



MAHATMA GANDHI VIDYAMANDIR'S
**SAMAJSHRI PRASHANTDADA HIRAY
COLLEGE OF PHARMACY**

Approved by : Pharmacy Council of India, New Delhi. Recognized by : DTE, Mumbai.
Affiliated to : Savitribai Phule Pune University, Pune (CPHN018220). MSBTE (2142) DTE Code : 5205 AISHE Code : C-41859 Exam Code : 1032

Accredited by NAAC "B ++" Grade with CGPA 2.88 in First Cycle, NSS CODE-D-SF-091

4.4 Maintenance of Campus Infrastructure

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.

Sr. No.	Policies
A	Institutional Maintenance Policies





Founder



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Preamble: - The institute procures the equipments and upgrades the infrastructure as per the need. Maintenance of infrastructure in proper condition is very essential. Therefore the institute has assigned the responsibility of maintaining the infrastructure to the concerned sections.

Objectives:

- To observe and maintain the equipments of the laboratories up to date.
- To observe and maintain the Library.
- To observe and maintain the ICT enabled classrooms, seminar halls and faculty rooms.
- To observe and maintain IT Network and CCTV cameras in building premises.
- To observe and carry out the maintenance work of buildings with minimum disturbance to the stakeholders.
- To create additional facilities for fulfilling the requirements from time to time.

1. Maintenance of Civil Infrastructure:

Construction and Maintenance unit of the Institute takes care of maintenance of buildings in the campus including civil work modifications, building repairing, repairing and maintenance of internal roads, plumbing, coloring etc. This unit prepares estimate of the proposed work and obtains approval from management. Small repairing and maintenance works are carried in house whereas contractors are appointed for the execution of major works. Construction and Maintenance unit also monitors housekeeping and cleaning of water tanks and sanitary blocks. An external agency is appointed for cleaning of all water tanks of the campus on contractual basis.

2. Maintenance of equipments, electrical items, fire system and water supply:

a. The maintenance and repairing of the equipments is done by the respective departments with the help of technical assistants and services of external agencies are also hired for major and critical troubleshooting. Each department of the institute carries out the maintenance and calibration of equipment's and measuring instruments periodically.

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To be a Premier Centre of Pharmacy Education





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b. Maintenance of computer systems is carried out by technical assistants of the respective department. If the department is not able to resolve the issue, the problem is referred to the System Analyst. In case the problem still persists, the same is referred to the outside vendor. The payment of the vendor is made after the vendor resolves the issue.

c. The maintenance of all the electrical works in the campus is taken care by maintenance unit. UPS/Battery back-up are installed to ensure uninterrupted power supply for computers.

4. To store and supply water, water tanks are in use in the campus. Water pumps are installed to pump the water from underground water tanks to elevated water tanks. Water coolers and water purifiers are installed in the institute for safe drinking water. Maintenance of the water coolers and purifiers is carried out from time to time.

3. Furniture and maintenance:

A separate team has been appointed to prepare furniture and related maintenance for the institutes.

4. IT Network:

Computers in the institute have been connected by LAN. The IT cell maintains the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute. This cell also looks after the installation and maintenance of CCTV cameras in the institute premises.

