



## PRINCETON COLLEGE OF PHARMACY

(Affiliated to JNTUH, Approved by PCI, New Delhi & Accredited by NAAC)  
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### MAINTENANCE SECTION

#### 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.

In Princeton college of Pharmacy we have Maintenance section under the Admin Department.

Maintenance section is categorized in 3 different sections:

- 1) Maintenance of Institute Premises and Utilities/Appliances
- 2) Maintenance of Computer Department
- 3) Maintenance of Lab Instruments/equipment and Lab related items

TASK	RESPONSIBILITY
<b>1.MAINTENANCE OF INSTITUTE PREMISES AND UTILITIES/APPLIANCES</b>	
<b>✚Maintenance of following:</b>	
<ul style="list-style-type: none"> <li>☞ Building</li> <li>☞ Furniture and fixtures</li> <li>☞ Electrical and Electronic Appliances [Incl. Air Conditions, water coolers, Fire Extinguishers, Exhaust Fan, Mike system, Geyser, Water purifier]</li> <li>☞ Animal House &amp; its Utility Items etc.,</li> <li>☞ Plumbing, Civil, Gas Line/Supply of Gas</li> <li>☞ Cleaning of Water Tank, Water Ducts</li> <li>☞ Miscellaneous items such as Wall Clock, Bell, *First aid Kit, etc.</li> </ul>	<p><b>Work Responsibility:</b> Maintenance In-charge</p> <p><b>Deciding Authority:</b> Admin Head and Store In-charge</p>
<ul style="list-style-type: none"> <li>☞ Lift Maintenance,</li> <li>☞ Solar Panel,</li> <li>☞ Generator,</li> <li>☞ Fire Extinguisher &amp; Fire Safety System [Incls and bucket refilling]</li> </ul>	Store In-charge
☞ *Garden maintenance (As per the guidance of Store In-charge)	*Pharmacognosy Lab Assistant
<ul style="list-style-type: none"> <li>☞ Sanitary Pad vending Machine,</li> <li>☞ Incinerator (In future)</li> </ul>	Women Cell Coordinator & Admin Head
☞ Animal House utility items	Lab technician
☞ Institute General Insurance	Admin Head
☞ Vehicle Maintenance: PUC, Timely Service, Insurance etc.	Admin Head
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. AMC/ CMC for the requisite appliances to be checked and timely renewal has to be done.</li> <li>2. Water Pump maintenance is to be given top most priority</li> </ol>	
<b>✚Budget of Maintenance for Institute Premises and Utilities/Appliances</b>	

➤ Preparation of budget by referring last year documents (for quantity, agency and rate) as well as discussion with all concerned head. Submission and discussion of preliminary budget to Admin head by 31 <sup>st</sup> December, of every year.	Maintenance in-charge
➤ Finalization of budget after consultation with all Concerned head, Vice Principal and concern authority by January 25 <sup>th</sup> , of every year	Admin Head
➤ Submission of Final budget to Principal and Accountsectionby31stJanuary,of every year	Admin Head
➤ Intimation of any emergency to Admin Head, Vice Principal and Principal within five minutes and provide knowledge of the same.	Maintenance In-charge and any employee or student Of the APC/SRKSM
➤ Immediate action on the issue and resolving the same, promptly. Intimation to Vice Principal and Principal about the status, when issue sorted.	Admin Head & Maintenance In-charge
➤ Daily checking of maintenance request received from various departments (Google link/ Any prevailing system- Min twice a day)	Maintenance In-charge
➤ Every month visit of institute in first 5days of month and check, if the maintenance require at the institute.	Maintenance In-charge
➤ Sale of Scrap any dead stock item to sale in scrap requires resolution from trust for dead stock removal / Pulping.	Maintenance in-charge
➤ Yearly counting and maintaining dead stock of the institute before end of February month every year.	Maintenances in-charge
<b>2.MAINTENANCE OF COMPUTER DEPARTMENT</b>	
<b>✚Budget of Computer Department:</b>	
<ul style="list-style-type: none"> <li>➤ Prepare budget using the current year Computer maintenance report</li> <li>➤ Check the requirement of AICTE/PCI/GTU (Computer,Printer,Copier Machine, LCD Projector etc.)</li> <li>➤ Check the all department requirements</li> <li>➤ Arrange the meeting of IT Head, Computer Lab Assistant &amp; Admin Head and decide the budget as per above mention points before 25<sup>th</sup> December of every year.</li> <li>➤ IT Head give the presentation to the HoI regarding the next year budget.</li> <li>➤ IT Head makes the changes in budget given by HoI.</li> <li>➤ IT Head submit the Final budget to Account Head by31st January every year.</li> </ul>	<b>Vice Principal</b>
<b>✚Computer Lab, Peripherals,Network Maintenance/Management(Incl. Hardware and Software):</b>	
<input type="checkbox"/> <b>Computer Lab:</b> <input type="checkbox"/> Computer Update/Scanningevery1 <sup>St</sup> &3 <sup>rd</sup> Saturday)	<b>Lab Assistant</b>

<input type="checkbox"/> <b>Computer Update/Scanning/Databackup:</b> <input type="checkbox"/> Department Wise Computer Maintenance(Quarterly) <input type="checkbox"/> HoI & Account Section(Monthly)	<b>IT Head</b>
<input type="checkbox"/> <b>UPS Maintenance</b> (Quarterly)	<b>IT Head</b>
<input type="checkbox"/> <b>Network Maintenance</b> <input type="checkbox"/> Cyber oam Maintenance(Upgrade Ver./Internet Policy/UserOperation) <input type="checkbox"/> WIFI Connectivity <input type="checkbox"/> Computer Network of whole college checking <input type="checkbox"/> Network Switch Manage	<b>IT Head</b>
<input type="checkbox"/> <b>Cyberoam</b> <input type="checkbox"/> User Creation <input type="checkbox"/> Computer Lab Network <input type="checkbox"/> Internet Line Checking(Speed&Connectivity)	<b>Computer Lab Assistant</b>
<input type="checkbox"/> <b>Daily checking of maintenance request received online,from various departments:</b>	<b>Computer Lab Assistant</b>
<input type="checkbox"/> <b>Printer Maintenance</b> (Installation of Printer/Cartridge Refilling) Printer& Copier Machine Contract & AMC checked by IT Head.	<b>IT Head</b>
<input type="checkbox"/> <b>LCD Projector Maintenance</b> (Cleaning Filter Every Week/Connectivity Problem)	<b>Computer Lab Assistant</b>
<input type="checkbox"/> <b>CCTV Maintenance</b> <input type="checkbox"/> Daily checking working Status of all Cameras <input type="checkbox"/> Every six months cleaning the CCTV Cameras of whole College <input type="checkbox"/> CCTV footage recording & maintenance as per CPCSEA guidelines	<b>Computer Lab Assistant</b>
<input type="checkbox"/> <b>Website Maintenance:</b> Check the Domain Renewal &Hosting of the Website.	<b>IT Head</b>
<input type="checkbox"/> <b>College LED TV Maintenance</b>	<b>Maintenance In-charge</b> (as instructed by IT Head)
<input type="checkbox"/> <b>College Audio System Maintenance</b>	<b>Maintenance In-charge</b> (as instructed by IT Head)
<input type="checkbox"/> <b>Software License:</b> Check its renewal and take the approval from HoI & renew it.	<b>IT Head</b>
<input type="checkbox"/> <b>Smart Board Maintenance</b>	<b>IT Head</b>
<input type="checkbox"/> <b>Computer Dead Stock Maintenance:</b> Dead Stock items purchase in the first quarter of the financial year. Repairing of Items : <input type="checkbox"/> First Check the warranty of the item and take the decision of repairing.	<b>IT Head</b>

<input type="checkbox"/> First bring the quotation of repairing for items like (Computer, Printer, LCD Projector, Network Devices, CCTV, UPS, LED TV, Audio System, Bio-Matrix, Smart Board etc.) <input type="checkbox"/> If the repairing cost above Rs.1000 then, take the approval of HoI.	
<input type="checkbox"/> <b>Scrap/Disposal of Dead Stock items:</b> Make the list of scrap items & take the approval from Admin Head & HoI for remove the items from the Dead Stock before 31 <sup>st</sup> December of every year.	<b>IT Head</b>
<b>3.MAINTENANCE OF LAB INSTRUMENTS &amp; EQUIPMENT AND LAB RELATED ITEMS</b>	
<b><u>✚ Budget Of Lab Instrument and Lab Related Items</u></b>	
<p>➤ Each Department has to prepare Instrument Maintenance Budget and Following points should be covered:</p> <ol style="list-style-type: none"> <li>1. AMC or CMC of the selected instrument.</li> <li>2. Break down of Computer, UPS, Software, and its peripherals.</li> <li>3. Breakdown of Electrical appliances and its spare parts (Switch, Board etc.)</li> <li>4. Spare of Instrument: D2 lamp, Halogen Lamp, Column, cuvette, electrode, UV light, Glass spare etc.</li> <li>5. Equipment: Spare, fabrication, Coil, Die and Punch, Aerator, Centrifuge Tube (SS) etc.</li> <li>6. Equipment/Instrument covered Motor related its windings, in built Heater, PCB Board.</li> <li>7. Calibration of Instrument: like Brookfield Viscometer, Biochemistry analyzer etc.</li> <li>8. Microscope, Drums, Physiographs servicing and its spare.</li> </ol>	HOD/Store In Charge
<p>➤ Compile Department budget, put centralized budget of all dept. Labs instruments and Lab related items and get approval of budget.</p>	Principal
<p>➤ Lab Budget will be finalized by concerned authority by the end of January Month every year, and approved budget has to be forwarded to all related departments, after confirming with HOI.</p>	Principal
<b><u>✚ Maintenance of Lab Instruments &amp; equipment and Lab related items</u></b>	
<p>➤ Each Department fill Instrument Status with assigned staff members every month email to Report APC, HOD, Academic Head and Store In-charge.</p>	Laboratory Assistant
<p>➤ Divide Instrument in <b>three</b> category:</p> <ol style="list-style-type: none"> <li>1. Sophisticated Instrument (Like UV, HPLC etc.)</li> <li>2. Instrument having motor/mechanical/heater (Like vacuum pump, friability, disintegration etc.)</li> <li>3. General Equipment (Microscope, Rota meter etc.)</li> </ol>	Store Incharge
<p>➤ If it is software, computer and its peripheral related fill Google Doc and call to Computer Department (Top Most Priority).</p>	Comp.Dept.In Charge
<p>➤ If it is electrical related failure, fill google doc of it and call (Top Most Priority).</p>	Elec.Maint.In charge
<p>➤ Sophisticated Instrument maintained by authorized service center only after discussion with HOD and HOI.</p>	Store In charge

➤ Instrument having motor etc.maintained by localengineeralso.	Laboratory Assistant/ Store In charge
➤ GeneralEquipmentmaintainedbyassigned(LikeVTScientific),localandother engineer, supplier also.	Laboratory Assistant/ Store In charge
➤ Instrument having less than One Lakh amount,maintained by Laboratory Assistant with necessary process (Observe failure reason,Discuss with HOD,Inst.Incharge,StoreIncharge, Quotation, Order, Presence during execution, Bill passing process).	Laboratory Assistant
➤ Sophisticated and Instrument having more than one lakh maintained with necessary process.	Store In-charge
➤ Job card record should be maintained by departmentinsequenceofInstrument servicing. E.g. one instrument is serviced thrice then all service records / job card shall be arranged consecutively in filing in one place, so we trace instrument service record as to how many services are done on this particular instrument.	Laboratory Assistant
➤ Tag service and calibration record quarterly.	Laboratory Assistant
➤ Instrument checking by Instrument incharge and store in charge quarterly.	Laboratory Assistant



**PRINCIPAL**

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