



Janata Shikshan Prasarak Mandal's,
Sudhakar Rao Naik Institute of Pharmacy, Pusad
Nagpur Road, Pusad, Dist. Yavatmal – 445204 (MS)
Tel. No. 07233-247308, 244555, 244247 Fax. 246709
E-Mail: sniop1983@rediffmail.com, Website: www.sniop.ac.in
(Approved by- AICTE, PCI New Delhi, DTE Mumbai & Affiliated to SGBAU, Amravati)

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Infrastructure Facility	Particulars of Maintenance
Building maintenance and infrastructure facilities	JSPM provides the Civil engineer for building maintenance and infrastructure facilities as and when required.
Building floor	Floor cleaning, sweeping and washing is regularly done by college employees.
Classrooms	The fans, electrical fixtures, LCD projectors and over head projectors are maintained and repaired by the electrician whenever necessary. Attendants do cleaning of classrooms with detergents/disinfectants on regular basis and the same is monitored.
Seminar Hall	The working of air conditioners, sound system and cleaning of seminar hall is monitored at regular intervals.
Laboratories	Laboratory attendants and laboratory assistants regularly maintain laboratories and museums. Laboratory in charge take regular follow up for maintenance. To meet the current requirements of curriculum, laboratories are upgraded regularly for chemical, glass wares etc. The gas connections, water taps and drainage lines are routinely checked. The leaked pipes and taps are changed whenever required. The laboratory technician for the proper functioning regularly checks exhaust fans and electrical fixtures in the laboratories. Laboratory attendants do cleaning of laboratories with detergents/disinfectants on regular basis
Sophisticated equipments/instr	The log books are maintained for all major equipments available in the college. The regular maintenance of equipments is carried out by concerned



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uments	staff/lab assistant.
Animal House	A full time animal house keeper is appointed in the institute for daily maintenance of Animal house. It is cleaned every day with detergents and disinfectant. Cages are disinfected and rinsed by hot water. Cages, water bottles, sipper nozzles, stoppers are washed and sanitized before placing the animals. Exhausts are installed in animal house and also, an air cooler is installed in animal house for maintaining the temperature. After animal experimentation all biomedical waste and husk is collected in plastic bags and properly disposed. The maintenance of animal house is as per the norms of CPCSEA guidelines.
Library	All the books are given accession number. The books are segregated subject wise and shelved in the coded racks accordingly. The old books are identified and properly bound to prevent further damage to the books. OPAC system is used to control access of books. Due care is taken for maintenance of books. The computation and internet facilities in the library are checked regularly by the computer technician for maintenance of systems and software.
Computers and IT services	All the computers, printers and scanners in the college are checked by the computer technician for maintenance of systems and software. Institute has local vender are in tie-up for technical assistance of IT infrastructural , internet & Wi-Fi services and has annual maintenance contract with MasterSoft ERP Solutions Pvt. Ltd., Nagpur for software maintenance of college website and campus ERP system viz. accounts, student administration and Library IT infrastructure.



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Electricity	Electric supply of 440 Volt, 3Phase, AC is available. The college has full time electrician for routine maintenance of electrical fixtures. Generator is installed in campus (Capacity: 50 KW make KIRLOSKAR) for uninterrupted power supply. 24X7 electric supply is available. College also has UPS system of 5 KVA GENUS for sophisticated instruments and Invertors (MICROTEK 1650VA quantity 2 and 900 VA quantity 1). Electrician also ensures the proper earth connection for various equipment in the labs and classrooms
Telecom facility	College rents BSNL landlines. The college has created and maintained intercom facilities for smooth and fast communication within the college as well as departments.
Drinking water	The college provides 24X7 drinking water purification intelligent RO water system at each floor of the building. A full time electrician appointed by the institute looks after all routine maintenance for the same.
Hostels	The maintenance of hostel is take care by the warden and also looks for the proper supply of water and electricity.
Garden. Medicinal Plant and Sports	A full time Gardner is appointed by the institute looks after the development and maintenance of garden and outdoor sports grounds under the supervision of sports teacher incharge. Sports equipments are kept under the custody of Store keeper in General Store department and are issued to students as per the requirement.