



# MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)  
and affiliated to the Tamil Nadu Dr. M.G.R.Medical University, Chennai

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798  
E-Mail : info@madhadentalcollege.com Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

<b>MAINTENANCE POLICY</b>	<b>Policy No:</b> MDC/ME/2021/18 <b>Date:</b> 16-09-2021 <b>Issue:</b> 00 <b>Pages:</b> 1-5
<b>POLICY</b>	
<p>Madha Dental College and Hospital has an effective mechanism and policy for the maintenance of physical, academic and IT support facilities in the campus which is made operational by the <b>Campus Maintenance Committee</b> constituted by the institution.</p>	
<b>OBJECTIVES</b>	
<p>The Campus Maintenance Committee makes sure that all the facilities and its maintenance are being timely addressed. This includes routine maintenance, cleaning, recycling, waste management, conservation and establishment of new facilities. The infrastructure is well maintained by implementing and following Standard Operating Procedures (SOPs).</p>	
<b>ROLES AND RESPONSIBILITIES</b>	
<b>Institutional Representatives Roles</b>	<b>Responsibilities</b>
<b>Director, Chairman of the Committee</b>	Organization and Maintenance of the committee, which relates to creating an organizational structure for facilities.
<b>Vice-Chairperson, Chairperson of the Committee</b>	Maintenance of inspection, building examination in order to prepare a maintenance plan, gather information to form the basis for the maintenance program, drafting inspection checklists for building structures.
<b>Dean (Advisor)</b>	Guidance and facilitation of the infrastructure maintenance
<b>Principal (Convener)</b>	Maintenance planning including maintenance policy formulation and aspects of maintenance funding. Formulating a maintenance strategy for achieving better use



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	of facilities and minimizing the cost of resources
<b>Vice-Principal (Member)</b>	To conduct meetings and to prepare and distribute meeting agendas and minutes of the meeting and to be familiar with the institutional structures, committee guidelines and activities.
<b>Administrative Officer (Member)</b>	To maintain vendor list related to campus maintenance and to share resources amongst the departments
<b>Resident Engineer (Member)</b>	To review projections of future facility, an infrastructure requirement and to monitor on the greening of the campus, waste disposal and management / recycling process etc.
<b>Superintendent (Member)</b>	To contribute in conservation and beautification of campus, to conduct awareness program on sustainable development goals & conservation. To facilitate "Help Desk" for the visitors, to conduct annual self-evaluation of the performance of the committee and the effectiveness and compliance.

## ACTION PLAN

1. The management ensures optimal allocation of financial resources to the institution after processing the budget proposal from the Principal of the College.
2. Optimal utilization of the resources for maintenance of different facilities is undertaken by holding regular meetings of various committees, constituted for this purpose as per requirements to ensure the safety and well-being of students.
3. The budget allocated is optimally utilized by staff appointed for maintenance and repairs of civil works.
4. System for proactive planning is in place with the Principal of the College and Maintenance staff working in collaboration for proper maintenance of infrastructure. The Campus Maintenance Committee



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shall meet thrice a year (July/November/April) and additionally as and when needed. Date of meeting will be decided by the committee on a yearly basis.

## Maintenance Committee

There is a dedicated Maintenance Committee managed by Head - Maintenance with expert staff for each section, such as biomedical, electrical, civil, and mechanical, carpentry and plumbing. Regular scheduling of work with logbook entry before and after completion of the work is streamlined.

The Head - Maintenance oversees the maintenance and utilization of physical, academic and support facilities such as laboratories, library, sports arena, computers, classrooms and other facilities.

The Head of the Institution reports to the Head - Maintenance, who in turn monitors the work of the Supervisors at the next lower level.

The Head - Maintenance has primary responsibility in planning, purchasing, condemning and controlling the use of physical resources under the guidance of the Head of the institution and also conducts periodic checks to ensure the working condition of the infrastructure.

## Maintenance Office Team

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, and neatness of the entire college premises.

## Cleanliness and Sanitation Committee

An adequate number of in-house staff have been employed to maintain hygiene and cleanliness of the campus. 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 by the sanitary staff monitored by their respective supervisors. Dustbins are placed at strategic locations and color-coded bins are provided too for easy disposal of waste.

## Dental Equipment

Optimum working condition of all equipment in the campus is ensured through Annual Maintenance Contracts (AMC) signed by the authorized manufacturer of the equipment. Maintenance labels are placed on each equipment, mentioning date of service and due date of next service. Every department maintains a



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stock register and log book for the same. Inspection and verification of stock takes place at the end of every year.

## Laboratories and Computers

**Laboratories** - All the laboratory equipment are taken care by concerned laboratory technicians. Periodic reporting on requirements of repairs and maintenance are submitted by the Heads of the Departments (HODs) to the Principal of Madha Dental College and Hospital, Chennai.

**Computers** - The IT Department of the college takes of technical issues related to computers. Standard operating procedures are in place for maintenance of IT infrastructure.

## Purchase, Human Resource, Safety and Security Committee

**Purchase Committee** – It oversees the procurement of various medical, non-medical, equipment, consumable and non-consumable materials. An annual audit is conducted and submitted to the management.

**Human Resource Committee** – It handles staff recruitment and staff welfare policies of the institution. The institute encourages the faculty to continuously upgrade their knowledge in their respective fields, by providing research opportunities, and encouraging the faculty to participate in national and international forums.

**Safety and Security Committee:** The security of the institution is maintained by the Chief Security Officer and team, along with the help of surveillance cameras. Fire extinguishers and water hoses are placed at strategic locations. Besides, all the buildings of Madha Dental College and Hospital are insured.

## Support System

- i. An IT department supports the ICT of the class rooms, seminar halls, hospital information system and student information system,
- ii. The Central Library, is headed by the Chief Librarian, who purchases books and journals through the appointed committee.
- iii. Student progress is monitored and regular follow-ups are carried out by the Dean through the Mentor and Mentee system. The Research Board encourages the under-graduate and post-graduate



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students to take up research projects and ensures quality of research work conducted in the institution.

- iv. The Institution has full-fledged sports arena with students being encouraged to take part in various competitions. The Cultural Committee, organizes cultural competitions to bring out the talents of the students.
- v. The NSS unit is active in taking up social responsibilities by providing various services to the community like blood donation camps, environmental awareness campaigns and health education, tobacco cessation programmes and dental hygiene awareness programs.
- vi. The registered Madha Alumni Association is an active and integral part of the support system and development of the institution.
- vii. The college campus is environment friendly and used solar energy panel.
- viii. Presence of an ATM and cafeteria cater to the needs of staffs and students.

Prepared by IQAC Co-Ordinator	Verified by IQAC Director	Approved by Principal
		 <b>PRINCIPAL</b> <b>MADHA DENTAL COLLEGE &amp; HOSPITAL</b> <b>KUNDRATHUR, CHENNAI - 600069</b>