

Vijaya Institute of Pharmaceutical Sciences for Women

Enikepadu, Vijayawada – 521108

Store Purchase & Maintenance Committee

RESPONSIBILITIES:

- To keep a regular check on the lab equipment regarding the working/ functioning/ replacement/ their repairs if any.
- To maintain SOPs for all lab equipment in labs and machine room along with safety measures.
- To train the faculty and supporting-staff on proper use and care of the equipment
- To maintain stock registers & log books and ensure continuous vigilance
- To keep the track of AMC/ service, repairs etc.
- Maintenance of stock-registers.
- Collection of the indent before the commencement of every semester from HoDs.
- Submission of the requirements to Institution development committee (IDC).
- Seeking quotations and produce a comparative statement to IDC.
- Purchase of glassware, chemicals and consumables for routine lab work.
- Distribution of glassware, chemicals and other requirements to labs and sub-stores.
- Maintenance of stock and records of alcohol purchase and utilization.
- Control and maintain inventory.
- Display of sign boards on lab procedures.

CONSTITUTION:

S. No	Name of the Faculty	Designation & Dept	Post
1	Dr. K. Padmalatha	Professor & Principal	Chairperson
2	Mr. S. Venkateswara Rao	Assoc. Professor Dept. of Pharmaceutics	Member
3	Mr. M. Bala Krishna	Asst. Professor Dept. of Ph. Analysis	Member
4	Dr. B. Dhanush	Asst. Professor Dept. of Pharmacy Practice	Member
5	Mrs. B. Sravani	Asst. Professor	Member

		Dept. of Pharmaceutics	
6	Ms. M. Teja Sri	Asst. Professor Dept. of Pharmacology	Member
7	Mrs. R. Sunitha	Assoc. Professor Dept. of Ph. Chemistry & Phytochemistry	Member
8	Mrs. PMMN Lakshmi Varma	Asst. Professor, Dept. of Pharmaceutics	Coordinator