



# NIRMALA COLLEGE OF PHARMACY

(A UNIT OF CATECHIST SISTERS OF ST.ANN'S, HYD)

ATMAKURU (Village), Mangalagiri (M), Guntur Dist-522503, A.P, India.

Approved by AICTE & PCI New Delhi & Govt. of A.P, Affiliated to SBTET& A.N University, Guntur

Accredited by NAAC & Approved under UGC 2f & 12b and Approved Institutional Innovation Council by AICTE

Ph: 08645-236255, 236722, 9912342142 E-mail: [ncpa@csagp@yahoo.co.in](mailto:ncpa@csagp@yahoo.co.in) Web site: [www.ncpacsag.ac.in](http://www.ncpacsag.ac.in)

4.4.2 There are Establishment system and procedures for maintaining &utilizing Physical, Academic and Support facilities

Establishment, Maintenance and utilization committee renders their services in order to maintain the facilities through the assigned supporting staff for the smooth functioning of our organization without any interruption. In this context the institution has been providing the facilities to the staff and students and which are distributed according to the below mentioned:

<b>PHYSICAL</b>	<b>ACADEMIC</b>	<b>SUPPORT</b>
Drinking water facility	Class rooms	Plumbing works
For Sports and Games Playground maintenance	Laboratories	Carpeting works
Solar power generation	Library	Electrical works
Museum	Computer lab	Cleaning & Moping
Gymnasium	Instrumental lab	Waste management
Yoga center	Machine room	Sanitary napkin vendor machine
Sports store	Central Drug store	Eco-Incinerator
Parking facility for two wheelers and four wheelers	Auditorium and seminar hall	Mobile phone deposit counter
Transportation for Students and Faculty	Medicinal garden	Canteen
Generator and Lift facility	Animal house	CCTV Monitoring, Security Services
Girls common room Boys common room	Board room	--
Sick room	Exam cell	--
Guest room	Individual cabins for the faculty	--
Air conditioners	R&D cell	--



*SARASWATI*  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P



# NIRMALA COLLEGE OF PHARMACY

(A UNIT OF CATECHIST SISTERS OF ST.ANN'S, HYD)

ATMAKURU (Village), Mangalagiri (M), Guntur Dist-522503, A.P, India.

Approved by AICTE & PCI New Delhi & Govt. of A.P, Affiliated to SBTET & A.N University, Guntur

Accredited by NAAC & Approved under UGC 2f & 12b and Approved Institutional Innovation Council by AICTE

Ph: 08645-236255, 236722, 9912342142 E-mail: [ncpa@csagp@yahoo.co.in](mailto:ncpa@csagp@yahoo.co.in) Web site: [www.ncpacsag.ac.in](http://www.ncpacsag.ac.in)

## Maintenance of Physical, Academic & Support Facilities

An Exclusive committee is deputed to oversee the maintenance of general Repairs and requirements for upliftment of the college buildings and its facilities. Regularly monitors the water facility (Utility water and Drinking water), Electricity repairs like fans, lights etc., Tap leakages, Tiles repair and Painting works and all. Housekeeping staff are allotted to maintain college cleanliness in classrooms, laboratories; seminar hall, staff rooms, Principal's room, Board room, office room and the college ground and dustbins are placed where ever necessary. Girl's common room & rest rooms are hygienically maintained with separate staff. Generators, Air conditioners, CCTV cameras are regularly monitored by skilled work force. Physical infrastructure of the college campus is regularly checked by the committee, advises supports and makes recommendations to the principal and management on matters of facilities, and maintenance, noticed repairs are carried out by the supervisor and allotted to the concerned Technicians.

### Class rooms

Classroom Infrastructure committee regularly monitors the facilities and working condition of the LCD Screen Projector, Fans, Lights, teaching Board and furnished with sufficient number of benches and comfortable chairs. Good ambience is provided in class rooms by hanging motivational quotes charts; education information, ethical oriented, scientific information chats and also class rooms are having high ventilation and aeration. Class rooms are cleaned every day in order to maintain hygiene conditions. Continuous monitoring will not hamper class work and made easy teaching learning process.

### Library

Library & e-resources Committee members assist in the best maintenance of library Text books, Journals, Magazines, Computers, Printer and Furniture like Tables and Chairs. Committee functioning in order to maintain library text books with accession coding or numbers is given to books, Reference section and computer-based works. Librarians are arranging the books according to specialization or department wise. Well infrastructure library provides the E-library-Journals and E-Books to the staff and students.



*SARASWATI*  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P



# NIRMALA COLLEGE OF PHARMACY

(A UNIT OF CATECHIST SISTERS OF ST. ANN'S, HYD)

ATMAKURU (Village), Mangalagiri (M), Guntur Dist-522503, A.P, India.

Approved by AICTE & PCI New Delhi & Govt. of A.P, Affiliated to SBTET& A.N University, Guntur

Accredited by NAAC & Approved under UGC 2f & 12b and Approved Institutional Innovation Council by AICTE

Ph: 08645-236255, 236722, 9912342142 E-mail: [ncpa@csagp@yahoo.co.in](mailto:ncpa@csagp@yahoo.co.in) Web site: [www.ncpacsag.ac.in](http://www.ncpacsag.ac.in)

Library upgraded with software solutions and made available to needs, Provides the WIFI and allowing the staff and students to browse journals and e-books to update the knowledge. Library provides the reference facilities to the students for their project works. Reference section is well maintained separately for staff and students with Pharmacopoeias, Standard books like Remington, Herbal pharmacopoeia...Library maintaining the registers separately for library entry, books issue, usage of digital library. Old and tarred books are identified and sent for binding in order to minimize the further damage of books.

## Laboratories

Laboratories Committee will see the Lab requirements. The maintenance and functioning of laboratories without hampering the practicals to the students. Head of the department and lab in charge faculty will take care about the needs of the lab equipment's and required chemicals. Indent will be forwarded to the Institution Head for approval. Chemicals are issued by the central drug store, after obtaining the issue details are recorded in the Stock registers which are well maintained by the technician and cross checked by the Laboratory committee and respective lab in charge faculty. Lab equipment is well maintained and working condition is checked by the technicians, equipment's usage track is noted in the log books. At the same time repairs also noted down by the technicians, gas connections, leakages of gas, tap leakages, tap connections, Drainages, fuming cupboard, exhaust fans, lights, fans are regularly checked by the technicians and reported to the lab in charge faculty. Every day laboratories are cleaned by the lab attenders of respective labs, and made ready to use for students. Every academic year end regular in house inspections will be carried by the intra department staff members for monitoring the facilities, requirements, maintenance for the next academic year.

## Animal house

Animal house is well maintained properly by the allotted staff; the staff will monitor the feed and water to the animals. Animal house attenders will take care about the change of lit to the animals regularly. At tenders will check the working condition of Air conditioner. Facilities in the animal house are frequently checked by the internal institutional ethical committee members (IAEC). Proper guidelines or suggestions are made to staff.



*S.A. Ranganatha*  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR DI., A.P



# NIRMALA COLLEGE OF PHARMACY

(A UNIT OF CATECHIST SISTERS OF ST.ANN'S, HYD)

ATMAKURU (Village), Mangalagiri (M), Guntur Dist-522503, A.P, India.

Approved by AICTE & PCI New Delhi & Govt. of A.P, Affiliated to SBTET& A.N University, Guntur

Accredited by NAAC & Approved under UGC 2f & 12b and Approved Institutional Innovation Council by AICTE

Ph: 08645-236255, 236722, 9912342142 E-mail: [ncpa@csagp@yahoo.co.in](mailto:ncpa@csagp@yahoo.co.in) Web site: [www.ncpacsag.ac.in](http://www.ncpacsag.ac.in)

## Computer lab


Computer lab infrastructure is well maintained by IT committee and computer lab is loaded with high quality computer systems and which are well maintained regularly by updating the software and installing the appropriate OS. Antivirus and other problems are rectified immediately whenever noticed. Updating of College website and Processing of needful works like organizing the online webinars, live guest lecture sessions are carried out without hampered with the support of IT in charge, and also helps in college academic and administrative works. Computer lab provides the browsing facility to the faculty and students to search E-Journals and, e-Books and also allowed the students to participate in online quiz Programs and webinars. IT committee constantly supports for Upgrade of the College communications.

## SPORTS

Sports & Cultural committee will take responsibility of conducting sports meet in every academic year. Sports in charges from different department will organize and conducts the events including indoor, outdoor and cultural programs in the campus. Encourages the student to participate in the events develops the healthy relationship between the seniors and juniors in the college. Committee in charges will take responsibility to purchase the sports things by discussing with Physical trainer (PT) or sports coach.

The institution is committed to give quality services regarding the maintenance and utilization of physical, academic and support facilities



  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR DI., A.P



# NIRMALA COLLEGE OF PHARMACY

(A UNIT OF CATECHIST SISTERS OF ST.ANN'S, HYD)

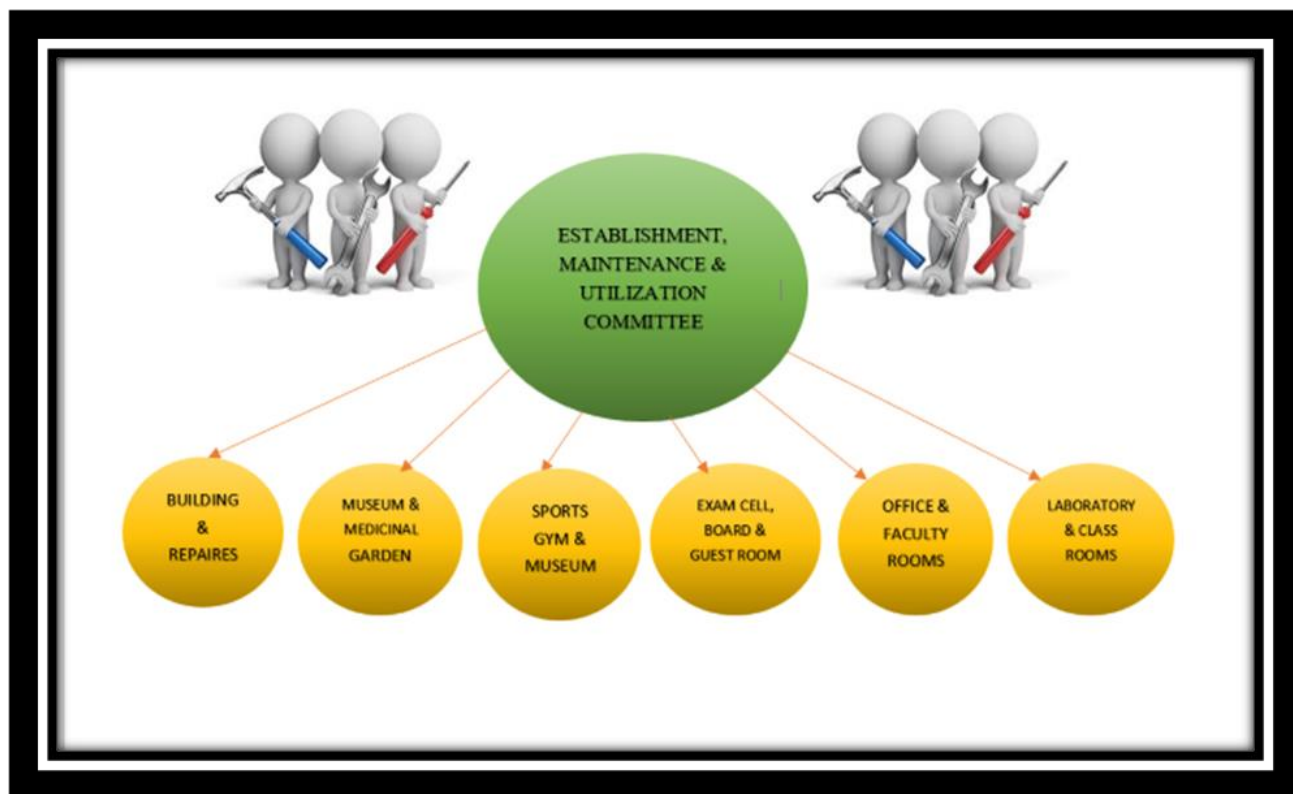
ATMAKURU (Village), Mangalagiri (M), Guntur Dist-522503, A.P, India.

Approved by AICTE & PCI New Delhi & Govt. of A.P, Affiliated to SBTET& A.N University, Guntur

Accredited by NAAC & Approved under UGC 2f & 12b and Approved Institutional Innovation Council by AICTE

Ph: 08645-236255, 236722, 9912342142 E-mail: [ncpa@csagp@yahoo.co.in](mailto:ncpa@csagp@yahoo.co.in) Web site: [www.ncpacsag.ac.in](http://www.ncpacsag.ac.in)

## 4.4.2 Establishment/Utilization/Maintenance Committees



### ESTABLISHMENT COMMITTEE

S.NO	NAME OF THE STAFF	DISIGNATION	INCHARGE AREA
1	Dr. Anjana Male	Professor	Committee convener
2	Mrs. R. Ratna Manjula	Assoc-Professor	Committee co-ordinator
3	Sr. Manjula	Office staff	Building and Repairs
4	Mrs. R. Ratna Manjula	Assoc-Professor	Medicinal garden, Museum, Gym & Auditorium
5	Mr. P.Ashok Kumar	Lecturer	Computer lab incharge
6	Mr. V. Joji babu	Asst-Professor	Sports Utilization In charge
7	Mrs. Vijaya Kumari	Lecturer	Sports Things In charge
8	Mrs. SK. Reshma	Librarian	Library Incharge
9	Mr.B.Ramesh	Carpenter	Building facilities
10	Mr.Rayappa	Plumber	Building facilities
11	Mr.Srihari	Electritian	Building facilities



# NIRMALA COLLEGE OF PHARMACY

(A UNIT OF CATECHIST SISTERS OF ST.ANN'S, HYD)

ATMAKURU (Village), Mangalagiri (M), Guntur Dist-522503, A.P, India.

Approved by AICTE & PCI New Delhi & Govt. of A.P, Affiliated to SBTET& A.N University, Guntur


Accredited by NAAC & Approved under UGC 2f & 12b and Approved Institutional Innovation Council by AICTE

Ph: 08645-236255, 236722, 9912342142 E-mail: [ncpa@csagp@yahoo.co.in](mailto:ncpa@csagp@yahoo.co.in) Web site: [www.ncpacsag.ac.in](http://www.ncpacsag.ac.in)

## ESTABLISHMENT COMMITTEE – SUPPORTING STAFF

S.NO	NAME OF THE STAFF	DISIGNATION	AREA OF MAINTENANCE
1.	Ms. Mounika	Office staff	Building and Repairs
2.	Ms. Deepthi	Asst. Librarian	Library and Computer labs
3.	Mrs. Mariyamma	Supporting staff	Library and Computer labs
4.	Mrs. Kamala	Lab Technician	Medicinal garden and Gym
5.	Mrs. Santha	Supporting staff	Medicinal Garden and Gym
6.	Mrs. Mariya kumari	Supporting staff	Auditorium & Museum
7.	Mrs. Sravanthi	Lab Technician	Boys common room, girls' common room and sick room
8.	Mrs. Mariyamma	Supporting staff	Common room, Sick room
9.	Mrs. Rajini	Lab Technician	Office room and Board room
10.	Mrs. Jyothi	Supporting staff	Faculty Rooms
11.	Mrs. Kumari	Supporting staff	Exam cell
12.	Ms. P. Parvathi	Lab Technician	UG and PG laboratories
13.	Mrs. Roja	Supporting staff	Pharmaceutics Lab
14.	Mrs. Koteswari	Lab Attender	Pharmacology lab
15.	Mrs. Sujatha Mrs.	Supporting staff	Pharmacognosy Lab
16.	Mrs.Rani	Supporting staff	Pharmaceutical Analysis lab
17.	Ms. Pavithra	Lab Technician	Class rooms
18.	Mrs. Jennemma	Supporting staff	Boys wash rooms
19.	Mrs. Kondamma	Supporting staff	Girls wash rooms
20.	Mrs. Kumari	Supporting staff	Store room



  
PRINCIPAL  
NIRMALA COLLEGE OF PHARMACY  
ATMAKUR VILLAGE,  
MANGALAGIRI, GUNTUR Dt., A.P