



Jagdamba Education Society's  
**S. N. D. College of Pharmacy, Babhulgaon, Yeola. Dist. Nashik**

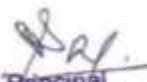
**A.Y. 2022-23**

**CRITERION 4**

**Infrastructure and Learning Resources**

***4.4 Maintenance of Campus Infrastructure***



  
Principal  
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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 guidelines and practices for upkeep and use of physical academic and support facilities**

**Physical facilities**

- College-admitted students have access to the physical resources, including computers, classrooms, and labs.

**Policy and procedure for Laboratory**

**Laboratory cleaning:**

- Cleaning is done on a regular basis.
- Daily cleaning of the sinks, work platforms, bottle racks, and reagent bottles is recommended.
- The laboratories need to be cleaned and maintained by the non-teaching staff, and the college regularly hires local experts to take care of this maintenance.

**Glassware cleaning:**


- Cleaning glassware after each practical is a regular task for the lab attendant and lab assistant.
- Glassware and chemicals are issued from the store as needed, along with reagents.
- Each semester, or earlier first and second terms store department receiving a list of necessary chemicals and glassware.



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- Regular maintenance tasks carried out within the premises by lab assistants and peons, overseen by the subject supervisor.
- Students are instructed to make use of the instrument by recording their entry in the log book and time-stamped the entry to close it. It is instructed to students to use instruments and equipment under the guidance of the subject expert.
- M.Pharm students are advised to fill out the instrument logbook with the necessary information and to get prior permission from the HOD before using the lab facilities.



  
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Log book for instruments

Log Book for UV-

Log - Book

Date	Name of Student / Faculty	Use / Purpose	Time	Remarks
25/09/22	Rameshwar Panghade	UV Spectroscopy	4:00	OK
26/09/22	Pavitra Saha M	UV Spectroscopy	4:00	OK
27/09/22	Potale Pratiksha	U.V Spectroscopy	4:00	OK
28/09/22	Pooja Paswanade	UV Spectroscopy	4:00	OK
29/09/22	Dawar Shubali	UV Spectroscopy	4:00	OK
30/09/22	Pate Kajani	UV Spectroscopy	4:00	OK
01/10/22	Saha Pooja	UV - II	4:00	OK
02/10/22	Sanap Gayatri	UV Spectroscopy	4:00	OK
03/10/22	Gadakh Pratiksha	UV Spectroscopy	4:30	OK
04/10/22	Geeta Kethar Shinde	UV Spectroscopy	4:30	OK
05/10/22	Vgale Rohit	-II-	4:30	OK
06/10/22	Divya Sonawane	U.V Spectroscopy	4:00	OK
07/10/22	Dhanwantra Sundip	U.V - II	4:00	OK
08/10/22	Harshal Sonawane	U.V Spectroscopy	4:00	OK
09/10/22	Bushra Tambeli	U.V Spectroscopy	4:00	OK
10/10/22	Vaughali Thorbare	U.V Spectroscopy	4:00	OK
11/10/22	Aher Dhanshree	U.V Spectroscopy	4:00	OK
12/10/22	Pratikshale	U.V Spectroscopy	4:00	OK
13/10/22	Rhosale Gaurav	U.V. - II -	4:00	OK
14/10/22	Aware Arun	U.V - II -	4:00	OK
15/10/22	Dand Akash	U.V - II -	4:00	OK
16/10/2022	Maheshwari Vyuhare	U.V Spectroscopy	4:00	OK
17/10/22	Devare Dadasaheb	-II-	4:00	OK
18/10/22	Aher Dhanshree	UV Spectroscopy	12:00	OK
19/10/22	Shewale Ratan	UV Spectroscopy	12:00	OK
20/10/22	Basad Taha	UV Spectroscopy	12:00	OK
21/10/22	Amol Kotkar	U.V Spectro	12:00	OK
22/10/22	Pratiksha Bhanu	-II-	12:00	OK
23/10/22	Gadakh Pratiksha K.	UV Spectroscopy	01:00	OK
24/10/22	Kube Tejraj G	U.V Spectroscopy	01:00	OK
25/10/22	Tribhuvan Sanku A	U.V Spectroscopy	01:00	OK



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Log book for IR

**Log - Book**

Name of College - \_\_\_\_\_ Dept. - \_\_\_\_\_

Lab - \_\_\_\_\_ Name of Instrument - \_\_\_\_\_

Sr. No.	Date	Name of Student / Faculty	Aim / Purpose	Time	Remarks
	10/11/22	Shelke Akanksha	IR of Toluene	2.45	Pass
	10/11/22	Bagul Tanuja	— " —	— " —	Pass
	10/11/22	Bonawane Damini	— " —	— " —	Pass
	10/11/22	Avhad Samruddhi	— " —	— " —	Pass
	10/11/22	Petkar Baaja	— " —	— " —	Pass
	10/11/22	Pawar Tejashree	— " —	— " —	Pass
	10/11/22	Shirsath Ayodhya	— " —	— " —	Pass
	10/11/22	Renuka Athore	— " —	— " —	Pass
	10/11/22	Agrawal Priti	IR of Benzoic acid	3.30 pm	Pass
	10/11/22	Khairat Shumlika	— " —	3.30 pm	Pass
	10/11/22	Shelke Nikita	— " —	3.30 pm	Pass
	10/11/22	dudhade Jayashri	— " —	3.30 pm	Pass
	10/11/22	Shaikh Jubor	— " —	— " —	Pass
	10/11/22	Budgjar Kalpesh	— " —	— " —	Pass
	10/11/22	Padghan Rushikesh	— " —	— " —	Pass
	10/11/22	Ramale Nikhil	— " —	— " —	Pass
	10/11/22	Jadhav Anirash	— " —	— " —	Pass
	10/11/22	Nagare V.R.	— " —	— " —	Pass
	10/11/22	Purkar A.S.	— " —	— " —	Pass
	10/11/22	Jadhav D.B.	— " —	— " —	Pass
	24-12-22	Waghmare S.A	— " —	2.15 pm	Pass
	22/10/23	Kumar Sushant	Benzimidazole derivative	2.30 pm	Pass
	02/11/23	Vishnu D.S.	IR graph	3.50 pm	Pass
	11/11/23	Dr. Burde Lokesh G.	— " (as sample)	3.30 pm	Pass
	5/11/23				



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## Jagdamba Education Society's **S. N. D. College of Pharmacy, Babhulgaon, Yeola. Dist. Nashik**

### **Classroom :**

- Students often use the facilities for classroom furniture and whiteboards.
- Desks and furniture are maintained at the engineering college's workshop. In good functioning order, broken desks are replaced with new ones after being taken to the maintenance department and fixed in the workshop.
- Staff inputs data into log books in order to use the LCD.
- Every fifteen days, LCD projector maintenance is done, and daily classroom cleaning is done by non-teaching staff.

### **Library :**

- Prior to being able to check out books, each employee and student needs to have an account.
- Each class has weekly days set aside for the check-out and return of books at a specific time of the week. Students must check out books using their library cards; a schedule is made for this purpose.
- Any books, journals, or other study materials that are misplaced or damaged must be paid for by either students or staff members and returned to the library.
- The librarian keeps the library clean with help of nonteaching member.

### **Procedure to Purchase of Books:**

Book request forms are regularly gathered from relevant staff members and assembled by a librarian. The principal must give his or her consent before the book may be bought. Corresponding demand given to the purchasing committee, and several vendors are asked for quotes. A meeting is scheduled to finalize the purchase order after studying the chart of quotations once again.

After speaking with the principal, a purchase order is then placed. When a book is provided by a supplier, the librarian makes entries in the issue record. This is the general procedure followed for purchasing book.



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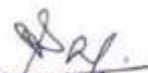
### Sports complex

- There's an integrated sports gymnasium at the college.
- The frequency of student use of the sports complex is monitored by the college's sports coordinator, who also maintains a logbook.
- Students are required to fill out a log book before being given sports equipment, and once they have used it, they are sent to the sports complex where the sports Incharge will look after them.

### Computer

- The dead stock registry and logbook are monitored by the computer lab Incharge.
- Students are required to make entry in the log book before using the computer.
- Routine maintenance and minor problem fixing done by computer operator.
- Dead PCs are relocated to the central storage division on a permanent basis.



  
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## Medicinal Garden

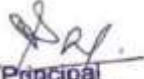
Gardener looks after the college's garden.





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**Miscellaneous-**

With the assistance of local professionals, electrical and plumbing repair is carried out, and the cost is covered by funds obtained by the institution from management.

**General procedure for maintenance of physical, academic and support facilities**

- After the store department receives a letter of request with approval of the principal, the order is get fulfilled. The maintenance supervisor makes contact with an internal staff member or an external vendor to examine the area and identify the problem.
- Requests are made for any supplies needed for maintenance, restoration, and repairs after the relevant person has assessed the problem. Any instrument repair or recovery that necessitates the use of an outside vendor must first obtain a quote; once the quote has been accepted after consulting with the relevant parties, a work order is placed.
- HOD attests that the vendor submits the work and report to the store upon completion of his work.




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**Maintenance Register-**

Sr. No.	Date	Name of Lab	Name of Equipments	Name of Person who Repair	Working / Not Working	Use of material	Sign
28)	21/1/2025	Ph.A.P. Lab CAG II Lab	1) Hase pipe fitting 2) Brake pipe fitting 3) Bush maintenance 4) 1 Feb	ms. catalker ms. Lakhon plumber ms. shashi plumber ms. Ganesh Wiseran	Working Working Working Working		
		P-Analyse II Lab	1) Bush pipe fitting 2) Cabin lock fitting	ms. shashi plumber ms. Ganesh Carpenter	Working Working		
		H-S-S Office	1) Computer is not working 2) Net not working 3) Glass fitting	ms. Ganesh Ganesh ms. Ganesh Ganesh ms. Harun Shaikh	Working Working Working		
		P-Analyse II Lab	1) 2 Bush fitting 2) 2 Brake pipe fitting 3) Cabin lock fitting 4) 10 Glass window is fitting	ms. Lakhon plumber ms. shashi plumber ms. Harun Shaikh ms. Harun Shaikh	Working Working Working Working		
		Boy's Censor Room	1) Door fitting 2) 2 ceiling fan is fitting 3) 11 Nos window glass is fitting	ms. Ganesh mistry ms. Ganesh Wiseran ms. Harun Shaikh	Working Working Working		



  
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SERNO	DATE	NAME OF LAB	NAME OF EQUIPMENT	NAME OF PERSON WHO REPAIRS	WORKING / NOT WORKING	DATE
23)	21/1/2023	Practical II Lab	1) Window Fitting 2) Cabin LOCK Fitting 3) Gas Pipe Leaking is made underground 4) 6 New Electric Board 5) 6 Tube Light Fitting	Mr. Raju Bhatnagar Mrs. Sameer Mishra Mrs. Satalkar Mr. Gokulwad Wiroshan Mr. Gokulwad Wiroshan	Working Working Working Working Working	
24)	16/6/2023	Practical II Lab	1) Gas Pipe Check up 2) 2 Tube light fitting 3) Window glass 4) Gas pipe fitting	Mr. Shakti plumber Mr. Gokulwad Wiroshan Mr. Shakti Harsh Mr. Satalkar	Working Working Working Working	
		Auditorium HALL	1) Chair cover 100 nos 2) slab PUP 3) 6 New fan fitting	Mr. Laff Bhai Mr. Raju Bhatnagar	change 100 nos cover (not working)	
		PHCP Lab	1) Light Board maintenance 2) Basin pipe Leakage 3) Gas connection trouble 4) Gas Regulator (change)	Mr. Gokulwad Wiroshan Mr. Lakhar plumber Mr. Satalkar Mr. Satalkar	Working Working Working Working	
25)	14/8/2023	Comp Lab II (Mkham Lab)	1) Plywood Hole Fitting	Mr. Sameer Mishra	Working	
		Practical II Lab	1) fan is maintenance 2) 1 Tube light fitting 3) 7 Electric Board is fitting.	Mr. Gokulwad Wiroshan Mrs. Gokulwad Wiroshan Mr. Gokulwad Wiroshan	Working Working Working	



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