



PRINCETON COLLEGE OF PHARMACY

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

Chowdariguda (V), Korremula, Ghatkesar (M), Medchal- Malkajgiri (Dist.) - 500 088

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Proc.19/PCOP/2024

Date: 01-09-2024

Composition of Stores and Maintenance Committee for the A.Y. 2024-25

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajgiri (Dist.).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Ms.Shaik Zareena Begum	Associate Professor	Co-ordinator
3	Mrs.B.Sunitha	Store-In charge	Member
4	Dr.A.Madhusudhan Reddy	Associate Professor	Member
5	Mr.B.Sandeep	Associate Professor	Member
6	A.Akhila	Student	22GA1R0001



PRINCIPAL

Princeton College of Pharmacy,
Korremula Vill, Vijayapuri Colony,
Ghatkesar Mdl, Medchal Dist, Telangana.

STORES AND MAINTENANCE COMMITTEE:

The Stores and Maintenance Committee is responsible for managing and overseeing the procurement, maintenance, and proper utilization of the institution's physical assets, such as equipment, furniture, infrastructure, and other resources. This committee ensures that the college's facilities are well-maintained, resources are efficiently utilized, and everything is in good working condition to support the academic and administrative functions of the institution.

Functions and Responsibilities:

- ❖ The committee is responsible for the procurement of all necessary goods, equipment, and materials required for the smooth functioning of the college, including laboratory supplies, office materials, furniture, books, and computers.
- ❖ Manages the inventory of all items and ensures that records are maintained accurately. This includes tracking stock levels and coordinating the timely replenishment of materials and resources.
- ❖ The committee ensures that the assets of the college (such as computers, lab equipment, furniture, etc.) are properly maintained and functioning.
- ❖ Periodically conduct audits to assess the condition and utilization of these assets.
- ❖ The committee oversees the maintenance of the college's physical infrastructure, including classrooms, laboratories, library, sports facilities, and administrative offices.
- ❖ Ensures that repairs and maintenance work, such as plumbing, electrical work, painting, and other infrastructural tasks, are done in a timely manner to avoid disruption in academic activities.
- ❖ Identify and report the damaged equipment or infrastructure.
- ❖ Ensure that resources are being utilized efficiently and appropriately.
- ❖ Preparing the annual budget for procurement and maintenance activities. It may review and approve expenditures related to the purchase of materials, maintenance services, and repairs.
- ❖ Ensure the reducing energy consumption, minimizing waste, and recycling materials.
- ❖ Ensures effective communication between departments for the smooth flow of procurement, delivery, and maintenance processes.

The **Stores and Maintenance Committee** is vital for the efficient management of resources and the upkeep of infrastructure within a college.

