



MANSAROVAR DENTAL COLLEGE

MAINTENANCE POLICY

1. Introduction

The college has a comprehensive policy to maintain the infrastructure periodically. Overall a maintenance committee is in place to oversee the required maintenance work being undertaken in the institution. All the major repair work or renovations are carried out by the site office on the institution campus. The site office is headed by a site engineer and consists of engineers, electricians, plumbers, and gardeners.

At the institution level, a supervisor heads a team of adequate housekeeping staff employed to meticulously maintain hygiene, cleanliness, and infrastructure in the institution. Classrooms, departments, seminar halls, laboratories, washrooms, restrooms etc are maintained regularly by housekeeping staff assigned for each floor so as to provide a congenial learning environment. Dustbins are placed on every floor. AMC's for critical equipment are maintained. Laboratory assistants under the supervision of the Head of the Department maintain the efficiency of the clinical areas and laboratories of the respective department. The instruments and equipment are properly maintained and periodically they are serviced by the technicians.

The maintenance of generators, air conditioners, CCTV cameras, and water purifiers are done periodically. The college has adequate number of computers with internet connections. Utility software is distributed in all the locales like offices, laboratories, libraries, departments etc. As per the rules and policies of the institution, all the stakeholders have equal opportunities to use these facilities.

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The ICT smart classrooms and all those computer-related facilities are maintained by the technically skilled computer technician appointed by the institution. Maintaining supporting facilities in the campus requires a meticulous system. The management allocates sufficient funds for the maintenance of the physical academic and support facilities.

2. Purpose

The purpose of this policy is to outline a consistent and efficient approach to the maintenance of all infrastructure facilities. It also defines the roles and responsibilities of various committees and subcommittees to achieve effective maintenance through identification, resourcing and execution through a structured plan. As the institute caters to costly equipment, operational functionality and durability are of utmost importance which is achieved by repair and maintenance. Efficient maintenance is achieved by

- Periodic inspections
- Preventive maintenance
- Corrective maintenance Policy aims to ensure that the equipment used is
- Suitable for its intended purpose
- Maintained in a safe and reliable condition
- Maintained according to the standards of the equipment as advised by the manufacturer

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3. Objectives

Maintenance register is managed by the Material and Maintenance section to handle the maintenance record monitored by the departmental technical staff. This provides opportunity for them to get acquainted periodically with the new and upgraded equipment. The objectives of this policy are:

- To ensure maintenance of physical facilities in campus regularly.
- Availability and longevity of these physical facilities for the paramount utilization by the stakeholders, staff, and the patients.
- To ensure that assets are properly kept;
- To ensure that associated risks are effectively managed;
- Availability and reliability of equipment.
- Minimum downtime and maximum uptime.
- To prevent scrappage of consumables and spare parts

4. Policy Maintenance Categories

4.1 GENERAL RULES:

1. Studentsent sent must report to the clinic on time, as indicated in the timetable.
2. Students are expected to be prompt in their attendance in the clinic.
3. Student must not leave the department without permission.
4. No patient should be treated without a valid case paper.

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5. Student must be courteous and polite to the patient.
6. Every student must work under the supervision of teaching staff member and must follow their instructions.
7. Clinical record book must be well maintained and preserved carefully till the end of BDS course.
8. Details of the departmental register and signature of the teaching staff must be taken immediately.
9. It is mandatory to follow the code of conduct in dental practice.

4.2 PERSONAL HYGIENE:

1. Clean aprons and personal clothing.
2. Fingernails must be well trimmed.
3. Girl students must ensure that their hair is tied up or clipped well. Boys must have their hair cut short and should be well shaven.
4. Decorative bangles, wristwatches and finger-ring to be removed before entering the clinic.
5. Students should have a physical fitness certificate.
6. Students must be vaccinated against Hepatitis B.

4.3 MAINTENANCE OF ASEPSIS:

1. Clean mask, head cap and autoclaved gloves must be worn along with protective eyewear.

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2. Handle all sterile instruments, gloves, cotton, etc. with chaetal forceps only and close drums after use.

4.4 WASTE DISPOSAL PROTOCOL:

The following protocol should be followed while disposing of the waste in the clinics.

1. Black bag – paper, wrapper, kitchen waste etc.
2. Red bag – gloves, suction tips, syringes without needle.
3. Yellow bag – cotton, gauze, head cap, mouth mask.
4. Blue box – sharps, broken glassware.
5. Puncture proof can - containing 4% sodium hypochlorite solution for needles.

4.5 RADIATION PROTECTION:

1. All personnel must use the protective devices available.
2. All operators of X-Ray equipment, together with personnel who routinely participate in radiological procedures must wear personnel dosimeters (TLD badges).
3. The personnel dosimeter should be worn under the protective clothing.
4. Energized dental X-Ray equipment must not be left unattended.
5. Dental X-Ray equipment must only be operated by individuals who have been trained in the safe use of the equipment and the procedures being performed.

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4.6 RADIATION PROTECTION FOR PREGNANT WOMEN:

1. Patient should inform the dentist about her pregnancy.
2. To ensure safety during pregnancy, protective measures such as high-speed film, lead apron and thyroid collar are used.
3. Patients who are concerned about radiography during pregnancy are reassured that in all cases requiring such imaging, the dental staff will practice ALARA (As Low As Reasonably Achievable) principle.
4. Only radiographs necessary for diagnosis will be obtained.

4.7 MAINTENANCE OF CLASSROOMS:

1. Be on time for the lecture at the beginning of the day and after lunch break.
2. Do not eat or talk while the lecture is going on.
3. Raise your hand before speaking or leaving your seat.
4. Keep the classroom clean and tidy.
5. Be well-dressed in complete uniform for all the lectures.
6. Complete all assignments for lectures.
7. No sleeping in the classroom unless permitted.
8. Sit according to your roll. no and keep your desk organized.
9. Use of mobile phones is prohibited in the classroom.

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4.8 MAINTENANCE of LABORATORIES:

1. Maintain discipline in the laboratory.
2. It is important to know the location of the safety equipment and how to use it in case of an emergency.
3. All students must wear a clean and ironed lab-coat, head-cap, protective eye-wear, and covered shoes.
4. Dispose of the lab waste properly.
5. Do not eat food, drink beverages or chew gum in the laboratory.
6. Work area should be kept clean and tidy at all times. The use of mackintosh is compulsory.
7. Do not carry any inflammable objects in the lab.
8. In case of a doubt regarding any machinery or lab procedures, inform the concerned staff or available technician.
9. Ask for a demonstration before using any machines in the laboratory.
10. Check for the periodic maintenance and servicing of the machinery.

4.9 MAINTENANCE of IT Section:

1. Library users must sign in and out prior to and after use of computer.
2. Regular cleaning and switching on of the computers is done in the morning by the computer in charge.

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3. Periodic system check is done for viruses by using antivirus software.
4. Periodic software updates are done for smooth operation of the computers.
5. Regular backups are taken using hard drives to maintain a copy of the important files.
6. Malware sites are blocked as a part of protection protocol in the internet browser.
7. Desktop and C drives are not used for storage of routine files to enable smooth functioning of computers.
8. Computer servicing is done by a in house qualified computer technician.
9. The computer should be used for research and educational purposes.
10. Scan your pen drives before using them in the library computers

4.10 Maintenance of Sports Area :

The institute has a well-marked ground for kabaddi, volleyball, tennicoit and gymnasium along with indoor sports facilities. Sports committee is represented by a member from student council and it handles the procurement and maintenance of all types of sports inventory under the guidance of the Dean. Adequate fund is allocated every year for maintenance of indoor and outdoor sports facilities.

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4.11 Maintenance of Garden:

A robust mechanism is in place handled by garden committee along with contractual agencies to beautify our lush green campus daily. The green audit is conducted yearly. If any maintenance is required, the committee registers complaint to MM section via email and manages it with the contractual agency

4.12 Maintenance of Library :

1. Shelving and re-shelving all the time.
2. Maintaining order and cleanliness in the shelves and stack rooms.
3. Supervision of the collection.
4. Conservation and preservation of materials including repairs and binding.
5. Stock taking and weeding.
6. Maintaining the equipment of the library

4.13 Maintenance Fire Extinguishers:

1. Make sure the extinguisher is easily accessible and not obstructed.
2. Check for any damage like dents, cracks or rust to the outside of the extinguisher.
3. If the extinguisher is equipped with a gauge, make sure the needle is pointing to the green “charged” portion of the dial.

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4. Make sure the pin and tamper seal is in place and undamaged.
5. Check the hose and nozzle (if equipped with one) for obstructions or any signs of damage or aging.
6. Tip the extinguisher upside down to loosen any compacted extinguishing agent.
7. Make sure the label is legible and facing out when the extinguisher is mounted.

4.13 Maintenance through outsourcing:

1. CCTV maintenance is a preventive measure to ensure that surveillance equipment is operational. It is performed by security and facility teams to pre-identify defects and damages to avoid substandard performance and expensive damage costs.
2. Maintaining AC, RO Plant, Lifts, and computers is done from time to time
3. Pest control measures are undertaken as and when required
4. Sanitary napkin disposal machine is serviced periodically

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5. Facilities Assessment

Assessments are done on a quarterly, half yearly or annual basis depending upon the requirements and priority of the concerned committee.

6. Maintenance Priorities

The maintenance of the institute is executed judging the estimate and severity of breakdown. Maintenance of equipment required on daily basis for patient treatment is done on priority to avoid any delay in routine procedures.



MAINTENANCE OF INFRASTRUCTURE

Complaint Register

Analysed by

Regular Maintenance

Analysed by

Campus Supervisor

Minor Complaint

Major Complaint

Concern Department
Or
Skill Professional

Dept. HOD

Principal

Complaint Resolved

Permission
(CED /CMD)

Date /Time/Work Done