



SANTHIRAM COLLEGE OF PHARMACY

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

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.

AY 2023-2024



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Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities.

Sl no	Academic infrastructure and facilities	Particulars of maintenance	Responsibility
01	Classrooms	Classrooms are equipped with LCD projectors, desktop computers, and multimedia desks to facilitate PowerPoint presentations. Some LCD projectors are portable and can be used as needed. The projector lamps are replaced promptly when required to ensure uninterrupted functionality.	Class Incharge, Electrician
02	Laboratories	The gas pipelines and burners used for heating are inspected annually to prevent gas leakage, with any damaged pipes or taps being replaced as needed. Exhaust fans in the laboratories are routinely inspected by electricians to ensure proper functioning. Distillation units supplying distilled water are regularly checked for coil performance, and faulty coils are promptly replaced. Additionally, the annual requirements for chemicals, glassware, and equipment are assessed and communicated to the HOD. Job Register for students is maintained for each lab.	Lab In-charge, Laboratory Technician
03	Equipment	Logbooks are maintained for all equipment available in the	Lab In-charge, Laboratory Technician



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		institute to ensure proper documentation. Regular maintenance of the equipment is carried out by the respective Lab In-charge. SOP is displayed at each instrument.	
04	Sophisticated Instruments	Institute has annual maintenance contract for the maintenance of sophisticated instruments every year.	HOD Laboratory Technician
05	Library	Stock verification is carried out every year. Binding of torn off books/journals is also done.	Library In-charge Asst Librarian
06	Seminar Hall	The working of audio-visual system and cleaning of seminar hall is monitored at regular intervals	Office Superintendent
07	Animal House Maintenance	Husk and feed are routinely sterilized using an autoclave. Cages are disinfected and rinsed with hot water at a temperature of 80-90°C for one hour. The Animal House is regularly cleaned with detergents and disinfectants like Dettol. Cages, water bottles, sipper nozzles, and stoppers are sanitized with sodium hypochlorite solution before housing the animals. To maintain the appropriate temperature, air conditioner is installed in the Animal House.	HOD. Animal House In-charge. Laboratory Assistant
08	Computer room	All computers and printers in the institute undergo monthly maintenance checks by the computer technician to ensure proper functioning of systems and software. The monthly maintenance report is verified by the Principal. To safeguard against threats, all computers are equipped with updated antivirus software. Internet connectivity is provided through	Faculty In-charge. Computer Technician



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		BSNL Fibernet. Gate registered is maintained.	
09	Electricity	A 160 KW generator is installed on the institute premises to ensure uninterrupted power supply. The institute shares the cost of diesel required for its operation. Additional power backup is provided to the administrative wing (Principal's cabin, office, and accounts department), instrumentation room, conference room, and seminar hall via UPS. The UPS batteries are replaced as needed to maintain functionality.,	Office Superintendent, Electrician
10	Building	The institute has an electrician and a plumber available daily to address electrical and plumbing issues promptly. Fire extinguishers are refilled annually to ensure fire safety. The building is cleaned daily by dedicated sweepers who maintain its cleanliness and hygiene.	Office Superintendent, Plumber, Stores In-charge.


PRINCIPAL
Santhiram College of Pharmacy
NH-40, Nandyal-518501, A.P.