



# KASHI INSTITUTE OF PHARMACY

ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)

Manage By: Jain Education Society

E-mail: [info@kashiit.ac.in](mailto:info@kashiit.ac.in) Website: <https://kashiip.ac.in> 1800-123-321-123

## MAINTENANCE POLICY DOCUMENT

The institute adopts standard established systems and procedures for maintaining the physical, academic and support facilities, which are mentioned in the “Quality Assurance and Standard Operating Procedure Manual” of the institute.

### Procedure for maintaining equipment and furniture

Procedure for maintaining and utilizing physical, academic and support facilities – Laboratory, Library, Sports complex, Computers, Classrooms etc.

- ❖ A SOP is maintained for all the equipments.
- ❖ Process are given for maintenance of computers, Printers, Photocopy Machine, Cameras, Water coolers/filters, gardening, cleaning etc.
- ❖ A vendor is fixed for maintenance of books in library.
- ❖ Vendor is fixed for repairing of sports material.
- ❖ Vendor is fixed for chemical purchase and book purchase.
- ❖ The Lab Incharge or the concerned teacher/staff maintain the record of equipment, any other material and furniture.
- ❖ In case of any breakdown/repair the Lab Incharge or Concerned teacher/Staff Contact the vendor from whom the equipment is purchased and get the equipment checked for the fault.
- ❖ After inspection the Lab-Incharge then take the inspector report from the maintenance person and as per the report forward submission to director for approval.
- ❖ In case of major repair and maintenance approval for the expenses is taken from the management.
- ❖ Maintenance and repair of Library and sports related material is done through regular approved vendor.

There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities. The working policies of these committees are explained below in the form of flowcharts indicating the communication and work flow for smooth working of these facilities.

### Laboratory Maintenance:

In case maintenance of equipment arises, the concerned laboratory-incharge issues a maintenance request to the “Finance Committee” through the Department head. Based on the request, the





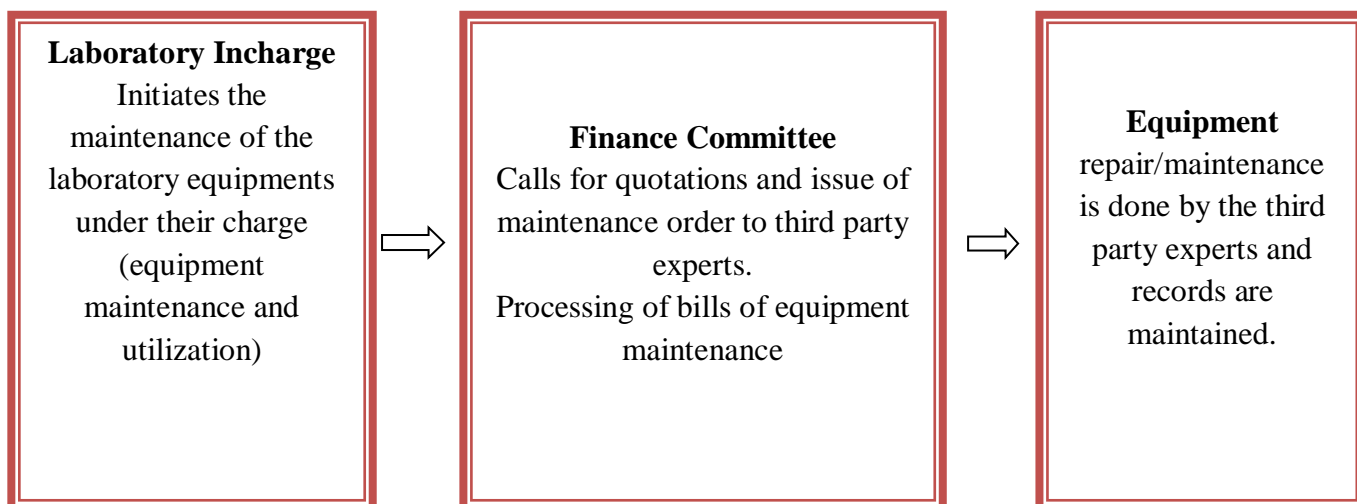
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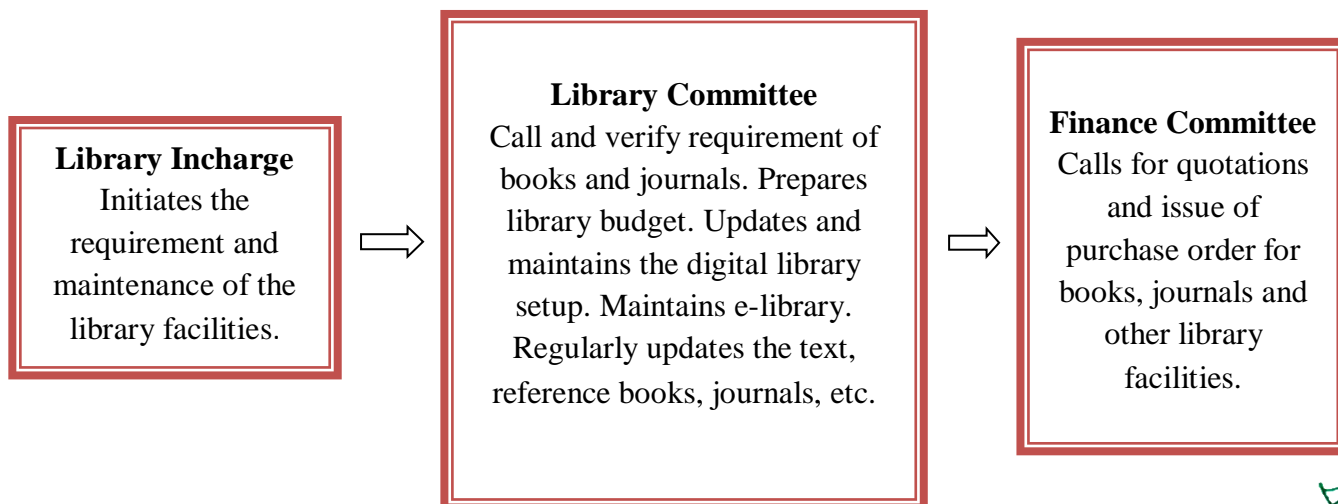
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equipment maintenance work is assigned to third party equipment experts. These experts carry out the repair/maintenance of the equipment and all such records are maintained. Following flowchart indicate the standard procedure adopted for maintenance of laboratory equipments.



## Library Maintenance:

The library is continuously updated in terms of latest books, journals and e-contents by the “Library Committee”. Following flowchart indicate the standard procedure adopted for the maintenance of library facilities.



## Maintenance of Sports Facilities:

A sports head is appointed for the utilization and maintenance of the institutes sports facilities. Following flowchart indicate the standard procedure adopted for the utilization and maintenance of the institutes sports facilities.





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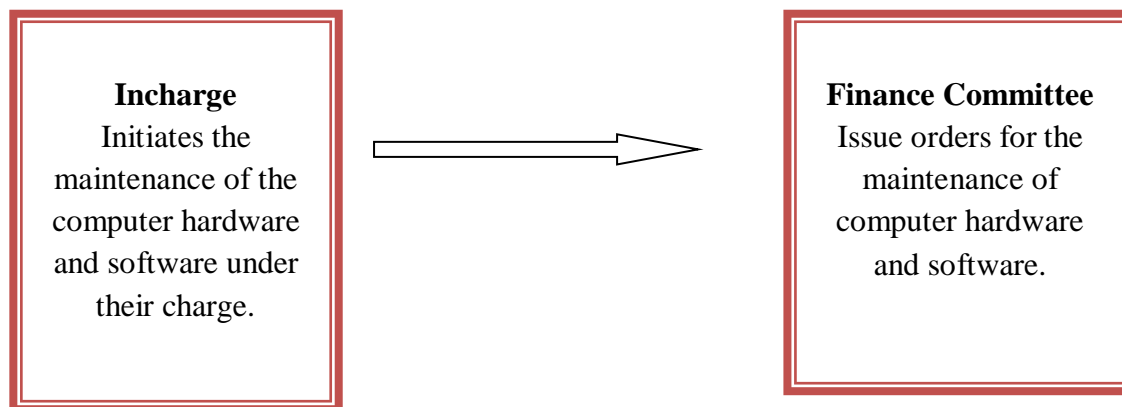
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## Maintenance of Computers:

The maintenance of computer hardware and software of the institute is carried out by third party experts. Following flowchart indicate the standard procedure adopted for the utilization and maintenance of the computer hardware and software.



## Maintenance of Institute Infrastructure:

The general maintenance of the institute's infrastructure including the class-rooms, laboratories, building, garden, canteen etc. is done by the concern incharge. Following flowchart indicate the standard procedure adopted for the maintenance of the infrastructure.

