



**KONKAN GYANPEETH
RAHUL DHARKAR COLLEGE OF PHARMACY & RESEARCH
INSTITUTE, KARJAT**

(Approved by AICTE & P.C.I. (New Delhi), D.T.E. (Govt. of Maharashtra) and Affiliated to University of Mumbai)

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Dr. M. K. Kale
Principal

KGRDCP&RI, KARJAT Maintenance and Improvement Policy and Procedure

Objective: - The objective of this policy is to maintain and improve Infrastructural facilities, amenities, Instrumental facilities, and other important support systems at Konkan Gyanpeeth Rahul Dharkar College of Pharmacy and Research Institute, Karjat.

Roles and Responsibilities:- Campus Facility Services includes building maintenance, ground maintenance, material handling, utilities, safety, and security. Request for maintenance and services are generated through HODs of each department.

Campus facilities are protected with security systems and personnel assignments. Internal processes, policies and procedures are developed and revised on continuous basis to address current and future security concerns. The Security in charge provides a periodic operation brief detailing current security concerns and facility information, which is evaluated and used for continuous improvement.

Campus Operation, Development and Improvement Planning: Development and improvement of the College is undertaken in accordance with college Code and procedures, which defines a process for the request, approval and capital generation for development and implementation. After maintenance committee approval the maintenance work would be processed further to the management for infrastructural development.

Facility and Equipment Maintenance and Repair: The staff member submits requests for facility and equipment maintenance and/or repair to maintenance committee. When requests are submitted, the committee contacts appropriate maintenance personnel to respond to the request.

Requests that required advanced or specialized knowledge and/or skill, vendors and third party vendors are contacted to oversee the project.





Equipment and Supplies: Equipment and supplies are requested annually as a part of the College budget process. Facilities, equipment and supplies needs are revised and approved by the College Purchase Committee.


Important equipment's and services are on Annual Maintenance Contract (AMC), where the company representatives visit regularly for the same, whereas some Lab equipments are maintained by the dedicated technicians in the labs on a periodic basis generally during summer and winter vacations.

Policy states that current, relevant, sufficient and up-to-date equipment and materials used is acquired, repaired or replaced in a timely manner to supports program goals. Purchase and maintenance committee evaluate equipment and supply needs and submit annual budget requests for required purchases.

Committee ensures quality and safety standards in accordance with requirements, codes, laws, and regulations pertaining to specialized materials and equipment, and their intended use.

Mr. Pradeepchandra V. Shringarpure
CEO& Secretary




Dr. M. K. Kale
Principal