



MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL



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**MAHATMA GANDHI MISSION'S DENTAL COLLEGE &
HOSPITAL**

Accredited by NAAC with "A" Grade
Plot No. 1 & 2 Sector-01 (Old 18 & 19),
Kamothe, Navi Mumbai- 410209
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Maintenance Policy Document

Introduction

The institute has a maintenance policy for physical infrastructure, sporting, departmental and academic facilities. There is dedicated Maintenance Department for biomedical, electrical, masonry, carpentry and plumbing sections with assigned faculty to tend to pre-emptive and reparative maintenance processes. The Maintenance Committee oversees the utilization of resources for pre-emptive maintenance and repair. Irreparable items are assessed by the Condemnation committee and are disposed so that new purchases can be recommended by department heads to the Purchase committee. Condemnation committee oversees buy back and auction of condemned equipment through the college store section. The maintenance committee makes sure optimal utilization of warranty on equipment and annual maintenance contracts are undertaken through the concerned external agencies.

Purpose:

Maintenance committee duly supported by the condemnation committee channelizes the use of resources to ensure the efficiency and working condition of the physical infrastructure and academic facilities taking all pre-emptive and reparative measures necessary. The budgetary allocation and adequate utilization of resources and implementation for maintenance is planned synchronously with Head of the Institute, Maintenance Committee, condemnation committee & IQAC working in collaboration for proper maintenance of infrastructure.

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Measures:**Physical infrastructure:**

- On campus site office looks after the periodic maintenance civil engineering such as building repairs, renovation, pest control, masonry, painting, carpentry, plumbing, furniture repair maintenance of rest rooms, landscaping and upkeep of premises.
- Cleanliness of campus premises including classrooms, faculty rooms, seminar halls, department clinical premises, laboratories premises and wash rooms are cleaned and maintained regularly by non-teaching faculty who are assigned for each floor.
- Dustbins and biomedical waste disposal areas are well demarcated and placed strategically.
- Gardeners upkeep the landscaped areas around the institutional building.
- Institutional lifts are maintained by Annual maintenance contracts [AMC]
- Fire safety and fire extinguishers are periodically supervised and maintained by competent maintenance agencies

Sporting facilities:

- Gymnasium, Sporting equipment and facilities maintenance is overseen by the Sports committee
- The campus ground is maintained by the site office through dedicated maintenance

Departmental and laboratory facilities:

- Laboratories are manned by qualified technicians who are responsible for overseeing maintenance of laboratory infrastructure and equipment.
- Annual maintenance contracts (AMC) drawn by the institution includes maintenance of dental chairs, high-end equipment, major equipment, air conditioners, CCTV cameras and water purifiers. Under warranty equipment maintained by technicians of authorized dealers and manufacturers.
- Maintenance department maintains a maintenance log book.
- Periodic inspection is done for verification of stock held in departments, laboratories, library, classrooms, conference rooms, and office premises annually.
- Periodic requisition on need of repairs and maintenance are submitted by the HODs through the Head of Institution to the maintenance department which tends to resolution of the requisition. If not resolved then the equipment is sent to external agencies to deem financial feasibility of repair. If repair is beyond economic repair, the maintenance committee forwards the item as irreparable to the condemnation

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committee sees to the disposal/ buy back of the item and therein recommends removal of item from the stock. The department head then can make a new request of purchase to the purchase committee based on need, requisition and priority.

Academic facilities:

- Classroom and Department seminar room ICT facilities such as computers, Internet connection, Wi-Fi routers, LAN cables, CCTV cameras and projectors are maintained by the Institutional Information Technology [IT] department.
- Smart panels, Smartboards and high-end projectors are maintained under AMC
- Central library and Department library computers are maintained by the Institutional IT department
- Classrooms are regularly sanitized by housekeeping staff
- Furniture repairs, electrical and civil maintenance of academic facilities are undertaken by the site office
- Periodic upgrade of software for computers is performed by the IT department

Standard Operating Protocol:

1. Complaint raised by staff
2. Reported to HOD in prescribed format
3. Reported to a particular section of the maintenance committee
4. Complaint observed by that section
5. Assign to ESP or ISP as per corrective actions needed
6. Repairing cost identified & sent to account department & store for billing
7. Corrected within time if assigned to ISP
8. In major repair quotation asked by ESP and sanctioned with permission of the authority
9. Work order, Billing is done with the help of store & account department
10. Complaint is closed by corrective action by ESP within the time limit
11. Billing of maintenance work is maintained by account departments as well dept.
12. Complaint closed

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