

# **POLICY FOR MAINTENANCE OF INFRASTRUCTURE**

## **MAMATA DENTAL COLLEGE**

The institute has an effective mechanism and policy for the maintenance of physical, academic and IT support facilities. The infrastructure is well maintained by implementing and following Standard Operating Procedures (SOPs). There is dedicated Maintenance Department headed by Director - Maintenance with expert staff for each - biomedical, electrical, civil, mechanical, carpentry and plumbing sections. Regular scheduling of work with logbooks ensures optimum usage of facilities.

The Head - Maintenance oversees the maintenance and utilization of physical, academic and support facilities -laboratory, library, sports complex, computers, classrooms other facilities. The CEO of the Institution who in turn monitors the work of the Supervisors at the next level. The Head - maintenance has primary responsibility in planning, purchasing, condemning and controlling the use of physical resources under the guidance of the CEO of the institution and also conducts periodic checks to ensure the efficiency / working condition of the infrastructure.

Maintenance Office team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing maintenance of rest rooms, approach roads and neatness of the entire premises.

Cleanliness of campus- Adequate in - house staff is employed to thoroughly maintain hygiene, cleanliness of the campus to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls, Hospital and Laboratories, etc. are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Washrooms and rest rooms are well maintained. Dustbins are placed at strategic locations. The Green Cover of the campus is well maintained by full time maintenance staff.

Dental Equipment - Optimum working condition of all equipment in the campus is ensured through annual maintenance contracts (AMC). Under warranty equipment is maintained by vendors. For maintenance of high-end equipment's such as CBCT, microscopes etc. an annual maintenance contract is signed with the authorized agencies/manufacturer only. Maintenance labels are placed on equipment, such as date of service due date of next service. Every department maintains a stock register and logbook for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year.

LABORATORIES- All the laboratory equipment are taken care by Bio-medical engineers. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Principal of Institution.

COMPUTERS - The IT Department of the institute is taken care of technical issues related to computers. Standard operating procedures are in place for maintenance of IT infrastructure.

SAFETY: Maintenance of the campus is monitored through surveillance Cameras.

The budget allocated is optimally utilized by staff appointed for maintenance and repairs of civil works. System for proactive planning is in place with Head of the Institute, Maintenance Unit working in collaboration for proper maintenance of infrastructure. All the buildings of Mamata Dental College are insured.