



**PSG College of Pharmacy
Coimbatore - 641004**

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

Maintenance Committee ensures that the infrastructure of PSGCP is maintained. It gives detailed instruction to the maintenance staff regarding cleaning and housekeeping of laboratory, class rooms and other utility areas.

Repairs and maintenance of laboratory equipment

The concerned faculty in-charge for laboratory equipments approaches the biomedical department (maintenance engineer) of PSGCP or specific servicing agency to repair / maintain the specific laboratory equipment as and when required. The AMC for major equipments will be taken care by biomedical sector. The faculty in-charge keeps a record of servicing / maintenance and a log book for major equipments

Library maintenance

The purchased books are verified according to recommendation and recorded in the Library accession register with the following details:

Accession Number, Title, Edition, Publisher, Pages, Volume, Source, Bill Numbers & Date

The due date slip and book pocket are pasted and book card is inserted into the book pocket. Simultaneously stock maintained in the system also updated. Reference books are marked by “reference only” and placed it on the separate reference cupboard.

Continuous measures are implemented to protect books and journals from

- a. Water
- b. Moisture
- c. Dust
- d. Termites
- e. Pest
- f. Tampering

Every user of library is notified on the “do’s and don’ts” to protect the essence of library. New publication and the arrivals are regularly notified as a value-added practice.

Annual stock verification

Stock verification will be done every year during the month of April or May. Damaged books are identified and sent for binding or discard based on the book condition after getting formal approval from the chairman, Library committee. Missing book, if any is entered in the accession register and list is sent to the chairman, Library committee for the follow –up action.

Computers

Separate IT department, functions to maintain the software and hardware issues of the computers. The request for maintenance has been applied through online. The request will be followed by IT department and rectified within the specified period of time.

Sports complex

Physical Education department maintains the play ground and provides facilities for indoor and outdoor games. The students are allotted with varying time slot for their sports activities.