4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Infrastructure facilities are maintained by the maintenance department. There are trained technical staffs to look after maintenance of the institution. For any kind of maintenance or repair, a duly filled & signed complaint form is forwarded to the respective maintenance department which they physically examine & then rectify the problem.

1. **Dry and wet cleaning** of class rooms, seminar hall, laboratories, faculty rooms, office, library, corridors and wash rooms is done daily. Daily cleaning chart is maintained for the same.

2. **Laboratory**- Sophisticated instruments & equipments usage is monitored through log books. They are cleaned, calibrated and maintained on regular basis. Major equipments are installed with power backup and serviced by the suppliers. Water taps, gas pipelines, and electrical fixtures are regularly checked by the respective laboratory and maintenance of the same is done with the help of a technical person. Fire extinguishers and First aid kits are checked regularly and their refilling is done before their expiry date.

3. **Academic support facilities**- In routine, all faculty members use smart boards for teaching. After the rise of COVID19 pandemic situation, all educational institutes went under e-learning phase. Various e-platforms like Moodle, zoom, Google Meet, Webex Meet etc. are used for teaching. Exams were conducted by using Google forms, Moodle etc.

4. The gardeners are appointed for overall maintenance and care of **Medicinal Plant Garden** and amenity area.

5. **Library-**Books in library are accessioned, stamped and shelved according to Dewey decimal classification.

- Book binding is done for damaged books to prevent further damage.
- Institution has constituted Library Advisory Committee for effective accessibility and availability of learning resources to students and faculty.

Table: Composition of Library Advisory Committee

Sr. No	Name	Designation	Post
1.	Dr. K. R. Khandelwal	Principal	Chairman

2.	Mrs. Asawari D. Pachauri	Assistant Professor	Member
3.	Mr. Rajendra Patil	Assistant Professor	Member
4.	Mrs. Ujjwala Thorat	Librarian	Member Secretary
5.	Mr. Vaishali Randive	Assistant Librarian	Member

Library Advisory Committee is constituted for smooth functioning and efficient working of library. Duties and objectives of Library Advisory Committee are as follows-

- Purchasing of new books, renewal of journals (hard & soft copy).
- To frame and implement the rules/ strategies regarding issuing of books and journals from library.
- To execute guidelines for optimum utilization of available resources and providing better services.
- To maintain and update all records in library.
- To address issues and grievances pertaining to library facilities.

The committee implements following initiatives to make library user friendly-

- Book bank scheme for F.Y.B.Pharm and directly admitted S.Y. B.Pharm students.
- Display of new arrivals.
- Provision for quick searching of books by OPAC software.
- To update and upgrade the library as per the changing needs of curriculum.
- To seek feedback and suggestions of users to render better services.
- Receiving new titles from different vendors and taking suggestion from faculty members for purchase of the new books.
- Arrangement of book exhibition in institution premises for students and faculty.

A suggestion box is kept in the library for improving library services & rendering the library user friendly.

6. **Computers**- JSPM's IT Cell is responsible for maintenance of computers and network facility of the institution. A full time computer technician is available for maintenance of computers and other IT facilities. The institution takes measures to upgrade IT infrastructure as per requirement of faculty & students.

7. **LCDs, Overhead Projectors** and **Smart Boards:** Working of these teaching aids are checked on regular basis and their usage is monitored by the use of log book.

 8. **Wi-Fi** can be controlled through Cyber roam firewall.

9. **Rain water harvesting** and **Sewage treatment plant** has been constructed in our campus. The waste management is executed by the garbage collection vehicle in collaboration with Municipal Corporation.

10. **Renewable Energy Source:** Solar system is available in the institute as Alternate source of energy.

11. **Diesel generators**: With capacity 160 KV for regulation of electricity and voltage.

12. **Central RO plants** and **water tanks** are maintained and cleaned on regular basis by the experts.

13. Sanitization tunnel was installed at the entrance of Institute as a safety measure for COVID pandemic situation. Sanitization measures are followed as per Government Guidelines.