



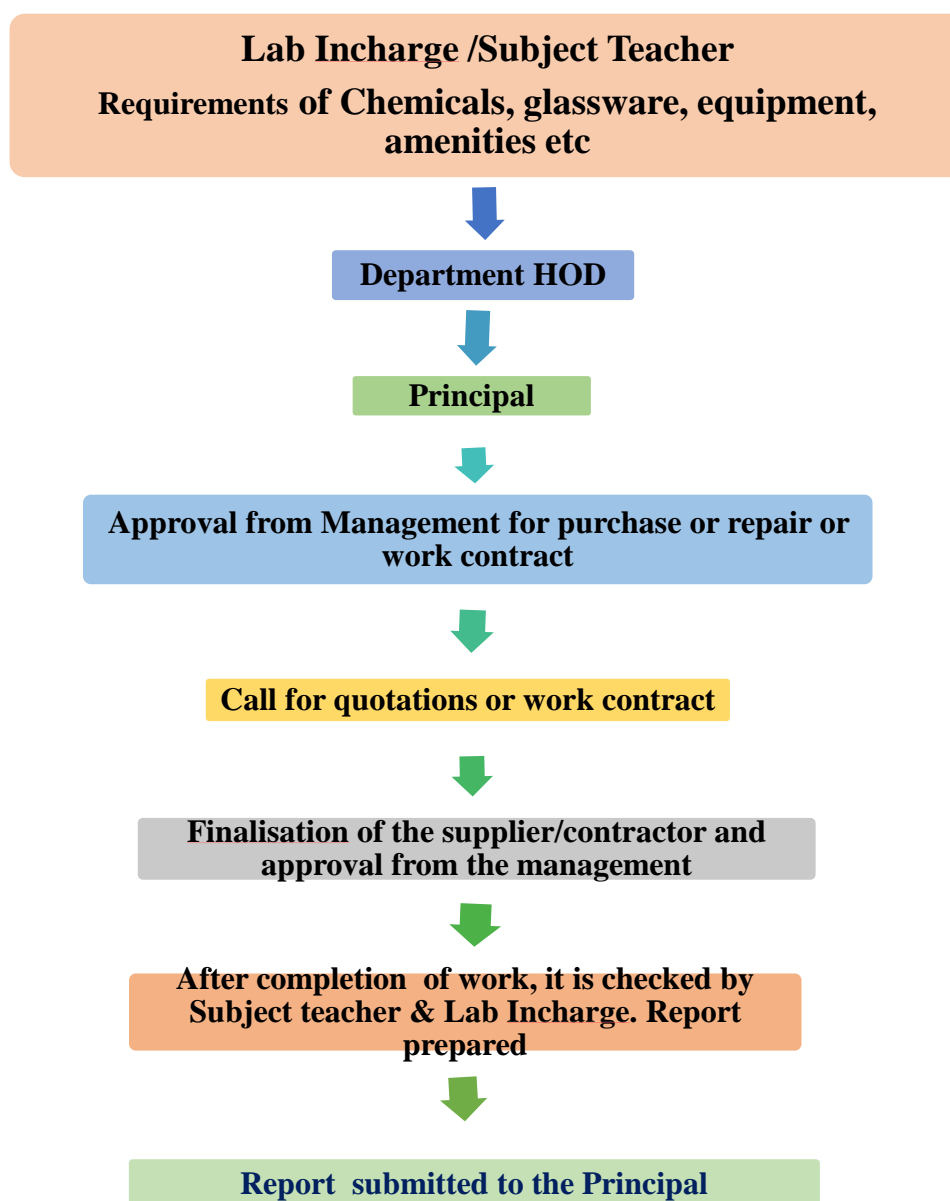
SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi – Affiliated to JNTUA, Anantapur
NH – 18, Nandyal, Kurnool District, Andhra Pradesh - 518501

MAINTENANCE POLICY

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports, computers, classrooms etc.

Class Rooms/Laboratory Maintenance





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General and Electrical Maintenance:

GENERAL AND ELECTRICAL MAINTENANCE



Electrician/ Staff/ HOD identifies the problem



Administrative Officer



Principal



Management



Procurement/ Repairs



After completion of work, it is checked by Staff / HOD and Report prepared



Report submitted to the Principal



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Library Maintenance

Books/ Assistance Required- Assistant Librarian/ Librarian



Principal



Management Approval for purchase or repair



**Call for quotations or work contract and finalize it.
Approval from Management**



**work checked by Assistant Librarian or Librarian. Report
prepared**



Report submitted to the Principal