(Formerly known as Sri Sai Aditya Institute of Pharmaceutical Sciences & Research)

Ph: 99498 76664 Email: office@acop.edu.in Website: www.acop.edu.in

CRITERION - IV

Criterion	Description
4.4.2	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratories, library, sports, complex, computers, classrooms etc.



Aditya College of Pharmac SURAMPALEM-533 431



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Additional Information Documents

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PRINCIPAL
Aditya College of Pharmac
SURAMPALEM- 533 431



ADITYA COLLEGE OF PHARMACY

Approved by AICTE & PCI - NEW DELHI, Affiliated to JNTUK KAKINADA (Formerly known as Sri Sai Aditya Institute of Pharmaceutical Sciences & Research) Ph: 99498 76664 Email: office@acop.edu.in Website: www.acop.edu.in

MAINTENANCE POLICY:

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – like Class rooms, Labs, Library, Animal house, Medicinal garden, Sports and General maintenance

Class rooms: All class rooms in the college were well built with good ventilation. Each class room has the capacity of sixty students. Every class room in the college maintained with convenient sitting arrangements. ICT facilities in class rooms are maintained by hard ware person of the college.

Labs: All labs in the college are incorporated with sophisticated equipment. The equipment in all labs are maintained by lab technicians under the supervision of lab in charge.

Library: A senior faculty of the college assigned as the library in charge. The library in charge take the charge of placing purchase order for books, periodicals, journals, e-books and other library materials. Before placing the purchase order the library in charge will discuss with all the senior faculty of the college regarding requirement of new books. After careful consideration order will be placed and the acquired books were added to the library collection. Library is completely digitalized, day to day operations like books issues, returns and upkeep of books and other operations related to library were carried out by library staff.

Animal house: Animal house in the college is maintained very neatly and the responsibility of the animal house was assigned to lab technician of pharmacology lab and faculty are advised to maintain the animals properly and the utmost care is taken with respect to their health. Animals like albino rats, frogs and rabbits were maintained in the lab. Feeding and cleaning works of animal house are maintained by the technicians following clean and hygienic procedures.

Medicinal garden: Garden in the campus is maintained by the gardeners every day. In the garden medicinal plants are available and every plant is named with its botanical name and its therapeutic use.

Sports: Physical director is present within the College on full time. Facilities for Indoor games like chess and caroms are available to the students. Outdoor games like Cricket, volley ball, badminton, Basketball are available for the students.

CCTV: Multiple CC cameras are fixed in the Campus that would help and maintain the various aspects in the college premises.

Air conditioning: Air conditioners are available in principal chamber, Central instrumentation lab and Animal House in the college were maintained by the AC mechanics.

Electrical inspections: Electrical fittings, connections, and other equipment in labs are maintained on regular basis. Generators in the campus would be great help to ensure that the Classes, labs were not disturbed by the Power Outages.

Plumbing: water pipes, pipes for waste and drainage and all the plumbing system in entire college including labs are monitored regularly by the plumber staff.

SURAMPALEM SP

PRINCIPAL Pharmus Aditya College of Pharmus S33 431

Ambulance Service: On any medical emergency, the management is providing ambulance service in the college. First aid room is included with in the campus, if any minor medical issue to the student or staff can utilise the facility. On any medical emergency to the students or staff they will be sent to super speciality hospital.

Pest Control: pest control which includes general disinfection, rat treatment, is carried out on a regular basis. Anti-termite treatment is also performed on a pre-determined time.

Fire alarm system: The Institute has installed fire alarm systems as directed by the Kakinada Municipal Corporation's Chief Fire Officer. The system's upkeep is delegated by municipally appointed entity. The agency performs monthly maintenance on the Equipment and reports to the Security Officer.

Routine Maintenance of the building: Cleaning, Sweeping, Dusting and Mopping of all spaces is done on regular basis by the appointed housekeeping staff and they were overseen by the Building in charge. Cleaning of the roofs, Sealing and Painting are done by the appointed workers regularly at pre-determined time intervals. The general Maintenance record is also maintained by the building supervisor. Carpenters, Masons, Plumbers are among the institute staff for minor repairs.

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Aditya College of Pharmac SURAMPALEM- 533 437

Equipment maintenance:

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			lab Inchaige	7-44	
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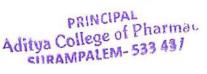


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nce a	15/03/2023	Dust cleaned	Swati	(A)	
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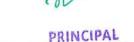
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na Me	Date	Maintanance done	Penson day	Lab Inches	Removies
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	9/04/2022	west is dealer	seath	Q	Condition
	16/04/2022	Dust cleaned	Swedi	8	
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,	28/05/2012	Dust cleaned	Sustr	(2)	
	410612022	Dust cleaned	Switz	2	
	11/06/2022	washing	sotti.	00	
	19/06/2022	Dust cleaned	switz	8	1
	25/06/2022	washing	Switz	Q	
	2/07/2022	Dust cleaned	Sunti	@	
	9/07/2022	washing	Switz .	9	Good
	16/07/2022	Dust cleaned	Swati	0	Cornecting
أحدا	23/07/2022	washing	Swatu	0	
	30107/2022	Dust cleaned	South	@	7
hed	13/08/2022	washing	gwatu	des	
	25/08/2022	washins	goods	8	
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	22/09/2072	washing	gart.	8	A Regular
	15/10/2072	washing	swahi	8	menton
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	3/12/2022	washing.	swake	***	
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40	Eddys H	of plate			
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18/02/2022	Past cleaned	boath:	8-		15/
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26/03/2022	Dust cleaned	Sweeks	08_		510
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16/04/2012	Dust cleaned	Swit.	2		2910 13/a
23/04/2022	Dust Cleaned	Sweethi	2		
7/05/2022	Dust cleaned	Swathi	a		23 10
14/05/2022	Dust Cleaned	Swath	3		310
28/05/2022	Dust Cleaned	Ewith	2		210
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XXINS	Date	Maintanance done	done sis	lab Inchange	Remain
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	10/02/2021	Dust cleaned	de la	8	
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	15/03/2023	Dust cleaned	Sworth	a	
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	g 64 12 02 1	Dust Cleaned	Sweethi	(A)	
	39/04/5023	Dust cleaned	Swothi	(A)	7 ,900
	13/65/2023	Dust (seased	swath	á	
	32 h5/2023	Dust (Jeaned	swath;	(A)	
	3/06/2023	Dust Cleaned	Sworthi	Q	
	8/06/2023	Dust chaned	6 wath;	a	
	15/06/2023	Dust Cleared	Swath	(A)	
	26/06/2023	Dust cleaned	swath!	CA	





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18(13/1402)	Dust Haned	suoths	18	
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18/01/2022	Dust deaned -	swathi	8	1
29/01/12022	Dust Cleaned	Suriely	8	7 400
9/02/2022	service done		8	
19/02 /2022	pust ucored	sioth	a -	
25/02/2012	Dust Cleaned	swaths	THE STREET STREET, STR	
9 to 3 leave	Dest Geaned	sixilis	8-	4-1
15/03/5022	Dust cleaned	Suath	8-	
26/03/2022	Dust cleaned	Swath	2	
13104/2022	Dust Cleaned	Scothi	8-	
23/04/2022	Dust Weaned	Swathi	2_	
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14/05/2022	Dust cheaned	Swath	2	11-1
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15/10/2022	Dash Cleaned	Swati	8	
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21/10/2022	Dist Deared	3×41	8	
9/11/2022	Dust Cleaned	Sweets:	8	
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		Swatz	8	



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12/01/2023	Speed controlog was checked	7		COURSE ALL
21/01/2023	Apply the Subwication odl	(sim	L	Condente
31/01/2003	claiming the punches	73-1-	0	Lood
1/08/2023	mointenance was done	D.		
10/08/2023	Indication light working chared	1300	A	Localdo
14/04/2021	a Replaced due arnahis	S		
	Dust was cleaned	Sache	- 4	Gud
10/02/201	e cleaning the punchiel	121-	2	
	oust was eleaned	(sh	8	Good
	some supply was checked)		
1104110)	cleaning the punchies	Ban	R	meno
	Dust was cleaned	3.50	1	, ,
	speed controllan was chected	5		6000
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a lachers	Maintenance The equipment	3		(10
· lacknin	power supply would checked	2500	8	vesy
	Dust was cleaned			حُ الله
	potation speed was checked			
	speed sotating wheel can shecking	700	9-	wel
	pust was cleaned	100		
	maintenance of the Done	6		6
	apply the lubrication oil	Sim		
	Dust was cleaned	1500	- a	Veğ
	speed controllon un checked	2000	4.	
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18/2023	out was cleaned	2		
0/2023	lubairation oil & Applied and claims	THE RESERVE THE PARTY OF THE PA	-	·
	Indication light was checking	7		
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DATE	FONTHURN MUTULENHACE	TECHNICIAN	INCH P. CHE	REMARK
10-08-22	Dust was cleaned	æ	<u> </u>	Good
17-8-22	corrosin was checked	e_	JE.	Vouhed
DH-8-50	Lubrication was done	Œ	V	Done
30-8-22	Temperature was checked	œ.	u_	Vonified
07-09-32	mountenance done	æ	V	Done
15-09-22	All parts of the Hot plote of	nectal (P.	1	Verified
23 -09-22	corrosin was checked	0	V	Verified
30-09-22	Tenperature was checked	<u>e</u>	u	Verified
10-10-22	Lubrication was checked	æ	1 V	Verified
17-10-22	Dust was cleaned	æ	<u> </u>	Good
25-10-22	corrosin was checked	(P	le	Verified
01-11-22	Temperature was checked	O.	V	Newhied
08-11-22	maintenance dove	œ.	1 u	Done
15-11-22	Lubrication was check	· œ	<u> </u>	Verified
22-11-22	corrosin was checked	æ	<u> </u>	Verified
29-11-22	Dust was cleaned	@	V	Good
07-12-22	Temperature was checken	· ·	<u>k</u>	Verifie
15-12-22	Dust was cleaned	P	L	Good
22-12-22	corrosin was checked	Q.	<u> </u>	Verifie
30-12-22	bubrication was done	· ·	10-	Done
03-01-23	Temperature was checked	(P	6	Venti
	maintenance done	P	le	Don
10-01-53	pust was cleaved	l e	le	Goo
24-01-23	All parts of the that plate	(P	L	Got
3 -02-53	All parts of the rive plans			
17 - 02-23	checked of cleaned	4	1	vesi
25-02-23	Dust was cleaned			Do
13-03-23	corrosin was checked	1 0-	Marie Constitution of the Constitution	Go
20-243	maintenance done	P - C	- L	1
01-04-23	Dust was cleaned	1	A	ve ve
08-04-23	Temperature was checked	0	N	- 4
	Lubrication was checked	d	A	D
29-04-23	maintenance done	- 4	A	gr
13-05-23	mainterial some	4	N	ve
23-05-23	corrosin was checked			



7	PHMET	ER		
DATE	EQUIPMENT MAINTENANCE	STGO OF LAR	ENCHRORY (C)	
04-07-22	Calibration Checked with	(D)		F
	diff. Buffer			Day 6
11-03-22	Dust cleaned	OP.	d	10
18-07-22	Maintenance done	(P)	L A	Dave 2
25-64-32	water changing	(P)	l A	In.
02-08-22	Dust cleaned	œ	1 4	Mary 1
10-08-22	maintenance done	<u> </u>	*	Done .
17-08-22	water changing	0	A	Done
24-08-22	calibration Checked	· · · · · ·	4	Good 1
30-08-32	Dust cleaned	Q	1 _ A	Dane 1
07-09-22	water changing	0	1 A	Done
15-09-22	calibration checked with diff	Austra 10		- Verland F
23-09-22	maintenance done	(P)		Dave 1
30-09-22	Dust cleaned	@	A	Good
10-10-22	water changing	a .	A	Done
17-10-22	Calibration checked	0	l A	Meripies
25-10-22	maintenance done	G		Done
01-11-22	Dust cleaned	<u>a</u>	1 4	4000
08-11-22	maintenance done	@	A	Done
15-11-22	calibration checked	œ	A	United
22-11-22	water changing	e	A	Done
29-11-22	maintenance done	Q.	A	Done
07-12-22	Dust cleaved	0		Grad
	water changing	P		Pone
12-12-55		(P		
22-12-22	calibration checked		-	renowed
30-12-22	calibration checked with	<u>e</u>		Done
	diff. Buffer			
0-01-23	water changing	a a	A	verific
4-01-23	calibration charked	a a	A	Good
	maintenance done	æ	A	Good
0-01-23				verile
6-02-23	calibration checked	d	N	THE RESERVE OF THE PARTY OF THE
3-02-23	oust cleaved	•	- A-	veri
0-02-23	water changing	_ @		vesi
6-03-23	oust cleaned	4	W	very





DATE	EQUIPMENT MAINTENANCE	STON OF LAB	SIGN OF LAB INCHARGE	REHARK
27-04-22	Lubricant applied	(P)	A	Good
05-05-20	knobs checked	(P)	A	Done
12-05-20	Maintenaum done	(R)	A	good
19-01-23	Exterior and interior Parts		A -	Dare
26-01-22	Corrosion Checked	(P)	d	Done
03-05-22	Knobs Checked	P	1	Good
10-06-25	Licibricant applied	(a)	A	Bar
17-06-22	Corrosion Stresidue Checky	æ	A	Verified
24-06-22	maintenance done	(n)	A	Done
01-07-20	Maintenauce done	(B)	A	Good
68-67-80	knobs checked	æ	A	verifie
15-07-22	Exterior Lithterior Parts closure		. A	
22-07-22	bubricant applied	(a)	Á	yord of
29-07-22	Maintenance dove	(P)	d	Jos d
11 -08-22	corrosian checked	4	A	Verific
20-08-22	knobs checked	e l	A	Unifre
26-08-22	Lubricant applied	P	A	Done
02-09-22	maintenaure done	æ	A	Done
09-09-22	corrosion y residue checkel	P	1	Verified
16-09-22	knobs checked	æ	A_	One
23-09-22	All parts cleaned	œ l	A-	Merilie
30-09-22	Lubricant applied	0	4	
0-10-22	maintenance done	æ	d	good Dare
8-10-22	corrasion checked	@	A.	Good
26-10-22	Exterior 4 interior parts cleve		A	go of
1-11-22	knobs checked	(R)	à +	11. 12. 1
8-11-22	maintenance done	@	A	Verified
5-11-22	corrosion cheaned	P	d t	
2-11-22	maintenance done	æ	1	hear freg
9-11-22	Lubricant applied	e	1	- frod
-19-22	Exterior 4 interior	90	4	Done
	parts cleaned		1	Done



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	CENTRIFU	GF		
DATE	EGUIPMENT WHINTENANCE			5
15-12-22	corrosion del	Sign of Lab Technician	THEHARDE	REMARK
22-12-22	trobs checked	Ø,	V	
30-12-22	Lubricant applied	Φ.	V	Done
03-01-02	maintenance done	•	V	Cood
10-01-23	All parts cleaved	· · · · · · · · · · · ·	γ	COOd
24-01-23	- Dust classes	œ	1	Done
30-01-23	External 4 Internal parts of	(P	ν_	verified
06-02-23		leaved P	l	Cood Ventied
13-02-23	konobs checked	- d_	A	verified
20-02-23	Porphicaut crapping	<u> </u>	À	Grad
25-01-53	maintenance done	- d	A	verified
oG-03-23	Dust Cleaned	P	_1	relified
15-63-23	External s. 7.1.	d	A	verified
21-03-23	External & Internal parts clear Corrosion checked	nd P	A	verified
01-04-23	Knows of Checked	R	A	wified
08-04-23	Knobs checked	A	A	Good
29-04-25	tubricant applied	R	A	Grad
	All parts Cleaned	9	N	Good
13-02-33	Dust Cleaved	R	A	beifted
23-05-23	maintenance Done	4	A	Done
03-06-23	knobs checked	d.	A	Good
08-06-25	Lubricant applied	4	N	Done
Lu-06-23	corrosion charked	4	A	verified
3-07-23	knobs checked	, a	A	Done
2-07-23	corrosion Checked	4	A	
1-07-23	Lubricant applied	e e	N	verified Done
8-07-23	Dust cleaved	4 2	A	recipiel





Building maintenance:

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