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

The institution has designated staff to manage various facilities, including buildings, transportation, electrical systems, housekeeping, and gardens. The housekeeping team, supervised by a floor in-charge, ensures regular cleaning of college premises, including floors, classrooms, laboratories, equipment, and restrooms. At the end of each year, the lab in-charge conducts stock verification and ensures the upkeep of all equipment in the laboratories and other facilities. A detailed report is then submitted to the Principal through the respective department heads (HODs) for necessary action.

MECHANICAL MAINTENANCE:

Vaagdevi College of Pharmacy adheres to a systematic procedure for the maintenance and servicing of equipment and machinery:

- During the warranty period, any repair or servicing needs are communicated to the supplier.
 Depending on the nature of the issue, the equipment/machinery is either serviced on-site or at the supplier's facility.
- Post-warranty, technical staff from the respective laboratories undertake the servicing of equipment/machinery whenever feasible.
- If the issue cannot be resolved internally, external service providers or, if necessary, the
 original supplier is contacted for repairs.
- If no additional components are required for the repair, the equipment is serviced immediately.
- When replacement parts or additional items are needed, a proposal is prepared and forwarded to the purchase in-charge through the appropriate channel (concerned HOD).

Tollege of the state of the sta

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



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- Once the required items are procured, the equipment is repaired by the designated personnel.
- The maintenance cost or remuneration bill is processed and sent to the accounts department via the proper channel for settlement.

LABORATORY MAINTENANCE:

At our institution, maintaining laboratories, including equipment, glassware, chemicals, drugs, and apparatus, is treated with utmost priority to ensure smooth operations and functionality. Whenever a complaint is received, complete details such as the warranty or guarantee period, appropriate actions are taken promptly.

For equipment or machinery under warranty, the supplier is immediately informed about the issue. Based on the nature of the defect, the repair is carried out either on the college premises or at the supplier's facility. Once the warranty period expires, the technical staff assigned to the respective laboratories take responsibility for addressing the issue and perform repairs wherever possible.

If the repair exceeds the expertise of the in-house technical team, external service providers or the original supplier are engaged to resolve the problem. In cases where no additional parts are required, the repair work is carried out immediately to minimize disruptions.

However, if replacement parts or other materials are needed, a formal proposal is prepared and sent to the purchase in-charge through the concerned Head of Department (HOD). Once the required items are procured, the equipment is repaired promptly by the designated personnel.

Finally, the maintenance costs, including any remuneration bills, are processed and forwarded to the accounts department through the proper channel for approval and payment. This structured approach ensures that all laboratories are maintained to the highest standards, supporting uninterrupted academic and research activities.



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

Vaagdevi College of Pharmany Hanamkonda, Warangal-506 00:



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POWER HOUSE MAINTENANCE:

The Department of Electrical Engineering is responsible for ensuring a reliable and continuous power supply across the college campus. To achieve this, a well-defined Standard Operating Procedure (SOP) is followed:

- The diesel levels in the storage tank are monitored daily, and stocks are replenished as needed.
- The radiator's distilled water level is checked every day and refilled promptly in case of any shortage.
- Daily inspections include checking the lubricant oil and the specific gravity of distilled water in the batteries.
- The radiator fan belt and generators are cleaned thoroughly on a daily basis to maintain efficiency.
- Load balance across the three phases of the generators is maintained regularly, and plinths
 and machines are painted annually.
- The working hours of each generator are recorded systematically to monitor usage and plan maintenance.
- Weekly checks of earth resistance are conducted, and the earth pits are watered to ensure proper grounding.

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Principal
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Principal
Vaagdevi College of Pharmacy

INFRASTRUCTURE MAINTENANCE:

Proper upkeep of civil works is essential to ensure uninterrupted services and the efficient functioning of the institution. The scope of civil maintenance includes the following:

- Ensuring cleanliness and maintaining sanitation across the campus.
- Repairing frequently damaged components such as window panes, plumbing fixtures, sanitary ware, floor tiles, doors, furniture, and other essential facilities in classrooms, faculty rooms, and common areas.
- Regular maintenance and repair of internal roads within the campus.
- Managing the water supply system, including the maintenance of overhead and underground water tanks, to ensure a consistent and hygienic water supply.

These measures collectively contribute to the smooth operation and functionality of the institution's infrastructure.

PROCEDURE FOR RESOLUTION:

- A formal request detailing the issue must be submitted through the Head of Department (HOD) and Principal.
- The issue is addressed and resolved based on the availability of stock.
- If additional materials are required, approval from the Principal must be obtained before
 proceeding with the purchase.
- For purchases exceeding Rs. 10,000/-, approval from the management is necessary.
- If the work requires a larger financial commitment, quotations are requested from vendors.
- A comparative statement is prepared, and a purchase order is issued.
- Once the materials are received, the issue is promptly resolved.



Principal
Vaagdevi College of Pharmac,
Hanamkonda, Warangal-506 001

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

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CENTRAL LIBRARY:

Procurement and Stocking

- The process of book procurement begins with the preparation of an order list, which is curated based on suggestions and recommendations from the faculty members.
- This list is then submitted to the Principal for approval. The Principal reviews the list, makes any necessary adjustments, and forwards the final version to the library for procurement.
- Upon receiving the books from the supplier, the librarian conducts a thorough inspection
 to verify the quantity, titles, authors, and other details against the invoice to ensure
 accuracy.
- Once the books are confirmed, they are entered into the Accession Register (AR) for official record-keeping.
- Following this, a due date slip and numbering are affixed to the internal title page of each book, ensuring proper tracking and circulation.
- To maintain an accessible reference collection, one copy of each title is designated as a "REFERENCE copy," which is clearly stamped and stored in the Reference Section of the library for easy access.
- In addition to books, the library also procures various journals, magazines, and e-books
 to keep the academic community well-informed and updated. The library subscribes to
 both print and digital editions of journals and magazines, offering students and faculty a
 wide range of scholarly resources.
- To enhance accessibility, the library offers remote access to e-resources, ensuring that students and faculty can access digital content, such as e-books, journals, and other academic materials, from any location. This remote access is facilitated through the library's Institution Library Management System (ILMS), a sophisticated automation software that streamlines the management of all library resources. The ILMS helps in



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



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Ramnagar Dist, Hanumakonda-506001, (T.S)

tracking books, journals, magazines, and e-books, as well as managing the borrowing and return process, thereby improving overall efficiency and user experience.

Repairs and Maintenance of Computer, Network (LAN), Projector, UPS, and Wi-Fi:

- Any service or repair request is submitted through the Vaagdevi college of Pharmacy Campus Academic Monitoring Center.
- The request is reviewed and processed by the designated Incharge.
- The Incharge assigns the relevant personnel to handle the service or repair tasks.
- The status of the service request can be monitored through the same system for real-time updates.

SPORTS:

- The Sports Committee organizes regular meetings to discuss the annual budget proposal
 and the planning of inter-collegiate tournaments for each academic year. Orders for sports
 equipment and materials are placed only after receiving prior approval from the purchase
 committee.
- Sports materials are issued to students through an issue/return register, which tracks the
 usage, demand, and student interest in the items. This helps in making informed proposals
 for the upcoming academic year.
- Students selected for various college teams are provided with uniforms to represent the institution in different sports events.
- Equipment for various sports and physical activities is regularly updated to ensure quality and relevance.
- The maintenance of sports items and facilities, including the gym, cricket ground, volleyball/throwball courts and indoor games like chess, carroms and table tennis is carried out through constant monitoring and regular upkeep using the necessary workforce. This ensures that all facilities are in optimal condition for student use.

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

Viswambhara Educational Society



VAAGDEVI COLLEGE OF PHARMACY

(Affiliated to Kakatiya University)
Approved by A.I.C.T.E., PCI New Delhi & Recognised by Govt. of Telangana.

-09/07/2022

Date:.....

PURCHASE ORDER

To
VJ INSTRUMENTS,
166/2, Deoda sadan,
Neharu Chawk, Main road,
Karanja (Lad)-444105
Dist: WashimTel: 7256224220
Email: jinan@vjinstruments.com

Sub: -Purchase of All maze video tracking software- Reg.

Ref: Invoice number-18, dated 30/06/2022

Dear Sir,

With reference to the subject cited above, you are requested to supply the the following All maze video tracking softwre camera for video tracking system mentioned in the attachment.

Thanking You,

Your's Faithfully,

PRINCIPAL

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Principal
Vaagdevi College of Pharmacy

Hanamkonda, Warangal-506 001

2-2-457/3, Ramnagar, HANAMKONDA - 506 001, Warangal, Telangana.

Phone: 0870-2455111

Website: www.vaagdevipharmacy.com E-mail: vaagdevipharmacy117@yahoo.com

Proforma Invoice

18		Dated			
		30-Ju	n-202	2	
Delivery No		Mode/Terms of Payment			
			100% Advance		
Supplier's R	Ref.	Other	Refere	ence(s)	
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Despatched	through .	Destin	ation		
Terms of D	elivery				
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9019	1 Pcs	22,000.00	Pcs	22,000.00	
9019	1 Pcs	20,000.00	Pcs	20,000.00	
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...agdevi College of Pharmacy Hanamkonda, Wanangal-506 001

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PARTICULARS	Rs.	Ps
Name: Association pharmaceutical Teachers	4,500	=00
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VAAGDEVI COLLEGE OF PHARMACY

(Affiliated to Kakatiya University)
Approved by A.I.C.T.E., PCI New Delhi & Recognised by Govt. of Telangana.

Library & Information Centre

VCP/LIB/APR/2023

Date: 01.04.2023

To
The Secretary
Viswambhara Educational Society,
Hanamkonda.

Sub: Request to Subscribe Indian Journal of Pharmacy Practice Journal for the year 2023 - Reg.,

Respected sir,

As per suggestion of our Principal and Library in Charge, we are requesting for the Journal Subscription for the PCI inspection and NAAC 2023. Proposed journal amount is ₹4,500=00 (Four Thousand and Five Hundred Rupees Only) as follows...

S No	Name of the Journal Year DD / NEFT / RTGS	Amount
1.	Indian Journal of Pharmacy Practice 2023 NEFT / RTGS	₹4,500=00
	Total Amount	₹4,500=00

NEFT / RTGS Details

A/c Name: Association of Pharmaceutical Teachers of India

C/A No.: 64035793854

Bank: State Bank of India

State: Karnataka City: Bengaluru

IFSC: SBIN0003023

MICR: 560002041

Branch Code: 003023

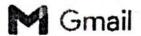
Librarian

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Library In-charge

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

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Vaagdevi College of Pharms
Hananikonda, Warangal-506 00



Quotation for Govt. Of India (IPC) English Indian Pharmacopoeia 2022, 9th Edition, 4 Vols. Set

komendra kulshrestha <kpkulshrestha@yahoo.com>
Reply-To: komendra kulshrestha <kpkulshrestha@yahoo.com>
To: "Vaagdevi College of Pharmacy, Hanamkonda" <vaagdevicenlib@gmail.com>

Thu, Mar 23, 2023 at 2:25 P

Dear sir

kindly note that

Govt. Of India (IPC) English Indian Pharmacopoeia 2022, 9th Edition, 4 Vols: 55,000 RS

NO DISCOUNT,
PAYMENT ADVANCE
SUPPLY WITHIN 10 DAYS

Thanking you

:ACCOUNT DETAILS:

NAME : SUNIL BOOK SERVICE

BANK ACCOUNT NO.: 13240200006584

RTGS / NEFT IFSC CODE : BARBOKADIPI [0=ZERO]

BANK NAME: BANK OF BARODA

BRANCH: KADIPIKONDA ADDRESS: FATHIMANAGAR,

OPP. ANDHRA BANK

KAZIPET, WARANGAL - 506004

OUR ADDRESS:

SUNIL BOOK SERVICE.
NIT 2ND GATE.
FATHIMA NAGAR.
KAZIPET, WARANGAL-506004.
PH NO.0870-2459617.
MOBILE NO. 9390115435.

PLEASE SEND FULL ADDRESS AND MOBILE NO...

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Principal Vaagdevi College of Pharmacy

Hanamkonda, Warangal-506 001

VAAGDEVI COLLEGE OF PHARMACY RAMNAGAR, HANAMKONDA.	Voucher No.	R 202
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					CGST @ 6%	120.00
					SGST @ 6%	120.00
					Grand	2,240.00

Company's Bank Details

Bank NAME: State Bank of India

A/C No: 52201538943 Branch: Nakkalagutta IFSC Code: SBIN0020150

Declaration :

We declare that this invoice shows the actual price of the services described and that all particulars are true and correct.

For Kakatiya Mediclean Services

Authorised Signator

This is Computer Generated Invoice

Payment outstanding as on date before submission of this Invoice: Rs.4,240.00/-

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



Vaagdevi College of Pharman Hanamkonda, Warangal-506

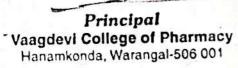
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This is Computer Generated Invoice

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



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Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

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