Maintenance of classrooms is a regular exercise. Store committee is responsible to look after classrooms. It is ensured that all classrooms have adequate desks, benches. The cleanliness of classrooms is ensured by group of sweepers. The fans and electrical appliances are checked periodically and wherever required maintenance is carried out. The store committee appraises requirements of classrooms and carries out purchase under instructions from Principal and after approval from management. Periodical maintenance of projectors, computers and IT facilities is done in coordination with computer center of college.

4.11 Electrical Maintenance:

- The electrical maintenance operation includes all components and systems in electrical are switches, outlets, light fixtures, corridor lights, emergency lights, earth bits and electrical panel boxes. Generator, Air conditioners.
- Any complaint on electrical repairs is received from respective departments. These electrical repairs are rectified based on the complaints.
- The electrician of Trust is called upon to carry out these electrical maintenance activities.

4.12 Electrical Maintenance Procedure

Electrical General

- Check operation of light switches. Replace as required. Replace switch or broken covers.
- Check for missing or broken light globes, diffusers, or reflectors. Replace as required.
- Check exit lights. Repair or replace as needed.
- Check electrical panel boxes for signs of corrosion, burning or heating

4.13 Fire Extinguishers

- Fire Extinguishers are provided in different locations of the building for Safety purpose. Central store maintains a list of Fire Extinguishers along with the type and location. Frequency, due date and completion of refilling are recorded in the same.
- Refilling of fire extinguishers
- Periodical training and demonstration of the firefighting equipment's is given to the laboratory staff.




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4.14 First aid Equipment's

First Aid kits are placed in the every laboratory and at the prominent locations in the institute. Central store maintains the First Aid kits with relevant medicines and devices as required. Periodical inspection is carried out to separate the expired items. Also, exhausted items are replaced in the kit. A Doctor is nominated who visits during prescribed Hours to provide medical treatment to students.

4.15 Maintenance of other amenities


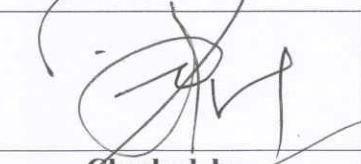

The maintenance of equipment for water pumping, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campus is equipped with 24/7 adequate drinking water supply using water purifiers under Annual Maintenance Contractor. Green environmental aspects - Garden is maintained by the gardener every day and frequently by National Service Scheme volunteers as a service activity.

4.16 Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

4.17 Day to Day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages- leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Store department.

		
Prepared by Store dept	Checked by IQAC Coordinator	Approved by Chairperson & Principal




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