



### **COMPOSITION OF STORES AND MAINTENANCE COMMITTEE**

Accordingly, a committee with the following personnel is constituted in Unity College of Pharmacy, Raigir (V), Bhongir (M), Yadadri Bhuvanagiri (Dist), TS.

<b>S.No</b>	<b>Name of the Member</b>	<b>Actual Designation</b>	<b>Designation in the committee</b>
<b>1</b>	Dr.Ampati Srinivas	Principal & Professor	Chairperson
<b>3</b>	Dr.K.Mohini	Associate Professor	Co-Ordinator
<b>4</b>	Mrs.N.Parijatha	Associate Professor	Member
<b>5</b>	Mr.Akhil Kumar	Associate Professor	Member
<b>6</b>	Ms.V.Swetha	Assistant Professor	Member
<b>7</b>	Ms.T.Amulya	Assistant Professor	Member
<b>8</b>	Mr.K.Mahesh	Assistant Professor	Member

  
PRINCIPAL  
UNITY COLLEGE OF PHARMACY  
RAIGIRI (V), BHONGIR (M),  
YADADRI BHONGIR (DT)



The Stores and Maintenance Committee is responsible for managing and overseeing the procurement, maintenance, and proper utilization of the institution's physical assets, such as equipment, furniture, infrastructure, and other resources. This committee ensures that the college's facilities are well-maintained, resources are efficiently utilized, and everything is in good working condition to support the academic and administrative functions of the institution.

#### **FUNCTIONS AND RESPONSIBILITIES:**

- The committee is responsible for the procurement of all necessary goods, equipment, and materials required for the smooth functioning of the college, including laboratory supplies, office materials, furniture, books, and computers.
- Manages the inventory of all items and ensures that records are maintained accurately. This includes tracking stock levels and coordinating the timely replenishment of materials and resources.
- The committee ensures that the assets of the college (such as computers, lab equipment, furniture, etc.) are properly maintained and functioning.
- Periodically conduct audits to assess the condition and utilization of these assets. The committee oversees the maintenance of the college's physical infrastructure, including classrooms, laboratories, library, sports facilities, and administrative offices.
- Ensures that repairs and maintenance work, such as plumbing, electrical work, painting, and other infrastructural tasks, are done in a timely manner to avoid disruption in academic activities.
- Identify and report the damaged equipment or infrastructure.
- Ensure that resources are being utilized efficiently and appropriately.



- Preparing the annual budget for procurement and maintenance activities. It may review and approve expenditures related to the purchase of materials, maintenance services, and repairs.
- Ensure the reducing energy consumption, minimizing waste, and recycling materials.
- Ensures effective communication between departments for the smooth flow of procurement, delivery, and maintenance processes



  
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