



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.


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Animal House Maintenance

Approval from CPCSEA



Government of India
Ministry of Environment, Forest and Climate Change
Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA)
5th Floor, Vayu Block, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi



CERTIFICATE

This is to certify that the registration of Animal House Facility of *Santhiram College of Pharmacy, Nandyal, Andhra Pradesh* with CPCSEA has been renewed for *Research for Education purpose on Small Animals* bearing registration number *1519/PO/Re/S/11/CPCSEA*

The registration is valid for five years from *01/Aug/2018* to *31/July/2023*.


(Jerome Minz)

Deputy Secretary (AW) & Member Secretary (CPCSEA)

JEROME MINZ
Member Secretary (CPCSEA)
Min. of Environment, Forest & Climate Change
Government of India
Jor Bagh Road, New Delhi



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Laboratory Maintenance Job Register for students

SANTHIRAM COLLEGE OF PHARMACY									
JOB / ISSUE REGISTER									
Name of the Faculty : <u>Dr. S. Suresh</u>					Department : <u>Chemistry - I</u>				
Course / Year : <u>III yr B. Pharm A/A</u>					Date : <u>2/11/23</u>				
Name of the Experiment : <u>Solution of Caffeine</u>					Lab :				
S.No.	Regd. Number	Name of the Student	Received Chemical	Received Glassware	Return Condition	Sign.			
			Name Qty	Name Qty					
1		<u>AB</u>							
2	21HC1R0002	<u>A. Praveenika</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Praveenika</u>			
3	21HC1R0003	<u>A. Chiranjeevi</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Chiranjeevi</u>			
4	21HC1R0004	<u>A. Sukanya</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Sukanya</u>			
5	21HC1R0005	<u>A. Sumanth</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Sumanth</u>			
6	21HC1R0006	<u>A. Surya Prakash</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Surya Prakash</u>			
7	21HC1R0007	<u>B. Sathwik</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Sathwik</u>			
8	21HC1R0008	<u>B. Anil Kumar</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Anil</u>			
9	21HC1R0009	<u>B. Harini Koushika</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Harini</u>			
10	21HC1R0010	<u>B. Lakshitha</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Lakshitha</u>			
11	21HC1R0011	<u>B. Anil</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Anil</u>			
12		<u>AB</u>							
13	21HC1R0013	<u>B. Praveen Kumar</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Praveen</u>			
14	21HC1R0014	<u>B. Pavithra Bhargavi</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Pavithra</u>			
15	21HC1R0015	<u>B. Prasanna Kumar</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Prasanna</u>			
16	21HC1R0016	<u>B. Chamundeswari</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Chamundeswari</u>			
17	21HC1R0017	<u>B. Anish Reddy</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Anish</u>			
18	21HC1R0018	<u>B. Supriya</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Supriya</u>			
19	21HC1R0019	<u>C. Kethana</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Kethana</u>			
20	21HC1R0020	<u>C. Akshita</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Akshita</u>			
21	21HC1R0021	<u>C. Anirudh Reddy</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Anirudh</u>			
22	21HC1R0022	<u>C. Nikhitha</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Nikhitha</u>			
23	21HC1R0023	<u>C. Shashi Kashi</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Shashi</u>			
24	21HC1R0024	<u>C. Vamsi Krishna Reddy</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Vamsi Krishna</u>			
25	21HC1R0025	<u>C. Deepika</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Deepika</u>			
26	21HC1R0026	<u>D. Praveen</u>	caffeine, Na ₂ CO ₃ , CHCl ₃	glass rod, beaker, separating funnel		<u>Praveen</u>			
27		<u>Tea leaves - 100 g</u>							
28		<u>Chloroform - 250 ml</u>							
29		<u>Sodium Carbonate - 25 g</u>							
30									

Remarks :

Total Strength : 26 Present : 24 Absentees : 02

Lab Technician : Swetha Store Keeper : P Teaching Staff : S PRINCIPAL : S

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Equipment Maintenance Log Book for instruments:

Date	Student	Roll No	Time Spent	Project Regulation	Guide Name
8/11/24	G. Vamsi	21HC1R0024	10:00 - 11:00	Project	G. Vamsi
11/11/24	P. Sowjanya	21HC1R0031	2:00 - 4:00	Project	P. Sowjanya
11/11/24	S. Nithisha	21HC1R0084	2:00 - 4:00	Project	S. Nithisha
11/11/24	R. Radhika	21HC1R0080	2:30 - 4:10	Project	R. Radhika
12/11/24	M. V. Lakshmi	21HC1R0063	11:20 - 11:40	Project	M. V. Lakshmi
12/11/24	A. Samanth	21HC1R0005	1:00 - 4:00	Project	A. Samanth
13/11/24	D. Jaleel	21HC1R0028	11:28 - 11:35	Project	D. Jaleel
15/11/24	P. Siva	21HC1R0079	11:30 - 12:30	Project	P. Siva
15/11/24	S. Nithisha	21HC1R0084	11:30 - 1:20	Project	S. Nithisha
12/11/24	C. Deepika	21HC1R0025	1:30 to 4:00	Project	C. Deepika
13/11/24	C. Akhila	21HC1R0020	1:30 to 4:00	Project	C. Akhila
14/11/24	D. Gunee	M. Pharm	12:00 to 1:00	Lab	D. Gunee
14/11/24	G. Dhanush	21HC1R0036	2:00 to 2:15	Project	G. Dhanush
15/11/24	D. Jaleel	21HC1R0028	10:30 to 11:30	Project	D. Jaleel
15/11/24	B. Pavithra	21HC1R0014	11:00 to 2:00	Project	B. Pavithra
15/11/24	C. Sushma	M. Pharm	12:00 - 1:10	Lab	C. Sushma
15/11/24	J. Gunana	"	12:00 - 1:10	Lab	J. Gunana
15/11/24	D. Gunee	"	"	"	D. Gunee
15/11/24	G. Dhanush	21HC1R0036	2:00 - 4:00	Project	G. Dhanush
16/11/24	Supraja	21HC1R0018	2:00 - 4:00	Project	Supraja
16/11/24	H. Anil	21HC1R0038	2:00 - 3:30	Project	H. Anil
18/11/24	G. Dhanush	21HC1R0036	2:00 - 3:30	Project	G. Dhanush
20/11/24	G. Vamsi	21HC1R0024	2:00 - 3:30	Project	G. Vamsi
20/11/24	B. Supraja	21HC1R0018	2:00 - 4:00	Project	B. Supraja
21/11/24	K. Thanuja	21HC1R0017	11:00 - 11:10	Lab	K. Thanuja
21/11/24	K. N. Dhanush	"	11:00 - 11:15	Lab	K. N. Dhanush
21/11/24	K. Sushmita	21HC1R0017	9:45 to 12:30	Project	K. Sushmita
21/11/24	K. Thanuja	"	11:00 to 11:15	Lab	K. Thanuja

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SOP for equipment:

STANDARD OPERATING PROCEDURE

	SOP No: SRCP-PC-017	Dept.: Pharmaceutical Analysis	PAGE NO. : 1 of 1
	SUBJECT: FTIR MAKE:BRUKER INSTRUMENT I.D No: SRCP-PC-INS-017		Effective date: Nov-2022
			Review date: Oct-2023

OBJECTIVE:

To operate FTIR.

SCOPE:


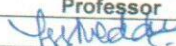
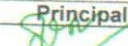
This sop is applicable for the operation of FTIR

RESPONSIBILITY:

Operation and calibration – operator compliance-head pharmaceutical analysis

OPERATIONAL PROCEDURES:

- ❖ Switch on the PC and printer
- ❖ Remove sample if any and switch ON FTIR and wait for 10 minutes
- ❖ After 10 minutes of warm up time LED on the IR spectrometer will turn to fillgreen now open OPUS software and it promoyes for password
- ❖ Enter password and click login
- ❖ Software will display license information and then click OK
- ❖ Select experiment file [go to measurement click down arrow select and load transmission.XPM experiment then click SAVE and EXIT
- ❖ Click measurement button, software prompts to enter sample name and sample form
- ❖ Enter sample name and Batch No.
- ❖ Now without keeping any sample collect background and place the sample and click collect sample spectrum
- ❖ Now collected spectrum will be displayed on the screen
- ❖ Now go to peak picking to annotate peak labels.
- ❖ To overly two spectrums first load two spectrums [sample and standard] to the window and adjust distance between two spectrums by right clicking mouse and select shift whole curve then drag any of the spectrum to differentiate both the spectrums and then click quick print.

	Prepared by	Checked by	Authorised by
NAME	Mr.N.Madana Gopal	Dr L.Siva sankar Reddy	Dr C.Madhusudhana Chetty
DESIGNATION	Assoc. Professor	Professor	Principal
SIGN & DATE			


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Computer Room Maintenance Gate Register:



SANTHIRAM COLLEGE OF PHARMACY

NH-40, NANDYAL - 518 501, Kurnool (Dt.) A.P.

14/03/2023

GATE REGISTER

S No	Date	Name of the Student / Staff	Course / Dept	Roll No	In Time	Signature	OutTime	Signature
12/3/23		B. Bharath	B.Pharm	22-14	9:00	Bharath	9:50	Bharath
13/3/23		V. Mounika	B.Pharm	19-17	9:10	Mounika	9:55	Mounika
13/3/23		L. Nithya	B.Pharm	19-57	9:20	Nithya	9:40	Nithya
13/3/23		P. Indrapriya	B.Pharm	19-70	9:20	Indrapriya	9:40	Indrapriya
13/3/23		A. Jayanthi	B.Pharm	22-35	9:10	A. Jayanthi	9:11	Jayanthi
13/3/23		A. Nagesa Sri	B.Pharm	22-06	9:20	A. Nagesa Sri	9:40	Nagesa Sri
14/3/23		S. Suleesh	pharm-D	22-27	9:20	S. Suleesh	9:50	S. Suleesh
14/3/23		M. Karj viswanath	pharm-D	22-15	9:20	Karj	9:40	Karj
13/3/23		K. prasanna kumar	B.pharm	22-45	10:00	prasanna	10:50	prasanna
13/3/23		K. Sharmu	Pharm-D	22-07	11:15	Sharmu	12:30	Sharmu
13/3/23		S. prasanth	pharm-D	22-25	10:30	S. Prasanth	12:20	Prasanth
14/3/23		H. Rishika	Pharm-D	22-13	11:40	H. Rishika	13:00	H. Rishika
14/3/23		G. Pavani	B.Pharm	22-30	11:00	G. Pavani	12:30	G. Pavani
14/3/23		D. Sai Priyanka	Pharm-D	22-03	11:00	Priyanka	12:00	Priyanka
14/3/23		M. Glory Esther Rani	Pharm-D	22-10	11:00	Glory	12:00	Glory
14/3/23		P. Faziza	Pharm-D	22-18	12:01	P. Faziza	12:30	P. Faziza
14/3/23		B. Priyanka	Pharm-D	22-01	12:01	Priyanka	12:03	Priyanka
14/3/23		B. Radhika	B.Pharm	22-16	11:00	Radhika	11:50	Radhika
14/3/23		V. Padma priya	Pharm-D	22-23	11:05	Padma Priya	11:50	V. Padma Priya
14/3/23		S. Muskan	pharm-D	22-24	11:07	Muskan	11:45	Muskan
14/3/23		D. Madhu sree	Pharm-D	22-26	11:07	Madhu sree	11:50	Madhu sree
14/3/23		M. Pradha	pharm-D	22-19	11:10	M. Pradha	11:50	Pradha
14/3/23		M. Kavitha	pharm-D	22-11	11:10	M. Kavitha	11:40	Kavitha
14/3/23		S. Madhuri	pharm-D	22-20	11:15	S. Madhuri	11:45	Madhuri

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24-06-2024

To

The principal,
Santhiram College of pharmacy
Nandyal, Andhra Pradesh

Subject: Library stock verification report (June 2024).

Respected Sir,

With respect to the above-mentioned subject, I would like to bring it to your kind notice that the library stock verification was carried out from 10 June to 22th June 2024. The report for the same is as below.

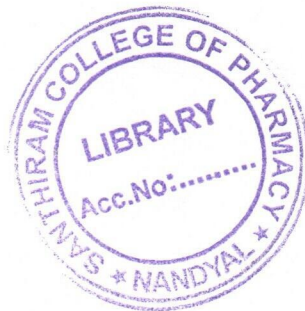
Total number of books as per accession register: 8240

Total number of books physically present: 7539


Till number of books found missing: 105

This is for your kind information.

Thanking you.




Librarian


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