

# Procedures and policies for maintaining and utilizing physical, academic and support facilities

## Policy on Maintenance

1. Every year department wise budget for maintenance given by lab incharge, compiled, discussed with HOD and Principal & finally approved by Hon. Chairman.
2. Before onset of every semester routine maintenance is carried out on building and other fixed asset with prior approval from respective higher authorities.
3. Breakdown maintenance is done as unplanned expenditures on emergency basis with prior approval from respective higher authorities.
4. For this entire sort of maintenance, there requirement note is raised by concerned in-charge, approved by the higher authorities of institute.
5. For higher expenses, quotations are invited against the requirement from approved vendors and purchase orders are prepared and accordingly maintenance is prosecuted.

## Policies of Utilization & Maintenance of Sports complex

1. Free access to all students and faculty members for indoor and outdoor sports.
2. Issue-return register is maintained properly.
3. Students in gymnasium under the supervision.
4. Maintenance done by project department.

## Policies of Utilization & Maintenance of Computer laboratories

1. Entry in register is mandatory.
2. Call to concern staff members in case of any operational difficulties and troubleshooting.
3. Use of Pen drive without virus scan is strictly prohibited.
4. Downloading and/or installation of any software's on computer are strictly prohibited.
5. Turn off all electrical switches.

## Policies of Utilization & Maintenance of laboratories

1. Maintain silence and behave obediently in laboratories.
2. Students enrol their name in laboratory attendance register.
3. The storage or consumption of food or beverages, application of make-up, and smoking is strictly prohibited in all laboratory areas and hazardous chemical storage areas.
4. Always wash hands immediately upon contamination, after handling hazardous chemicals and before leaving the laboratory.
5. Enter in laboratory with all safety equipment's.
6. All are familiarized with the location, use and limitations of the safety devices like First Aid Kit, Fire Extinguisher etc.
7. Turn off electrical switches, water taps, and gas connection.
8. Immediately called concern staff members in case of accident or emergency.
9. Material will be issued on approved indent only.
10. Always follow SOP.
11. Department wise dead stock, consumable & log book registers are properly maintained and updated.
12. All the instruments are validated.

## Policies of Utilization & Maintenance of library

1. Maintain silence and behave obediently.
2. Library timing-09:00 am to 06:00 pm.

3. Enrol your name in respective register.
4. Return books before the due date.
5. ID card is mandatory.
6. Two books are issued for one week.
7. Ten books are issued for staff members for one month.
8. Lost material will be collected as per policy.

**Policies of Utilization & Maintenance of Class-rooms**

1. Maintain silence and behave obediently in classroom.
2. Make entry in LCD entry register.
3. Use of mobile phone is strictly prohibited.
4. Turn off all electrical switches.



HOD



Principal

**Principal**

Sandip Foundation's  
Sandip Institute of  
Pharmaceutical Sciences  
Mahiravani, Nashik-422 213