



**HON.SHRI.ANNSAHEB DANGE AYURVED MEDICAL  
COLLEGE & POST GRADUATE RESEARCH CENTER ,  
ASHTA, DIST SANGLI**

**INFRASTRUCTURE MAINTENANCE POLICY**

**IQAC CELL**

**TABLE OF CONTENTS**

- 1. INTRODUCTION**
- 2. OBJECTIVES**
- 3. MAINTENANCE FUNDS**
- 4. MAINTENANCE CATEGORIES**
- 5. PHYSICAL FACILITIES ASSESSMENT**
- 6. MAINTENANCE COMMITTEE**
- 7. MAINTENANCE PRIORITIES**
- 8. MAINTENANCE OF PHYSICAL FACILITIES**
- 9. MAINTENANCE OF CAMPUS CLEANLINESS**
- 10. MAINTENANCE AND UTILISATION OF LIBRARY AND LIBRARY RESOURCES**
- 11. MAINTENANCE AND UTILISATION OF SEMINAR HALLS AND AUDITORIA**
- 12. MAINTENANCE OF ELECTRONICS AND INSTRUMENTS**
- 13. MAINTENANCE OF LAB EQUIPMENT**
- 14. MAINTENANCE OF ELECTRONICS AND INSTRUMENTS**
- 15. MAINTENANCE OF ICT FACILITIES**
- 16. MAINTENANCE OF SPORTS AND GAMES FACILITY**
- 17. MAINTENANCE OF OTHER AMENITIES**
- 18. ANNUAL STOCK CHECKING**
- 19. REPLACEMENT OF EQUIPMENT/ ELECTRONICS /COMPUTERS**
- 20. DAY TO DAY EMERGENCY MAINTENANCE**

## **INFRASTRUCTURE MAINTENANCE POLICY**

### **1. INTRODUCTION :**

The institute has an established system for maintenance and utilization of physical facilities like computers, classrooms, equipments laboratories etc. in both the campus a academic building Hon. Shri. Annasaheb Dange Ayurved Medical College as well as in a teaching Dhanvari hospital .This document provides a management framework and outline on the allocation of responsibilities to ensure the maintenance of existing infrastructure facilities. Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented in this document.

### **2.OBJECTIVES :**

The objectives of this policy are to:

- Clarify maintenance responsibilities for land and building assets
- Specify the minimum requirements of maintenance
- Ensure that associated risks are effectively managed
- Statutory compliance
- Appropriate decisions are made in selecting maintenance strategies;and proper allocation of maintenance funds.

### **3. MAINTENANCE FUNDS :**

Maintenance funds will be used to achieve care and performance of buildings and associated infrastructure within the constraints of available resources. Maintenance funding is prioritized within budget levels and will be allocated in consideration of the following factors,

- Statutory compliance
- workplace health and safety
- risk management
- asset life cycles
- impact on teaching and research programmes
- public appearance
- property loss or damage

### **4. MAINTENANCE CATEGORIES:**

- I. Preventive maintenance is maintenance which is carried out to prevent an item failing or wearing out by providing systematic inspection, detection and prevention of incipient

failure. Preventative maintenance is usually programmed.

- II. Statutory maintenance is when plant such as lifts, fire systems, fume hoods and air conditioning systems are serviced and maintained in accordance with legislative requirements.
- III. Corrective maintenance can be defined as maintenance that is required to bring a system back in working order when it has failed or worn out.
- IV. Backlog maintenance is carried out to prevent the deterioration of an asset or its function.

**5. PHYSICAL FACILITIES ASSESSMENT:**

A physical facilities audit will be carried out by institute at regular interval of quarterly in each year.

**6. MAINTENANCE COMMITTEE :**

Maintenance committee has been formed as a part of intercollegiate committee,

Year 2018-19  <b>Maintenance &amp; House Keeping Cell</b>	<b>Coordinator</b>	<b>Dr. Shraddha Shelke</b>
	Member	Mr. Prashant Patil
	Member	Mr. Yuvraj Patil
	Member	Mr. Avinash Gaikwad
	Store Keep.	Mr. Rajaram Shid
	House Keep.	Mr. Ravi Kolekar
	Electrician	Mr. Vaibhav Shinde
	EDP	Mr. Rajwardhan Shinde
	Plumber	Mr. Amol Jadhav
	Carpenter	Mr. Sanjay Kurne

**7. MAINTENANCE PRIORITIES:**

When work request received by the maintenance committee, the Coordinator will assign a priority rating. The work will carried out determining the priority based information received from the requestor. Completion of a work request may be affected by a number of factors, for example, parts may need to be ordered or equipment may need to be taken to another location for repair etc. Response and completion time may also be affected by priorities.

**8. MAINTENANCE OF PHYSICAL FACILITIES:**

The physical facilities are maintained by the Institution's maintenance section, which comprises competent EDP in charge, services of plumber, electrician, store keeper etc. are available round the clock in the campus. These are responsible for the uninterrupted power supply, maintenance

of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by supportive staff.

#### **9. MAINTENANCE OF CAMPUS CLEANLINESS:**

Cleaning of the campus area in both campuses including the academic and administrative buildings, teaching hospital is performed daily in the morning before the regular classes begin with the help of housekeeping team. Toilets are cleaned once every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the senior clerk.

#### **10. MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES:**

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Head of Departments report to the administration periodically for all the maintenance works as per ISO 9001-2015 standards. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staff of respective departments monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to up keep the furniture.

#### **11. MAINTENANCE AND UTILISATION OF LIBRARY AND LIBRARY RESOURCES:**

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents to prevent the staining of documents and promote chemical and biological problems. Cleaning should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials

should be kept in a dust-free, temperature and humidity controlled room.

- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants.
- Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects. Repellants are used to save materials from Rats.

## **12. MAINTENANCE AND UTILISATION OF SEMINAR HALLS AND AUDITORIUM:**

Seminar hall and conference room is available on third floor which is taken care of by the housekeeping team. Effective utilization of seminar hall and conference for organising academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organising faculty/staff member submits a request through HOD to Principal and the date of event is registered and the hall is accessed on priority basis.

## **13. MAINTENANCE OF LAB EQUIPMENT**

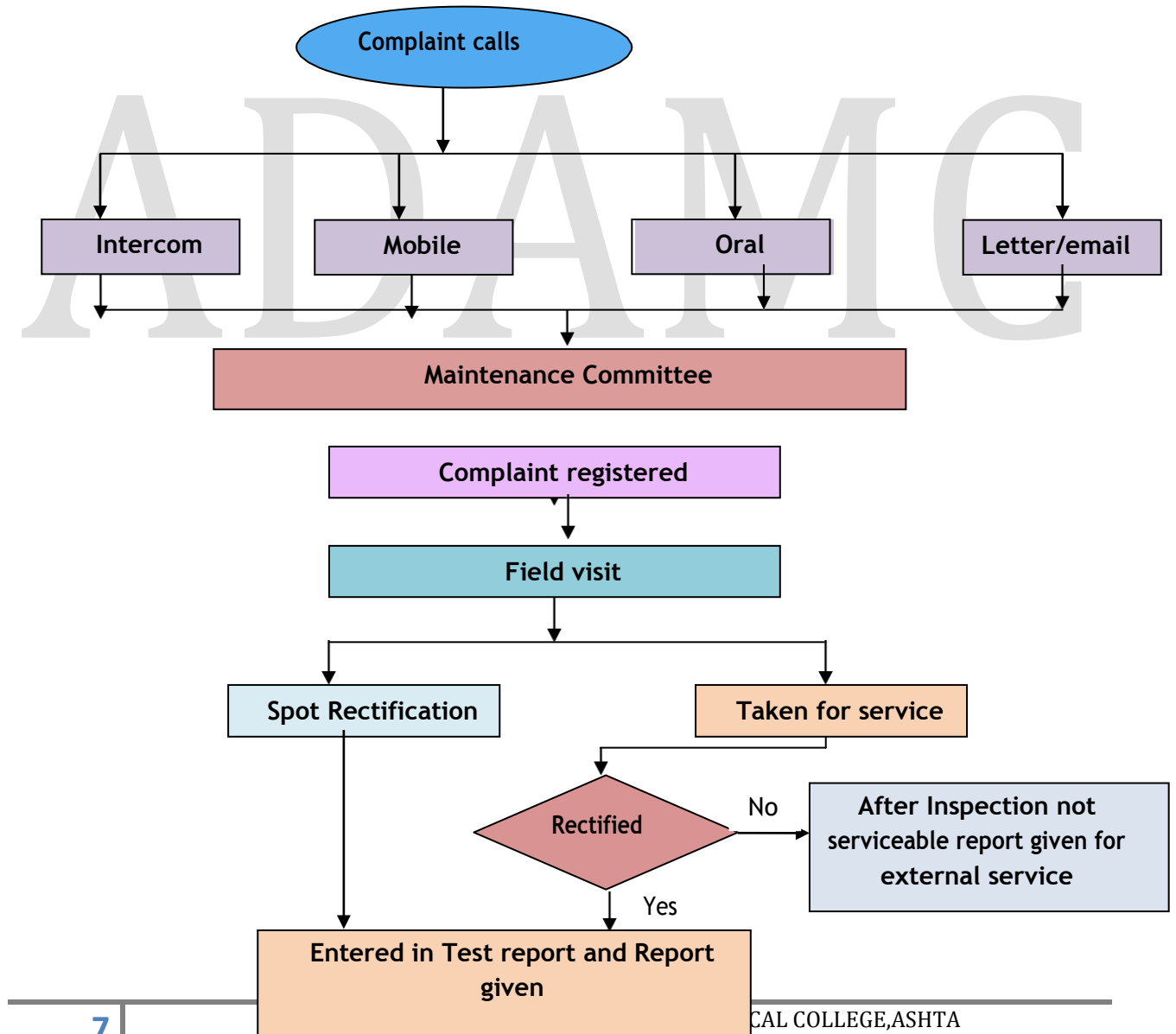
The respective faculty members, staff, lab assistants are given responsibility to maintain the equipments under their premises. Stock registers, asset registers, log books, tools and plant registers are maintained by the respective laboratories to report entries. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal.

Standard operating procedures for all high end equipments are made available to the users. Protocols are made available for the safe handling of the equipments. Breakage and repair if any, are reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures are taken for speedy functioning of the equipment. Breakage of glassware intended for use by students and scholars are entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year and by the research scholars at the culmination of the course programme.

Annual deadstock register is sustained for maintenance. They are maintained by a faculty-in-charge who reports to the corresponding head of department on all matters related to the working and maintenance and in-campus service and outsourcing of the equipments. Entry to the labs is through log book registration.

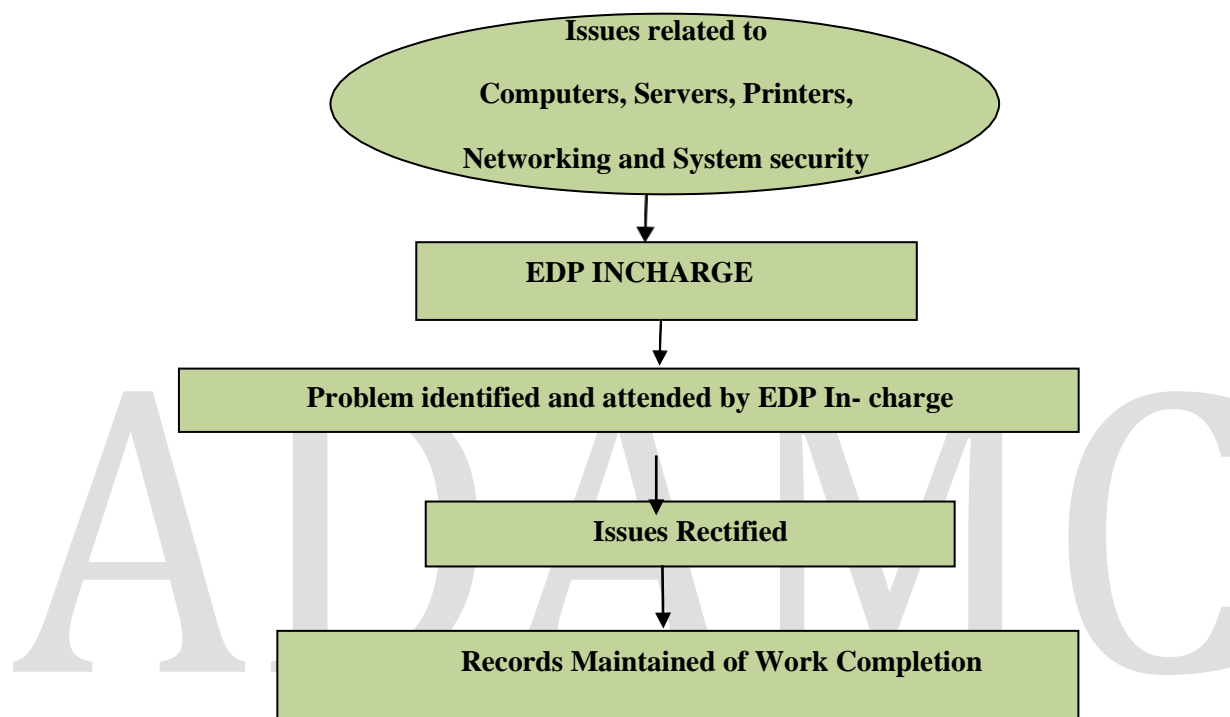
**14. MAINTENANCE OF ELECTRONICS AND INSTRUMENTS :**

An instrumentation maintenance facility provides essential support of servicing and maintaining instruments and electronic items utilized in the various laboratories. Three technicians attached to maintenance committee extend their service to all the departments to ensure optimal utilization of instruments.



### 15. MAINTENANCE OF ICT FACILITIES:

In campus EDP in charge & its support staff maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by respective center.



### 16. MAINTENANCE OF SPORTS AND GAMES FACILITY

The sports equipments, fitness equipments, ground and various courts in campus are supervised and maintained by the Physical Director and Faculty members of Physical Education Department respectively. Expensive equipments in the fitness lab are maintained through Annual Maintenance Contract. Gymnasium and playgrounds are maintained by the staff of the Department of Physical Education.

### 17. MAINTENANCE OF OTHER AMENITIES

The gardens, herbal garden, plants are maintained by support staff. The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campus are equipped with 24 X 7 safe and adequate drinking water supply using water purifiers under Annual Maintenance Contractor. Fire extinguishers are installed in various blocks and are maintained by the respective support staff. Amenities like canteen , stationery, bank and ATM facilities are



accessible for all stakeholders are maintained by respective service providers on annual contract.

Green environmental aspects as Garden, solar panels, wind mill, Nakshatra Garden (a congregation of trees and plants reared in the name of the 27 stars) , rain water harvesting are maintained by the gardeners every day and frequently by the National Service Scheme volunteers as a service activity.

Both the campus are under surveillance of CC TV. and this facility is taken care by annual contract with the service providers.

### **18.ANNUAL STOCK CHECKING**

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

### **19.REPLACEMENT OF EQUIPMENT/ ELECTRONICS /COMPUTERS**

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e – waste the outdated electronics /computers are put on buy back as per norms and new items are procured with proper quotation.

### **20. DAY TO DAY EMERGENCY MAINTENANCE**

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Maintenance committee and his team members.

### **21. LABORATORY TEST OF DRINKING WATER**

Institute have MOU with clinical laboratory of testing with “Nikhil Laboratories,Sangli” . With collaboration we test the water in borewell and drinking water tanks half yearly.