

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.



- 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



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.




Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



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 Pharmacy
Hanumakonda, Warangal-506001



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
Hanumakonda, Warangal-506001



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



VAAGDEVI COLLEGE OF PHARMACY
KISHANPURA, HANAMKONDA.

Voucher No.

Date 23/2/24

PARTICULARS	Rs.	Ps.
CH. Srinivas	20,230	
Painting work at kuda		
Ch No 593112	20,230	
Received Rupees (in words) <u>Twenty thousand two thirty</u>		
Prepared _____		
Passed <u>[Signature]</u>	Receiver's Signature _____	



[Signature]

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



VAAGDEVI COLLEGE OF PHARMACY
KISHANPURA, HANAMKONDA.

Voucher No. _____

Date 25/01/24

PARTICULARS		Rs.	Ps.
Indian Agencies		86,000/-	
Purchase of Ah's (2)		/-	
Ch no. 788824			
Received Rupees (in words) <u>Eighty Six thousand</u>			
Prepared _____			
Passed <u>[Signature]</u>		Receiver's Signature _____	



[Signature]

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



Saathi
A Plumber Initiative



ESTIMATE E.No.: Name: *Vaagdevi college of pharmacy* Date: *2/2/2024*

Particulars	Qty.	Rate	Amount
<i>Taps</i>		<i>25,000</i>	
<i>TRUFLO PIPES</i>		<i>82,000</i>	
TOTAL AMOUNT			<i>1,07,000</i>

A WIDE RANGE OF PRODUCTS IN WATER TANKS & PIPES AND FITTINGS
Pipes & Fittings | Bathroom Fittings | Accessories
Water Tanks | PVC & PTMT Taps | Sanitary Ware | Valves



VISIT: WWW.SUKINDIA.COM

TOLL FREE NO. 1800 890 4771



[Signature]
Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



VAAGDEVI COLLEGE OF PHARMACY
KISHANPURA, HANAMKONDA.

Voucher No.

Date 03/03/24

PARTICULARS	Rs.	Ps.
Katatiya Mediclean Services	6480	00
Service Charges Biomedical	/	
Waste management	/	
Chno : 438782	6480	00
Received Rupees (in words) <u>6,480 (Six thousand four hundred and eighty)</u>		
Prepared _____		
Passed <u>[Signature]</u>	Receiver's Signature _____	




Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



VAAGDEVI COLLEGE OF PHARMACY
KISHANPURA, HANAMKONDA.

Voucher No.

Date 20/June/2023

PARTICULARS	Rs.	Ps.
Manjunath Glass & Plywood (plywood)	1,32,394	00
	-	-
Ch. No. 198925		
Received Rupees (in words) <u>one lakh thirty two thousand three hundred</u>		
Prepared _____ <u>ninety four</u>		
Passed <u>[Signature]</u>	Receiver's Signature _____	



[Signature]

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



VAAGDEVI COLLEGE OF PHARMACY
KISHANPURA, HANAMKONDA.

Voucher No.

Date 16/12/23

PARTICULARS	Rs.	Ps.
Shri Kamal Plywood	23,540	/
Hashmare		/
Chno-439244	23540	
Received Rupees (in words) <u>Twenty three thousand five hundred and forty only</u>		
Prepared <u>[Signature]</u>	Receiver's Signature <u>[Signature]</u>	
Passed <u>[Signature]</u>		




Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



VAAGDEVI COLLEGE OF PHARMACY
KISHANPURA, HANAMKONDA.

Voucher No.

Date 15/06/23

PARTICULARS	Rs.	Ps.
Reshma Agencies		
⇒ Assainment Booklets for NAAC	20,685	00
⇒ Sessional examination Booklets	30,535	00
Stationery		
Ch. no. 199010	total	51,220 = 00
Received Rupees (in words) <u>Fifty one thousand two hundred and twenty</u>		
Prepared _____		
Passed <u>[Signature]</u>	Receiver's Signature _____	




Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001

GST TAX INVOICE (ORIGINAL FOR RECIPIENT)

RESHMA AGENCIES

GSTIN : 36AELPT9805M1ZM, State/Code : Telangana / 36, M.No : 9849627665, Email : reshmadhmk1@gmail.com
 31-3-750, Road No-19, Parimala Colony Hanamkonda
 Bill No : RA/4858 Bill Date : 23-Mar-23 Party Phone: SALES TYPE: CASH
 Buyer : VAAGDEVI PHARMACY COLLEGE NN Buyer's Aadhar : Place of Supply: Telangana(36)
 Add: NAIMNAGAR HNK, State/Code: Telangana(36)
 COM BANK : Hdfc Bank Ltd
 S.No. Description ,A/C NO : 50200003748311 ,IFSC : HDFC00000375

PART	HSN/SAC	QTY	UOM	MRP	RATE	DIS%	DISAMT	CGST%	SGST%	GROSS VALUE
1		21.000	no		985.00					20,685.00
<p style="text-align: center;">DUMMY SIZE 7.7 RIMS</p> <p style="text-align: center;">Dr. Naree Cooper Borker's</p> <p style="text-align: center;">23/3/23</p>										

TOTAL
 Total Discount: , Taxable Value: 20,685.00 , Total CGST: , Total SGST: , Net Amount: 20,685.00
 CGST 2.5%: , CGST 6%: , CGST 9%:
 SGST 2.5%: , SGST 6%: , SGST 9%:
 Net Amount In Words : INR Twenty Thousand Six Hundred Eighty Five
 Total CGST Amount In Words:
 Total SGST Amount In Words:

Customer Sign. For RESHMA AGENCIES

SUBJECT TO Hanamkonda JURISDICTION



Principal
 Vaagdevi College of Pharmacy
 Hanamkonda

GST TAX INVOICE

(DUPLICATE FOR TRANSPORTER)

RESHMA AGENCIES (2023-24)

GSTIN : 36AELPT9805M1ZM, State/Code : 31-3-750, Road No-19, Parimala Colony Hanamkonda
 Bill No : RA/0237/23-24, Bill Date : 27-Apr-23 Party Phone:
 Buyer : VAAGDEVI COLLEGE OF PHARMACY / 36, M.No : 9849627665, Email : reshmaawdhnk1@gmail.com
 Add: NAIMNAGAR HNK, State/Code: Telangana (36)
 COM BANK : Hdfc Bank Ltd Buyer's Aadhar :
 S.No. Description A/C NO : 50200003748311 ,IFSC : HDFC0000375
 SALES TYPE: CASH Place of Supply: Telangana(36)

S.No.	Description	PART	HSN	SAC	QTY	UOM	MRP	RATE	DIS%	DISAMT	CGST%	SGST%	CGST	SGST	TOTAL	GROSS VALUE
1	DUMMY SIZE 7.7 RIMS				31.000	no		985.00	985.00							30,535.00
<p>Section 1 Exam in form Book left (gross) 27/4/23</p>																
<p>TOTAL</p>																
<p>Total Discount:</p>																
<p>CGST 2.5%: Taxable Value: 30,535.00, Total CGST:</p>																
<p>SGST 2.5%: CGST 6%: CGST 9%: Total SGST: 30,535.00</p>																
<p>Net Amount in Words: INR Thirty Thousand Five Hundred Thirty Five</p>																
<p>Total CGST Amount in Words: CGST 14%: ,Net Amount: 30,535.00</p>																
<p>Total SGST Amount in Words: SGST 14%:</p>																

Customer Sign.

For RESHMA AGENCIES (2023-24)

SUBJECT TO Hanamkonda JURISDICTION



Principal
Vaagdevi College of Pharmacy
 Hanamkonda, Warangal-506 001



VAAGDEVI COLLEGE OF PHARMACY
KISHANPURA, HANAMKONDA.

Voucher No.

Date 29/5/2023

PARTICULARS	Rs.	Ps.
Soelatha printee (B. Raghu)		
Sessional Answer Booklets		
(10,575 x 1.96)	20,092 =	00
Ch. no 198922		
Received Rupees (in words) <u>Twenty thousand nine hundred and two</u>		
Prepared _____		
Passed <u>[Signature]</u>	Receiver's Signature _____	




Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



VAAGDEVI COLLEGE OF PHARMACY
KISHANPURA, HANAMKONDA.

Voucher No.

Date 8/12/22

PARTICULARS	Rs.	Ps.
K. Ram Mohan	1660/-	
Daily NEWS papers		
MAY-2022		
CH no 438970	1660/-	
Received Rupees (in words) <u>one thousand six hundred and</u>		
Prepared <u>sixty only</u>		
Passed	Receiver's Signature	



SAI NEWS AGENCIES

Kumarpally, Hanamkonda.

Cell: 9393541565

No.

Date 8/12/22

Received with thanks from Vaagdevi College
pharmacy kishanpura towards subscription
to News - all

NAMASTHE TELANGANA	Rs.	<u>220/-</u>
JYOTHI	Rs.	<u>220/-</u>
EENADU	Rs.	<u>220/-</u>
SAKSHI	Rs.	<u>220/-</u>
VELUGU	Rs.	
ANDHRA BHOOMI	Rs.	
ANDHRA PRABHA	Rs.	
HANS INDIA	Rs.	<u>300/-</u>
EXPRESS	Rs.	
HINDU TELANGANA TODAY	Rs.	<u>300/-</u>
DC-HINDI MILAP	Rs.	
TIMES OF INDIA	Rs.	
ECONOMICS TIMES	Rs.	<u>200/-</u>
BUSINESS LINE	Rs.	
BUSINESS STANDARD	Rs.	

TOTAL Rs. 1660/-

Signature



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal 506 001

Prop.: Bojja Raghu

CASH / CREDIT BILL

9866244796



SREELATHA PRINTERS



D.T.P., SCREEN, OFFSET PRINTING & BINDING

7-7-138, Ujilibase, HANAMKONDA, Warangal (A.P.) T.S.

S.No. 275

Date: 21/05/2023

Sri. Vaagdevi College of Pharmacy, Pan Nagar, Hanamkonda, Warangal, T.S.

Sl. No.	PARTICULARS	Qty.	Rate	AMOUNT	
				Rs.	Ps.
①	Sessional Answer Booklet. Received Booklets - 01 29/05/2023 chea in the name of B. Raghu forward to principal 29/5/23	10515	1=90	20,092.50	
Total.				20,092.50	00

Total Twenty thousand and nine hundred two only -

For: SREELATHA PRINTERS
Signature



Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



VAAGDEVI COLLEGE OF PHARMACY
KISHANPURA, HANAMKONDA.

Voucher No.

Date 15/06/2023

PARTICULARS	Rs.	Ps.
Wairknow Pvt. Ltd		
Annual Subscription to AI powder	2,01,260.50	
Micromedex	-/-	
Ch no. 199016		
Received Rupees (in words) <u>Two lacs one thousand two hundred and fifty</u>		
Prepared _____ Rupees eighty paise		
Passed <u>[Signature]</u>	Receiver's Signature _____	



[Signature]

Principal

Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



PROPOSAL

DaiKnow Pvt. Ltd
85 Kadambari, Rohini Sector 9
Delhi 110085
India

BILL TO
Vaagdevi College of Pharmacy
Dr. Srinivas Reddy
Fort Road, Singaram,
Telangana 506005

challa_cnu@yahoo.com

Estimate Number: PI/MDX/1493
Estimate Date: May 31, 2023
Expires On: July 31, 2023
Grand Total (INR): ₹201,260.80

Products	Quantity	Price	Amount
Subscription HSN Code 998431 <u>Annual subscription to AI powered Micromedex</u> Clinical knowledge Solns - Content sets:- Drug Information, Drug Interactions & IV compatibility, Poison Management Information, Disease Mgmt (Gen & Emergency), Patient Carenotes, Neonatal & Pediatrics, No of Users: Unlimited Site-wide Subscription Period: 12 months Payment terms: Full payment in advance. Bank Details: HDFC Bank A/c No: 50200044943632 IFSC Code: HDFC0000003 Name: DaiKnow Pvt. Ltd Account Type: CA GSTIN: 07AAOCS4090H1Z0, PAN No: AAOCS4090H	1	₹170,560.00	₹170,560.00

Subtotal: ₹170,560.00

IGST 18%: ₹30,700.80

Total: ₹201,260.80

Grand Total (INR): ₹201,260.80

Notes / Terms

This proposal is valid till 31-July-2023



(Handwritten signatures)

(Handwritten signature)

Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001



VAAGDEVI COLLEGE OF PHARMACY
RAMNAGAR, HANAMKONDA.

Voucher No.

Date 6 MAY 2023

PARTICULARS		Rs.	Ps..
Taranath Scientific Chemical Co.		1,11,570/-	
Purchase of Chemicals			
Ch No - 198715			
		1,11,570/-	

Received Rupees (in words) one lakh eleven thousand five

Prepared handwritten out security only

Passed [Signature] Receiver's Signature




Principal
Vaagdevi College of Pharmacy
Hanamkonda, Warangal-506 001