

**GURU NANAK INSTITUTE OF PHARMACEUTICAL  
SCIENCE AND TECHNOLOGY  
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**PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL,  
ACADEMIC AND SUPPORT FACILITIES**

There exists an established system comprising of procedures and policies for maintaining and utilizing physical, academic and support facilities including laboratories, library, computers, classrooms etc.

- Regular maintenance of infrastructural facilities is looked after by the estate maintenance.
- Various SOPs are in place for day to day care of the infrastructural facilities.
- Dedicated and skilled personnel are present for various maintenance purposes like plumbing, electrical etc. Various registers for different issues like plumbing, electrical, backup power etc. are maintained where the issues are lodged. After taking care of the issue registered the dockets are closed.
- The institutional fire and safety committee looks after the adherence to fire safety regulations.
- The fire extinguishers are periodically checked and refilled.
- Periodical water analysis is also performed with registered companies to check the potability of the water.
- Every laboratory has a fixed asset register along with the copies of purchase order of the instruments present in the lab. Each lab also has issue registers for consumables and glassware. Breakage registers are also present.
- The standard operating procedure for each of the equipment are supplied with them along with a log book for usage. All equipments are numbered according to a unique coding system used in the institute.
- The students of a batch are divided into two sections.
- Practicals are conducted in batches of 20 students each.
- The central store issues equipments, glasswares and consumables to various labs against requisition orders. The register is maintained at the central store.
- Furnitures and equipment are purchased as per requirements.
- At the end of each academic year, audit of fixed assets and store is carried out to maintain transparency.
- A dedicated workforce is available for maintenance of the facilities. Adequate number of lab technicians, lab assistants, librarian, assistant librarian, office assistants, hostel wardens and guards are there who assist in efficient day to day functioning of the labs, library, classrooms, gymnasium, common rooms, hostel etc.
- The librarian and assistant librarian look after the effective functioning of the library.
- The timetables are formulated by routine sub committee under Departmental academic committee. The routine sub committee ensures maximum utilization of classrooms and laboratories.

- Throughout the semester a trainer is available in the gymnasium. Two different time schedules are maintained for men and women.
- Various types of sports activities take place throughout the year. The interested students are trained to take part in various inter state and national events. This ensures utilization of the sports facilities present in the institute.
- The computational facilities present in the institute are under the care of the teacher in charge of computer centers. Software requisition, as and when required, are forwarded from the departmental academic committee to the purchase committee.