



Regd. No. 732/2006

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# PRATISHTA INSTITUTE OF PHARMACEUTICAL SCIENCES

Approved by AICTE & PCI, New Delhi, Affiliated to JNTU and SBTET, Hyderabad & Recognised by Govt of Telangana

Durajpally (V), Chivemla (M), Suryapet District - 508 214, Telangana

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**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**

The maintenance and utilization of physical, academic and support facilities are governed by standard procedures as mentioned below, concerning Laboratories, Library, Sports center, computer systems, and classrooms. All the Laboratories are maintained in proper working conditions in terms of the premises as well as all pieces of equipment, i.e., consumables and non-consumables, as overseen by the concerned Lab incharges. Separate registers are maintained for lodging complaints, stock keeping works executed, etc. The repair and servicing of equipment are carried out after obtaining statutory approval of the concerned Head of the Department, Principal, and Secretary. The lab in-charge and the concerned faculty ensure proper utilization of the laboratory premises and instruments/equipment. The procurement of new equipment is as per the standard procedures wherein, the lab in-charge applies to the Principal through the Head of the Department. Upon obtaining approval from the Secretary, quotations/tenders are invited based on the tentative cost of the equipment. The Central Library is headed by the Librarian who oversees the maintenance and utilization of the premises and all the books, data, etc. The library staff maintains books in the lending as well as reference sections, stacked in catalogued racks segregated branch wise. The issue and return of the borrowed books are maintained by the library software. Procurement of new titles, volumes etc. is carried out once every academic year, based on the inputs received by students, faculty members and the Library committee. Remote access to all online content is made available to all the faculty members. The students can access the same using dedicated systems available within the library premises. The subscription and renewal of the online journals are undertaken and overseen by the librarian and the library committee for each academic year. The Sports center is headed by the Physical Director who oversees the maintenance and utilization of the sports premises as well as all

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sporting items/equipment, grounds, etc. List of sporting items, equipment, etc. are maintained in stock registers. The issue and return of sporting items are overseen by the Physical director and his/her support staff. All the **classrooms**, seminar halls, auditoriums, etc. are ICT enabled and maintained under the supervision of the Administrative Officer. All works related to periodic inspection, maintenance and repairs are carried out by the Administrative officer and his team of technicians and housekeeping staff. Proper utilization of teaching premises is ensured by all the faculty members as per standard norms. A dedicated team comprising a system administrator and technicians takes care of periodic maintenance and upkeep of all computer systems in the Institute. Proper utilization of systems is overseen by the Lab incharges and concerned faculties. The maintenance and upkeep of all classrooms, seminar halls, etc. come under the purview of the administrative officer and his/her team of technicians and housekeeping staff.



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