



Smt. Taisaheb Kadam Sevabhavi Foundation &amp; Research Center, Sonai's

# YASH INSTITUTE OF PHARMACY

**AURANGABAD (CHHATRAPATI SAMBHAJI NAGAR)**

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 An ISO 9001:2015 certified Organisation

Approved by Pharmacy Council of India, New Delhi.

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DTE code : PH2153

## Supporting Documents for Metric No. 4.4.2

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.

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#### 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.

The Yash Institute of Pharmacy has implemented systems and procedures for maintaining and utilizing its physical, academic, and support facilities in alignment with the ISO 9001:2015 International Standards. These standards ensure effective management practices, continuous improvement, and optimal utilization of resources, enhancing the quality of education and infrastructure. These formats comply with ISO 9001:2015 standards and ensure proper documentation, monitoring, and evaluation of all processes.

The Academic and Administration Maintenance Policy ensures that Yash Institute of Pharmacy operates efficiently, maintaining high standards in education delivery and administrative operations. This policy reflects the institute's dedication to creating a sustainable and student-friendly environment.

These formats help ensure systematic documentation, traceability, and quality control.

  
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## Maintaining System of Laboratories

ACAD / PR / <b>L5</b>	Maintenance of laboratories	Page: 01 / 01
Rev.: 00 Date: 01.01.2020	Clause: 7.1.3, 8.5.4	

<b>Objective</b>	To ensure working / healthy conditions of equipments.
<b>Input</b>	Lab equipment, Equipment manual

Sr.No	Activity	Responsibility	Documented Information
<b>A</b>	<b>Equipments and instruments</b>		
01	Codify the lab equipment centrally for all labs.	Store keeper	General Equipment Stock Register
02	Handover equipment to concerned department	Store keeper	General Equipment Stock Register
03	Received Instruments / Equipments are entered in departmental stock register	Lab Asst.	Equipment Stock Register of Department
04	Determine the frequency and parameters for preventive maintenance of equipment.	Lab Asst.	Maintenance Record
05	Carry out the maintenance as per plan and maintain record of maintenance work carried out. Also maintain record of repair / replacement carried out during maintenance.	Lab Asst.	Maintenance Record
06	In case of breakdown, informs stores and repair the fault internally and / or with the help from external agency.	Lab Asst.	Maintenance Record
07	Maintain record of maintenance carried out.	Lab Asst.	Maintenance Record
08	At the end of Academic year, collect the data related to breakdowns, identify major and / or repetitive failure, analyze and initiate necessary actions to eliminate recurrence.	Lab Asst. and subject Incharge	Corrective Action Report
<b>B</b>	<b>Consumables and glasswares</b>		
01	Maintain consumable stock register in each laboratory	Lab Asst.	consumable stock register, Department Glassware stock register
02	Issue the material for practicals and maintain record	Lab Asst.	consumable stock register, Glassware stock register
03	In case of break down of glasswares record it in Student breakage form, Glassware stock register.	Lab Asst.	Student breakage form, Glassware stock register
04	Update consumable stock register weekly as per issue, usage and breakage.	Lab Asst.	consumable stock register
05	At the end of A.Y., verify stock vs physical quantity and calculate the requirements for next A.Y.	Lab Asst.	Annual physical verification report

  
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<b>Output</b>	Equipment maintained in good working condition.
<b>Process Monitoring &amp; Measurement</b>	<ol style="list-style-type: none"> <li>1. Plan Vs Actual of Preventive Maintenance</li> <li>2. No. of Repetitive Breakdown problems</li> </ol>

**List of documents and records under PR14 Maintenance of Laboratories:**

Department Equipment /Chemical/GlasswareStock Register	ACAD-PR 14-F001
Instrument / Equipment log book	ACAD-PR 14-F002
Student glassware issue register	ACAD-PR 14-F003
Master List of Assets Requiring Maintenance	ACAD-PR 14-F004
Routine Cleaning and Maintenance Plan	ACAD-PR 14-F005
Equipment Cleaning and Maintenance log	ACAD-PR 14-F006
Annual lab stock verification report	ACAD-PR 14-F007
Job Card (Work Order)	ACAD-PR 14-F008
Daily consumption register	ACAD-PR 14-F009
SOP format	ACAD-PR 14-F010
Instrument / Equipment fitness of purpose record	ACAD-PR 14-F011
<b>Maintenance Formats (From Admin Manual)</b>	
Maintenance Request Note (MRN)	ADMN-PR 19-F001
Maintenance Request Register	ADMN-PR 19-F002
Master list of formats	QMR-DI-16

  
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## Maintaining System of Library

ACAD / PR / <b>22</b>	Book Circulation		
Rev.: 00 Date: 01.01.2020	Clause: 8.5.4	Page: 01 / 02	
<b>Objective</b>	To define a process for issue and return of library books		
<b>Input</b>	Availability of books, staff, admitted students		
Sl. No	Activity	Responsibility	Documented Information
<b>A</b>	<b>Issue of Identity Card</b>		
1.	Verify the admission receipt of the student.	Office	
2.	Issue card to the student duly stamped and signed with photo of student pasted on it.	Office	Identity card
<b>B</b>	<b>Issue of Borrowers card</b>		
01	Verify the admission receipt of the student.	Librarian	
02	Issue card to the student duly stamped and signed with photo of student pasted on it.	Librarian	Borrowers card
<b>C</b>	<b>Book circulation to students</b>		
01	Raise requirement of the book to library staff.	Student	--
02	Search for the book through SOUL software.	Librarian	--
03	Give the Borrowers Card to the counter.	Student	--
04	Make necessary entries on the book card and Library Software.	Librarian	Book Card, library software
05	Receive the Books from the students within stipulated time (max. 7 days for text book and 1 day for reference book – only on Saturday)	Librarian	--
06	Verify the condition of books returned by the student.	Librarian, Library Attendant	--
07	Make necessary entries on the book card and Library Software.	Librarian	Book Card, library software
08	In case book returned is not in condition, take actions.	Librarian, Library I/C, Principal	--
09	In case, books are not returned in stipulated time period, collect Re.5 per day for the number of days delayed in returning a book.	Librarian	--
10	During issuance of No Dues certificate at the time of leaving the college by the users either through book replacement or book cost collection.	Librarian	--
<b>D</b>	<b>Book circulation to Staff members</b>		
01	Raise requirement of the book to library staff.	Staff	--

  
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02	Search for the book through SOUL software.	Librarian	--
03	Make entries in Staff Borrower card & Library Software.	Librarian	Staff Borrower card


ACAD / PR / 22	<b>Book Circulation</b>	
Rev.: 00 Date: 01.01.2020	Clause: 8.5.4	Page: 02 / 02

Sr. No	Activity	Responsibility	Documented Information
04	Receive the Books at the end of semester or earlier, update the record.	Librarian	--
05	Verify the condition of books returned.	Librarian	--
06	Make necessary entries in Staff Borrower card & Library Software.	Librarian	Staff Borrower card, library software record
07	In case book returned is not in condition, take actions.	Librarian, Library I/C, Principal	--

<b>Output</b>	Books circulated among staff and student
<b>Process Monitoring &amp; Measurement</b>	Number of events of non availability of books due to already issued to someone

List of documents and records under PR22 Book Circulation

Borrower's card	ACAD-PR22-F001
Book Card	ACAD-PR22-F002
Library software record	ACAD-PR22-F003

  
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ACAD / PR / 23	Periodical Subscription & Circulation	
Rev.: 00 Date: 01.01.2020	Clause: 8.4, 8.5.4	Page: 01 / 01


<b>Objective</b>	To define a process for subscription and circulation of Periodicals
<b>Input</b>	Requirements from staff/ students, syllabus, AICTE Requirements

Sr. No	Activity	Responsibility	Documented Information
01	Receive the requirement from HOD and / or faculty members.	Librarian	--
02	Prepare a list of periodicals to be subscribed. Get approval from the Principal.	Librarian	List of periodicals to be subscribed
03	Forward the list of periodicals to be subscribed to the Trust Office	Librarian	Forwarding Letter
04	Receive the periodicals from the vendor / publisher.	Librarian	--
05	Enter the details in Periodical register.	Librarian	Periodical register
06	Put Library stamp. Stack it on the shelf.	Peon	--
07	Periodical are available only for library reading, cannot be allowed to take outside the Library.	--	--

<b>Output</b>	Subscribed periodical
<b>Process Monitoring &amp; Measurement</b>	1) Number of periodicals subscribed

Documents and records under PR23 periodical subscription and circulation

List of periodicals to be subscribed	ACAD-PR23-F001
Forwarding letter to trust office	ACAD-PR23-F002
Periodicals Register	ACAD-PR23-F003

  
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ACAD / PR / 25	Book Preservation	
Rev.: 00 Date: 01.01.2020	Clause: 8.5.4	Page: 01 / 01


<b>Objective</b>	To define a process for preservation of library books
<b>Input</b>	Available books, journals, periodicals in library

Sr. No	Activity	Responsibility	Documented Information
01	Identify the book location – subject wise.	Librarian	--
02	Ensure that library showcase is closed every time so as to avoid the dust accumulation	Peon	--
03	Carry out the dusting everyday.	Peon	--
<b>Stock Verification</b>			
1	Carry out stock verification after every three years.	Librarian	
2	Verify for <ul style="list-style-type: none"> <li>• Number of books against accession register.</li> <li>• Condition of Books.</li> </ul>	Librarian	Stock verification report
3	Identify number of books Lost, damaged, and weeded out. Forward the report to higher authority for further actions.	Librarian	Stock verification report

<b>Output</b>	Well preserved books at identified location
<b>Process Monitoring &amp; Measurement</b>	Number of lost, damaged and weeded out books

Documents and records under PR25 Book Preservation

	Annual Stock verification report (Library books)	ACAD-PR25-F001

  
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## Maintaining System of Computers

ADM/PR/17	Computer System Administration Process	Page 1 of 2
Rev. 00 Dt. 01.01.2020	Clause: 8.5.1, 7.1.3	

<b>Objective</b>	: To establish documented process for management of computer hardware and software
<b>Input</b>	: Computers, Official software, Broadband internet connection etc.

Sr. No.	Process Flow	Responsibility	Documented Information
	<b>Purchase of computers and software</b>		
01	Recive requirement for hardware or software from respective subject teacher / lab incharge	Storekeeper	Hardware /Software requirement applications
02	Forward the requirement of computer and software specifications to office	Storekeeper	--
03	Forward the the requirement of computer and software specifications to trust office	Accountant / Principal	--
04	Release PO to the supplier as per directions of Managing Director or trust office	Accountant / Principal	Purchase order
05	Verify receipt of the purchased items and maintain records of receipt of purchased items in the purchase register.	Storekeeper	--
	<b>Maintenance of computer and other dedicated computer systems for equipment / instruments</b>		
06	Ensure that all computers and computer systems dedicated for equipment / instruments are dusted and maintained daily.	Lab assistant	--
08	Perform preventive and breakdown maintenance of LCD projectors, Printers, Scanners and Networking equipment	Lab assistant	--
09	Maintain a log book of computer / LCD projector usage.	Lab assistant	Computer / LCD projector log book
10	Maintain record in laboratory equipment stock register, Perform annual stock check and prepare Annual Stock Verification Report.	Lab I/c	--
11	Generate Maintenance Request Note (MRN) in case of major breakdown or complaint, problems of any equipment/ machine	Lab assistant/ Subject I/c/ Lab I/c, Office Superintendent	--
12	The call gets attended by outside experts to resolve the problem.	Office superintendent	--
13	Wired network maintenance is done when a MRN is received.	Office superintendent	--
14	Software updating is done as and when necessary. In case of Computers dedicated to instruments /	Lab assistant/ Subject I/c/	--

  
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<b>ADM/PR/17</b>	<b>Computer System Administration Process</b>
Rev. 00 Dt. 01.01.2020	Clause: 8.5.1, 7.1.3
	Page 2 of 2

	equipments, ensure that software application is updated during AMC visit.	Lab I/c, Office Superintendent	
15	Ensure all computers and machinery are identified with Asset tag / labels	Store I/c/ Lab I/c	--
16	Shut down the computers / equipment / LCD projector when not in use.	Lab assistant/ Subject I/c/ Lab I/c, Office Superintendent	--
	<b>General</b>		
17	Install and update antivirus software to protect the computer system	Office superintendent	Monthly checklist for computer system maintenance
18	Provide UPS for each computer system. Check battery backup of each UPS system. Get the battery of UPS replaced in case of backup failure.	Lab assistant, Lab I/c / Office Superintendent	--
19	Train the students and employees about proper handling of the computer systems.	Subject I/c	--
20	Take data back up as and when necessary.	Lab assistant, Lab I/c / Office Superintendent	--
21	Maintain CDs / Pen drives / Keys of all purchased computer systems and software in a folder	Office superintendent	Software CDs folder

<b>Output</b>	: Timely procurement and maintenance of computer hardware and software
<b>Process Monitoring &amp; Measurement</b>	: 1) Number of computer hardware and software failure events 2) Number of LCD projector failure events.

**Documents and Records under PR17 Computer system administration**

	<b>Records/Formats</b>	
	Hardware/ Software requirement specifications	ADMN-PR17-F001
	Monthly checklist of computer systems maintenance	ADMN-PR17-F002
	Software CDs Folder (External Document) with license keys and passwords	ADMN-PR17-ED01
	Computer log book	ADMN-PR17-F003
	LCD Projector log book	ADMN-PR17-F004

  
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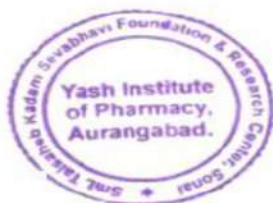
## Maintaining System of Environment

ADM/PR/21	Environment for operation of processes	Page 1 of 3
Rev. 00 Dt. 01.01.2020	Clause: 7.1.4	

<b>Objective</b>	: To define the procedure to ensure cleanliness, safety and proper environment necessary for operation of the processes.
<b>Input</b>	: Infrastructure Facilities, Organization requirements

Sr. No.	Process Flow	Responsibility	Documented Information
<b>A</b>	<b>Classroom / Laboratory Environment</b>		
01	Allocate the responsibilities to monitor housekeeping and hygiene in the department.	Principal	--
02	In class room ensure the following environment: a. Cleanliness b. Proper ventilation c. Proper illumination d. Comfortable Seating Arrangement	Office Superintendent	Checklist for classroom environment
03	In Laboratory, ensure the following – a. Cleanliness b. Proper ventilation c. Proper illumination d. Comfortable Seating Arrangement e. Fire Extinguisher f. First Aid Box	Lab In-charge, Attendants	Checklist for laboratory environment
<b>B</b>	<b>Fire and Safety</b>		
04	Select the adequate type of fire extinguisher for the laboratories.	HOD & Lab Technician	--
05	Ensure that these fire extinguishers are kept at proper location. Also ensure that each fire extinguisher is identified with its status i.e. refilling date and next due and identification label is visible.	Lab Assistant	List of firefighting equipment
06	Once in three months, ensure the status of the fire extinguisher and get the fire extinguisher refilled as required.	Lab Assistant	--
07	Get the extinguishers filled from authorized agencies and update the date of next refill on list of fire extinguishers.	Storekeeper	Fire extinguishers refill receipts
08	Ensure that filled date and next due date sticker is pasted on fire extinguisher	Storekeeper	--
09	Arrange fire and safety training for staff and students	Staff Training Cell I/c	Staff training record
10	Prepare and maintain a list of staff trained for fire fighting equipment	Principal	List of staff trained for fire fighting equipment
<b>C</b>	<b>Cleaning and housekeeping</b>		

  
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<b>ADM/PR/21</b>	<b>Environment for operation of processes</b>
<b>Rev. 00 Dt. 01.01.2020</b>	<b>Clause: 7.1.4</b>
	<b>Page 2 of 3</b>

11	Laboratories and common passages are to be cleaned once in a day with both brooming and moping. Classrooms are to be swept at least once in a day.	Housekeeping Agency / Sweeper	--
12	Supervise the work carried out by the housekeeping person. Verify the completion of the work done and sign on the housekeeping record. If found un-satisfactory, report to the Office superintendent and get the area cleaned.	Laboratory Assistant	Housekeeping Record
13	Periodically check the above parameters of work environment.	HoD & Staff	Work Environment Record.
14	Inform to concern authority for necessary action in case of discrepancies.	--"	--
<b>D</b>	<b>Sanitary napkin vending machine / incinerator</b>		
15	Install sanitary napkin vending machine and incinerator in Ladies' common room	Principal	--
16	Assign responsibility of sanitary napkin vending machine and sanitary napkin incinerator to a senior lady staff	Principal	--
17	Inspect and refill sanitary napkin vending machine every week	Sr. lady staff	Sanitary napkin vending machine inspection and refill checklist
18	Inspect sanitary napkin incinerator every week	Sr. lady staff	Sanitary napkin incinerator inspection checklist
19	In case of breakdown or problems in operations of sanitary napkin vending machine / incinerator, inform the Principal and Office superintendent. Arrange for maintenance of the machine(s)	Sr. lady staff	Sanitary napkin vending machine maintenance record, Sanitary napkin incinerator maintenance record.

<b>Output</b>	Healthy work environment in College and safety is ensured
<b>Process Monitoring &amp; Measurement</b>	1) Number of housekeeping Nonconformities (SHK/CRK) 2) Number of incidences of non-availability of fire extinguishers in case of fire (SHK/CRK) 3) Number of incidences of out of date fire extinguishers (SHK/CRK). 4) Number of incidences of non availability of sanitary pads / vending machine failures (SHK) 5) Number of incidences of sanitary pads incinerator failures (SHK)

  
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ADM/PR/21	Environment for operation of processes	
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**List of documents and records under PR21 Housekeeping and safety**

Monthly classroom / laboratory work environment checklist	ADMN-PR21-F001
Daily toilet housekeeping checklist	ADMN-PR21-F002
Weekly sanitary napkin vending machine/incinerator inspection / refill record	ADMN-PR21-F003
Master list of assets requiring maintenance (From ACAD-PR14)	ACAD-PR14-F004
Routine cleaning and maintenance plan (From ACAD-PR14)	ACAD-PR14-F005
Equipment cleaning and maintenance log (From ACAD-PR14)	ACAD-PR14-F006
Fire extinguisher refill receipts file (External Document)	ADMN-PR21-ED001
Tag / sticker on fire extinguisher showing last refilling and next refilling dates	ADMN-PR21-ED002
List of safety / firefighting equipment	ADMN-PR21-F004
Emergency contact numbers	ADMN-PR21-F005

  
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