




4.4.2 There are established systems and procedures for maintaining and utilizing physical, Academic and support facilities- laboratory, library, sports complex, computers, class rooms etc.

The college has adequate infrastructure like Laboratories, Sports facilities, ICT class rooms, Seminar hall, Gym, Yoga center and central library. The college has adequate number of computers with internet connections and the utility software distributed in different locales like office, laboratories, library etc.

S.NO	CATEGORY	NO. OF PERSONS
1	Administrative officer	1
2	Office superintendent	1
3	Laboratory Assistants	8
4	Laboratory Attendants	8
5	Library Attendants	1
5	Computer operators	2
6	Peon	2
7	Cleaning Personnel	6
8	Drivers	3
9	Gardeners	2
10	Store Keeper	1
11	Physical Director	1




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AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



The implementation process is closely monitored. Major repair and maintenance is undertaken in vacation to minimize disruption of academic schedule.

The expenditure to be incurred for repairs and maintenance of new as well as old facilities was estimated and sanctioned by the Governing Body and Maintenance Committee.


Budget allocation is made available every year for -

- Augmentation
- Repair and Maintenance – Academic facility
- Repair and Maintenance – Physical facility
- E- Governance and ICT
- Green measure and waste management
- Library

The major facilities introduced in college campus due to active IQAC suggestions in last 5 years were listed below:

- Installation of Projectors in classrooms
- Drug museum
- Human Orientation sign boards and Value addition boards
- Connectivity of class rooms and all departments through LAN
- Introduction of Open Access System in Library
- Medicinal plant garden
- Research centre
- Rooms for IQAC, NSS




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Committed to Excellence in Technical Education



Civil Maintenance Policy:

- ✓ The list of major infrastructure upgradation to be done during vacation for department and laboratories are submitted by head of the department in May every year
- ✓ Students, faculty report regarding infrastructural malfunctions through entry in the maintenance register kept in library.
- ✓ Final year students feedback about infrastructural facilities is obtained through exit questionnaire and measures are taken after discussion in Governing Body meetings.

Table 1: Civil Maintenance Schedule

S.No	Facility	Maintenance Schedule	Responsible Person
1.	Building Structural audit	Once in 5 year	Management
2.	Building water proofing work	As and when required	Management
3.	Classroom	Half yearly	Maintenance Incharge
4.	Laboratories	Yearly	Lab assistant
5.	Library	As and when required	Librarian
6.	Gym	As and when required	Sports Incharge
7.	Seminar Hall	Half yearly	Maintenance Incharge
8.	Sewage drainage	As and when required	Maintenance Incharge
9.	Rain water harvesting	Weekly	Maintenance Incharge



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Painting: Painting work is carried out as per the suggestion of stake holder.

Table 2: List of Committees taking care of Painting location wise

AREA	As And When Suggested By
Building Exterior	Maintenance Committee
Seminar Halls	Maintenance Committee
Classrooms	Maintenance Committee
Library	Library committee
Laboratories	Head of the Departments
Gym Centre and Yoga centre	Sports Committee

Plumbing / Carpentry work:

Maintenance Incharge takes care of plumbing, carpentry or any other related maintenance work on the campus.

Rain Water Harvesting /Ring well:

College building has rain water harvesting facility at 1 place in the campus front yard. Rain water from the terrace and surroundings is collected in one ring well, which is maintained regularly. Cleaning of 3 pits is done once a year, and change of filtration unit is done as and when required. After filtration process of the accumulated ground water, the filtered water is used for non-drinking purpose in the entire college building.

With this initiative, we are saving lakhs of liters of municipal water every year and this has set a great example for students



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General Maintenance:

Teachers, division representatives and students, report infrastructural malfunctions through the maintenance register. Technician visits the site and assesses the maintenance required and completes the job.

Staff staying on the campus, regularly keeps check on the infrastructure and as per the need, the works is carried out.

Table 3: General Maintenance Schedule

S.No	Facility	Maintenance Schedule	Responsible Person
1	Dry and wet cleaning of Ground + 3 Floors (Block-I) G+1 (Block-II)	Daily	Lab Assistant / Maintenance Incharge
2	Fogging	Seasonal	Lab Assistant / Maintenance Incharge
3	Campus Garden	Daily	Gardner
4	Sanibin	15 days	Lab Assistant / Maintenance Incharge
5	Housekeeping	Daily	Maintenance Incharge
6	Rain water harvesting/ Ringwell	Weekly backwash	Maintenance Incharge
7	Compost Pit	Weekly	Maintenance Incharge
8	Water Purifier	Quarterly	Maintenance Incharge
9	Fire Fighting Equipment	3 yearly	Maintenance Incharge & Lab Assistant



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Maintenance of Electrical Equipments:

Maintenance Technician takes care of electrical work of the campus. He assists in setting up of audio system for College events and programmes. The college has annual contracts for maintenance of facilities like Air conditioners, Water Purifier, Water coolers and CCTV cameras.

Table 4: Electrical Equipment Maintenance Schedule

S.No.	Equipment	Maintenance Schedule	Responsible Person
1	Fans	Half yearly	Electrician
2	LED lighting	Half yearly	Electrician
3	Air conditioner	Quarterly	Lab Assistant/ Maintenance Incharge
4	Water Purifier	Quarterly	Lab Assistant/ Maintenance Incharge
5	Water cooler	Quarterly	Lab Assistant/ Maintenance Incharge
6.	Sanitary napkin vending Machine	As and whenrequired	Maintenance Incharge




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MAINTENANCE OF IT RESOURCES

IT resources are used optimally for teaching-learning and administrative processes.

- IT resources are procured/ upgraded as per need and suggestions of stake holders
- The college ensures availability of Microsoft paper licenses and Quick Heal Antivirus for system
- The institution has an In-house IT-Technician to look after regular maintenance and up gradation of IT facilities
- Weekly report of working of computer system/projectors and all ICT facility were generated and accordingly necessary action is taken






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Table 5: Maintenance Schedule of IT Resources

S.No	Facility	Maintenance Schedule	Responsible Person
1	Internet	On-Call	IT Technician, Service Provider
2	Computers	Daily	IT Technician
3	Printer	Daily	IT Technician
4	Wi-Fi	On-Call	IT Technician
5	Projector	Daily	IT Technician, Maintenance Incharge
6	LAN Connection	Daily	IT Technician, Lab assistant, Maintenance incharge
7	Server	Daily	IT Technician
8	Firewall	Daily	IT Technician
9	Website	As and when required	College Website Committee
10	CCTV	Daily	Maintenance Incharge, IT Technician, AMC provider
11	Library blog	As and when required	Librarian




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MAINTENANCE OF LIBRARY

- Fully automated through ILMS software i.e. NewGenLib
- Library committee takes care of library requirements and recommends major infrastructural repair and maintenance.
- Pest control is done quarterly
- Registers are maintained for recommendation of books
- Stock verification and weeding out of books is done annually
- Maintenance of Knowledge museum is done regularly by library staff

MAINTENANCE OF LABORATORIES

- Major repair work including infrastructure requirement recommended by departments is discussed by Head of Department with Principal and Management
- For major works, at least 3 quotations are invited
- Regular maintenance and calibration of laboratory equipments by laboratory staff and by professionals in case of specialized equipment
- Every 6 months, lab assistant. gives list of repair work of lab including plumbing, gas connectivity to Head of department
- Once in a year the management checks the repair requirement of every lab in March
- User manual maintained for laboratory equipment and SOPs displayed
- Maintenance of first-aid box, safety equipment and fire extinguisher is done regularly by Lab Assistant
- Gas pipelines of all the labs are checked every year for leakage and other maintenance by professional Gas service provider
- Vacation time is utilized to carry out the repair and maintenance work of laboratories

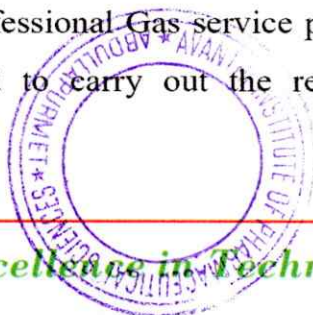





Table 6: Laboratory Maintenance Schedule

S.No	Facility	Maintenance Schedule	Responsible Person
1	First-aid box & safety equipment	As per need	Lab Assistant
2	Fire extinguisher	As per need	Lab Assistant
3	Laboratory equipments	Quarterly/As per need	Lab Assistant
4	Annual stock verification	Annually	Lab Assistant
5	Internal audit	Annually	Department

Optimization of infrastructural usage is achieved by

- Staggered time table
- Library facility for alumni
- Yoga facility for students
- Laboratory facility extended to staff pursuing Ph.D
- Basket ball/ Tennis coaching for students




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SPORTS FACILITIES


Major repair works of Girls /Boys Gym and outdoor sports facilities are recommended by sports committee. Weeding out and replacement of sports equipment is done annually. New equipments are procured based on suggestions of students and committee.

S.No	Facility	Maintenance Schedule	Responsible Person
1	Sports equipments	Yearly	Sports incharge, Maintenance Incharge
2	Stock verification	Yearly	Sports incharge, Maintenance Incharge
3	Basketball court	Yearly	Sports incharge, Maintenance Incharge
4	Volleyball court	Yearly	Sports incharge, Maintenance Incharge
5	Gym equipments	Yearly	Maintenance incharge

The following facilities for students and staff are maintained by the respective service providers as per contract.

- Canteen
- Book stall
- Reprography centre




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