



## Maintenance Policy

The College Maintenance Committee (CMC) of Dadasaheb Balpande college of Pharmacy (DBCOP) is responsible for managing the maintenance function in the most cost-effective manner possible while maximizing the useful life of units and properties and striving to provide the best service to the users.

The overall objective of the Maintenance Department is to maintain, throughout its expected useful life, the interior and exterior of college buildings, the grounds, and the roadways, and all fixed and moveable equipment through preventive maintenance and repairs.

### 1. Building

- An electrician and plumber are available to sort out the electricity and plumbing problems of the institute on call basis.
- Fire extinguishers are refilled every three years for fire safety.
- The college premises is cleaned every day.
- Housekeeping is looking after the cleanliness of the building.
- The restrooms for boys and girls are cleaned twice a day.
- Continuous flow of water is ensured in restrooms.
- Generator is installed in institute premises (60 KW) for uninterrupted power supply.
- Apart from this UPS is also installed. It supplies power back-up to administrative office, instrumentation room, conference room and seminar hall. The batteries of UPS are replaced as and when required.
- The campus is protected by concrete wall; CCTV cameras are also installed for security and safety, which is maintained by the IT wing of the college
- Maintenance of A/Cs and computers is done from time to time.

**Responsibilities** - Office Superintendent, PRO, Electrician, Plumber, Stores In-charge

### 2.Seminar Hall & Conference Hall

The working of audio-visual system and cleaning of seminar hall is monitored by regular intervals.

**Responsibilities**- Office Superintendent, PRO, Electrician.



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### 3. Drinking water

- The institute gets potable water from NMC. In addition to this, institute has installed 3 water coolers equipped with Aqua guard™ water purifiers.
- Water testing is done regularly.

**Responsibilities** – Housekeeping In-charge.

### 4. Classrooms

#### **Maintenance Policy-**

- The Fans, Light and electricity supply is checked at regular time intervals.
- The classroom is cleaned by sweeper every day and it is monitored by office superintendent.
- The lamps used in LCD projector are replaced as and when required.

**Responsibilities** - Housekeeping In-charge.

#### **Utilization Policy -**

- The classrooms are utilized as per the timetable displayed on the Notice board.
- Every student can report to classroom 5 minutes prior to lecture or academics.

### 5. Laboratories

#### **Maintenance Policy-**

- The gas pipeline and the burners are checked every year and it's regularly monitored for its leakage. The leaked pipes and taps are changed whenever required.
- Exhaust fans in the laboratories are regularly checked by the electrician for the proper functioning.
- The distillation unit is checked at regular intervals for functioning of coils and the faulty coils are replaced as and when required. The requirement of chemicals, glassware & equipment's are checked annually and is communicated to HOD, and documented by the lab assistant.

**Responsibilities** - Respective Lab In-charge, Laboratory Technician

#### **Utilization Policy -**



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- The Laboratories are used as per the time table.
- The Lab in charge maintains glassware's and chemicals issue register for the respective lab.
- The day-to-day maintenance like, calibration of the equipment is carried out by Lab-in charge.

## 6. Sophisticated Instruments –

- The log books are maintained for equipments.
- The regular maintenance of equipments is also carried out by concerned Lab In charge
- Institute has Annual Maintenance Contract for the maintenance of sophisticated instruments every year

**Responsibilities** - HOD, Lab In-charge, Laboratory technician.

## 7. Library

### Maintenance Policy

- All the books are given accession number. The books are segregated subject wise and shelved in the color-coded racks accordingly.
- The old books are identified and properly bound to prevent further damage to the books.

**Responsibilities** - Librarian, Asst Librarian.

### Utilization Policy -

- While entering into library, the entry is made in the register which includes details like, Date, Name, In-time and Out-time.
- For utilizing library facilities, the library Card is submitted to the library-in-charge at the time issuing books.
- For reference books one day return policy is implemented and ID card is required to submit.
- Separate log book is maintained for students and faculty to record the daily library footfall.
- The librarian maintains the accession register and also the files pertaining to the purchase of books and renewals of periodicals and e resources.
- The librarian submits stock verification report to Principal.



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## 8. Sport Facilities

### Maintenance Policy

- The issues regarding repair and maintenance are lodged in the register maintained by the store, which is frequently monitored and necessary action is then implemented.

**Responsibilities-** Sports faculty In-charge, Store In-charge

### Utilization Policy -

- For utilizing sports equipment's, students have to enter the details in the register maintained by store and the store in-charge then issues it.
- The field used for track and field events is regularly mowed and maintained for regular practice and conduct of intercollegiate competitions.

## 9. Animal House.

- Cages are disinfected and rinsed by hot water.
- Animal house is cleaned regularly with detergents and disinfectants.
- Cages, water bottles, sipper nozzles, stoppers are washed and sanitized with sodium hypochlorite solution before placing the animals.
- Air conditioners was installed in animal house for maintaining the temperature.
- Record keeping & Maintenance of animal house facility as per CPCSEA guidelines.
- After animal experimentation all biomedical waste and husk is discarded as per SOP.

**Responsibilities -** Animal House In-charge, Laboratory Technician.

## 10. Green and Healthy Environment:

- The college has a team of efficient and experienced gardeners to maintain the flora in the campus.
- Seasonal, herbal and Medicinal plants are nurtured for green and healthy environment.
- Green audit survey is done regularly.

**Responsibilities –** Medicinal Plant In-charge,



  
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## 11. Website

### Maintenance Policy-

- The team manages and monitors the uploading of information on the college website on a regular basis.

**Responsibilities-** Office Superintendent, PRO.

## 12. First Aid

### Maintenance Policy-

- College maintains the first aid box with relevant medicines for any kind of emergencies.

**Responsibilities-** Office Superintendent, PRO.

## 13. Transport & Vehicles

### Maintenance Policy-

- All the college vehicles are regularly checked & maintained to facilitate smooth running.
- College makes sure all the traffic rules & regulations were followed by faculty, staff & students in campus.

**Responsibilities-** Office Superintendent, PRO.

Internal complaints box is placed at every floor and all the complaints regarding the infrastructure, technical faults in the projectors in the class room, electrical appliances is recorded in it and it is rectified by the concerned person in due course of time. The redressal of complaints is monitored by the Principal periodically.



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