



# GIET SCHOOL OF PHARMACY

(SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAMAHENDRAVARAM - 533 296. E.G.District., (A.P.)

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NAAC ACCREDITED

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc**

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the received grants

**Laboratory-** Records are maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:

The calibration, repairing and maintenance of sophisticated lab equipment are done by the service engineers of owner enterprises.

The microscopes used for biological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments.

There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

**Library-** The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained.

Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

**Sports:** Regarding the maintenance of indoor Badminton/ Volley Ball court / TT Courts /Gym on the college sports in charge consult coaches. In their guidance accommodations are arranged.

**Computers-** Computer maintenance through AMC is done regularly and non-repairable systems are disposed off.

**Classrooms-** At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment.

With the help of the five full time sweepers cleanliness of class rooms is maintained.

Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.