



Dr. K.N. Modi Foundation

Dr. K.N. Modi Institute of Pharmaceutical Education & Research

(Approved by AICTE & PHARMACY COUNCIL OF INDIA, NEW DELHI)
[Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow (Code 078)]

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 College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

Maintenance of Classrooms, Conference Hall

Classroom being the most primary and important work space, is managed with proper systems and procedures as recommended by the Management and. It is followed by keeping in mind the modern teaching learning environment. Students are actively or experientially involved in the learning process and there are different levels of active learning. The classrooms are well designed with all necessary facilities like Projector, screen, mike systems, speakers and other technologies for better and effective teaching. CCTVs have been installed in each classroom to make sure of the safety and the security of all students and teachers. Cleaning and maintenance of Classrooms, Laboratories and Conference room are done on a regular basis. Annual Maintenance Contract (AMC) wherever required, proper reporting system about repairs and replacements are the basic attributes of classroom management. Conference hall is well maintained and equipped with all necessary technologies.

Maintenance of Library Facilities

The books and journals are maintained against damage. Book binding is carried out on regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. Pest control is done on regular basis for maintaining books safe from termites. Library Committee has been constituted for co-ordination in respect of learning resources. Physical verification of the library is carried out periodically.

- Procurement of new books & renew of journals and recommendation for additional books
- Updating and maintaining of all library records
- Addressing issues and grievances of users
- Update and upgrade the library contents, periodically as per updates in curriculum.

Rules and Regulations of Library

- The library is kept open on working days between 9:00 am to 5:00 pm
- All the students and faculty of the college can borrow books from the library. Books are issued only on library identity cards.
- The books are issued to the students for 14 days and to teachers for 3 months from the date of issue.
- Reference books are not issued from the library.
- The books should be returned on the date marked on the date slip. The books can be re-issued for further 14 days.
- More than one copy of the same book is not issued to one student or teacher.
- Silence should be maintained in the reading room of library.
- Library identity cards are returned at the time of no dues submission.



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Maintenance of Laboratory

The Laboratory policy forms the core in the working of the institution. While the Laboratory has several instruments and equipment, the same is maintained through AMCs.

- Locations of laboratory washbasins, sinks, fuming hoods, and fire extinguishers help to assure protective measures to minimize the casualties.
- General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.
- Laboratories are regularly maintained by the Laboratory attendant.
- Equipments are maintained properly, calibrated and serviced periodically.
- Major equipment maintenance if required, is carried out by external agencies.
- Proper stock registers are maintained with regard to chemical glassware and instruments.

Maintenance of Computers

The institute has an adequate number of computers with internet connections and utility software. Computer systems, UPS, Software and Servers are maintained by lab technicians and outsourced technicians.

IT infrastructure is maintained by the IT personnel deputed by the management authorities.

Software Asset Management

- Original software is only installed.
- Licenses are renewed periodically
- Antivirus is installed in all the computers to prevent, detect and remove malware.

Maintenance of Maintenance of Sports

Sports committee looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. For holistic development, students are encouraged to participate in the competitions. Coaches for events where there is good student representation are appointed with the permission of the Management and the Principal.

Sports committee purchased or maintained the sports ground as well as sports goods.

SPORTS COMMITTEE

S.NO.	NAME OF MEMBER	DESIGNATION IN THE INSTITUTE	DESIGNATION IN THE COMMITTEE
1	MR. MUKESH KUMAR	ASSISTANT PROFESSOR	CHAIRMAN
2	MR.KAPIL SACHAN	ASSISTANT PROFESSOR	MEMBER(Faculty)
3	MS. NIDHI PAWAR	ASSISTANT PROFESSOR	MEMBER(Faculty)
4	MR. ANIKET MAITY	STUDENT	MEMBER(student)
5	MS.ANUGYA JAISWAL	STUDENT	MEMBER(student)
6	MR.DEVRAJ YADAV	STUDENT	MEMBER(student)
7	MS.HIMANI SINGH	STUDENT	MEMBER(student)



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8	MR.KUNAL	STUDENT	MEMBER(student)
9	MS.RUPAL	STUDENT	MEMBER(student)
10	MR.AKSHAY VERMA	STUDENT	MEMBER(student)
11	MS.UMANG	STUDENT	MEMBER(student)
12	MR.MAYANK YADAV	STUDENT	MEMBER(student)

Maintenance of other support systems

- Housekeeping for regular cleanliness of corridors, washrooms, classrooms, laboratories and premises is done by external agencies.
- Clean and Sanitization of washrooms is done on regular basis.
- Greenery is maintained by the gardeners of external agencies.
- Clean and hygienic drinking water is available in the Institute. Water coolers are maintained and cleaned on regular basis by external agencies. Overhead water tanks and water coolers are cleaned periodically. Quality of drinking water is checked by measures pH and Hardness.
- The below mentioned points are inspected before start of every semester.
 1. Classroom facilities such as lights and fans, LCD projector and sound system, availability of internet connections are inspected before start of every semester.
 2. Working condition of computers, devices, and equipments is ensured.
 3. Working condition of machines in the workshop is ensured.
 4. Stock checking activity is done prior to start of new semester.
 5. The staff members deputed by the Director of the institute inspect the facilities like toilets, classrooms, corridors for necessary requirement.
 6. Hostel warden supervises the cleanliness and hygiene in the hostel mess to maintain the food quality
 7. Library committee collects specific needs of the students and staff.
 8. Sports committee ensures the availability of sports equipments and monitors the usage of the ground, courts and indoor games facilities.