

4.4.2. There are established system and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.

Chalapathi Institute of Pharmaceutical Sciences has been implementing established systems/procedures for maintaining and utilizing physical/academic/support facilities:

01 Introduction Chalapathi Institute of Pharmaceutical Sciences (CLPT) has an established system for maintenance and utilization of laboratories, library, sports including gym, computers, classrooms, PMBJAK, Drug museum, medicinal plant garden, animal house and common rooms. This document provides a management framework and an outline on the association of responsibilities to ensure effective use and maintenance of existing infrastructural facilities.

02 Purpose of the policy The physical and academic facilities are implemented with policies to optimize the use of resources based on the needs of education, research and administration. Chalapathi Institute of Pharmaceutical Sciences (Autonomous), to meet the infrastructural requirements and maintenance of the institute, an infrastructure and maintenance committee (IMC) is established. The IMC is headed by the Principal, Physical Director as convener, one teaching staff member, warden (Boys and Girls hostels) librarian and an IQAC member.

Maintenance of lecture halls/laboratories/ Computer/ Library/ Gym/ Sports/ Garden/ Museum/ common rooms/PMBJAK/ Seminar hall/ Board room:

01. Lecture halls/common rooms with furniture and teaching aids including audio/visual systems are maintained by IMC.
02. Minor / Major repairs are registered in a maintenance register maintained in stores and are attended on priority basis.
03. Requirements for new purchases and maintenance of old furniture/fixtures is collected every year and approval will be obtained from the society.
04. Students optimally utilize all lecture halls (19) during the daylong working hours and are also mentored to up keep the furniture.
05. Laboratories (22) are maintained by the respective department staff and attenders and supervised by the respective HOD. The laboratory assistants take care of their respective laboratories.
06. Standard operating procedures designed by the teaching staff, approved by the laboratory teacher, in-charges and HOD shall be utilized for working of laboratory equipment.
07. The calibration, repairing and maintenance of sophisticated laboratory equipments are carried out by the technicians of equipment manufactures/ locally available technicians.
08. The microscopes / sophisticated laboratory equipment are cleaned regularly and maintained by the concerned department and supervised by the teaching staff and HOD.
09. There is systematic disposal of waste of all types such as biodegradable/chemical and e-waste.
10. Annual stock checking of furniture, laboratory equipment, library stationary, ICT facilities, sports, gym items, drugs and specimens in drugs museum, library, animal

house, etc., and all assets by staff members as a year ending activity and a consolidated report is submitted to the administration to take up necessary actions if required.

11. The institution has adequate number of computers with ICT facilities including internet maintained by computer maintenance service provider-Manasa Computers (Computers/ LCD's) and Sri Lakshmi internet services (Internet).
12. Teaching faculty surprisingly visits girls and boys hostels for monitoring activities of the students.
13. Library books and records are updated regularly by Librarian, who reports to the Principal. Library committee review and recommend to the head of the institution for approval. There are certain rules and regulations to be adhered while using the library services including computers. Documented entry has to be made by the students in the library after they enter the library. The issues like weeding out of old titles, schedule of issue/return of books, etc., are chalked out/resolved by the library committee.
14. Sports equipment/cultural equipment/gym/sports ground are supervised by Physical Director.
15. Adequate in-house housekeeping staff is employed for the cleaning of the institutional premises in order to provide a congenial learning environment. Lecture halls, laboratories and rest rooms are cleaned on daily basis and sanitised. Dust bins are placed at all the required points. A well maintained garden and drug museum is available and are maintained by IMC.
16. The institution also possesses common rooms, board room, PMBJAK, Seminar Hall and a shared auditorium.
17. The campus is under CCTV surveillance which is maintained by Vijay Communications under annual contract.

18. Every department maintains a stock register for the equipment/glassware/chemicals/furniture and for other operating supplies. These are intended as per requirement by the respective teaching faculty by the approval of HOD and final approval for the procurement is given by the principal after the due approval from the society.
19. The civil, repair and other renovation work is regularly maintained by IMC.
20. The institute provides sufficient and safe drinking water, possesses 08 water coolers.
21. The institute also maintain 30 KV Solar unit, 01 solar water distillation unit, 83.5 KV generator and are maintained by IMC.
22. The institutional website (www.chalapathipharmacy.in) is maintained regularly by website provider-Web zone designs.
23. Stores-general/chemical/alcohol/gas store are supervised by stores in-charge.
24. Periodical academic audit is conducted annually by external agency for transparency.
25. Suggestion boxes are installed at different places of the institutions to collect feedback about academic/administrative activities.
26. The institution possesses 07 UPS which are annually maintained by Karthikeya Power Solutions, Vijayawada (AMC).
27. The institution possess fire safety certificate which is renewed annually, supervised by stores in-charge/IMC.
28. Elevator is provided for physically challenged persons and it is supervised by IMC and is under annual contract with Sunrise Lifts, Vijayawada.
29. Rest rooms are provided for physical challenged students and are supervised by IMC regularly.

30. The institution is accommodated with 32 intercom phones which are annually maintained by Vijay Communications.

31. The institution maintains 31 softwares which are intended for academic and official use.