



Geethanjali

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## Geethanjali College of Pharmacy

Approved By AICTE, PCI New Delhi, Permanently Affiliated to JNTUH & Accredited by NBA (B. Pharmacy)  
Recognized Under UGC Section 2F & 12B of UGC Act, 1956, by DSIR-SIRO & HI/BI of MSME Certified by ISO 9001:2015  
Cheeryal (V), Keesara (M), Medchal-Malkajgiri District, Telangana State - 501 301.

Date: 01.10.2021

### Maintenance and Improvement Policy and Procedure

#### Objective

The objective of this policy is to maintain and improve Campus buildings, other infrastructural Facilities, instrumental facilities, and other important facilities at Geethanjali College of Pharmacy to support our mission.

#### Roles and Responsibilities

Campus Facility Services include building maintenance, grounds maintenance, material handling, utilities, campus health, safety, and security. Normal request for services by staff are accessed through HODs of each department.

Physical facilities on campus are protected with security systems and personnel assignments. Internal processes, policies and procedures are developed and revised on continuous basis to address current and future security concerns. The Security in charge provides a periodic operation brief detailing current security concerns and facility information, which is evaluated and used for continuous improvement.

#### Facility and Equipment Maintenance and Repair

College Facility Services staff members respond to day-to-day facility and equipment maintenance and repair requests. For requests that required advanced or specialized knowledge and/or skill, equipment vendors and third party vendors are contacted to oversee the project.

The staff members submit requests for facility and equipment maintenance and/or repair by logging into the College maintenance register. When requests are submitted, the Office Technician contacts appropriate maintenance personnel to respond to the request. Regular staff meetings are held to check the status of open projects, evaluate resources required to resolve projects and to allocate work-load to ensure efficient response and resolution.

#### Equipment and Supplies

General facility equipment and supplies are requested annually as part of the College budget process. Facility equipment and supplies needs are revised and prioritized for



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Geethanjali College of Pharmacy  
Cheeryal (V), Keesara (M), Medchal Dist. T.S. - 501301.

Sponsored by : TEJA EDUCATIONAL SOCIETY, HYDERABAD

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approval by the College Purchase Committee. For some important equipments and services Annual Maintenance Contract is entered where the company representatives visit regularly for the same whereas some Lab equipments are maintained by the dedicated technicians in the labs on a periodic basis generally during summer vacations.

The Equipment and other Resources policy states that current, relevant, sufficient and up-to date equipment and materials used in instruction is acquired, repaired or replaced in a timely manner that supports continuous instruction and to effectively achieve program goals. Program advisory teams, instructors and directors evaluate program equipment and supply needs and submit annual budget requests for purchases required.

Instructors are responsible for inspecting materials and equipment to ensure quality and safety standards in accordance with manufacturer requirements, codes, laws, and regulations pertaining to specialized materials and equipment, and their intended use.

### Evaluation

The College utilizes several methods for evaluating the campus infrastructure and the processes that support its operation including; internal surveys reports, independent evaluations and regulatory inspections.

Summarized maintenance and repair procedure:

S.No.	Facility	Equipments	Maintenance Procedure
1.	Infrastructure maintenance	Civil, plumbing, electrical, furniture repair and other	A dedicated team of electricians, plumbers, carpenters, gardener
2.	Laboratories	Clean Room, Fuming Cup-Board, Animal House, & etc.	Done through suitable experts are contracted time-to-time
3.	Advanced Equipments	Sophisticated instruments like HPLC, FTIR, UV, Stability chamber etc.	Annual Maintenance Contract (AMC) by respective company
4.	Small equipment	Balance, microscope, pH meter, dissolution apparatus, mixer, hot plate	Repaired from time-to-time and maintained periodically by laboratory technical staff
5.	ICT tool	Computers, peripherals and networking	Checked by system analyst for any problem
6.	Soft wares	College management system, Library Management System, Stores management system etc.	Respective service providers
7.	Internet & Wifi	Internet, Wifi	Partially by college system analyst and for major issues Respective service providers.

  
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8.	Library	Binding of books, journals and other readable	Outsourced to the Local binders
9.	Washrooms	Toilets, Washrooms Staff, Students and guests	Fulltime Sweeper and toilet clear cleans twice daily

*Signature*

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