

Institute of Dental Studies & Technologies

(Under the auspices of Dental & Medical Educational Trust)
Delhi-Meerut Road, N.H.-58, Kadrabad, Modinagar-201 201, Distt. Ghaziabad (U.P.)
Mob. : +91-7617665566
Website - Idst.ac.in E-mail : Info@Idst.ac.in

Ref. No. IDST/5679

Date 27/01/2023

NOTICE

To,

Dr DEEPANKAR MISRA (PROFESSOR, DEPT OF OMR)
MR SIJU SOMARAJAN (ADMINISTRATOR, MANAGER MAINTENANCE)
MR RAM AVATAR (CHAIR TECHNICIAN)
MR TULA SINGH (CENTRAL STORE INCHARGE)
MR ABID (CARPENTER)
MR KAPIL (ELECTRICIAN)
MR RANJAN (PLUMBER)

All are requested to attend a meeting in the Conference Room, IDST on 31/01/2023 at 10:30 hours to discuss the maintenance and other civil work of the various building of the campus.


Dr Nishi Agarwal
Principal Incharge





Institute of Dental Studies & Technologies

(Under the auspices of Dental & Medical Educational Trust)
Delhi-Meerut Road, N.H.-88, Kadrahad, Modinagar-201 201, Dist. Ghazipur (U.P.)
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Ref. No. IDST/5710

Date 01/02/2023

MINUTES OF THE MEETING OF THE MAINTENANCE COMMITTEE

Date: January 31, 2023

Time: 10:30 am

Venue: Conference Room, IDST

Agenda:

1. Discuss the minutes of the last meeting
2. Review of the maintenance work (Civil, Electrical, Plumbing, Furniture and Fixture) of previous year
3. Planning of regular maintenance for the next year.
4. Any other matter with the permission of the chair.

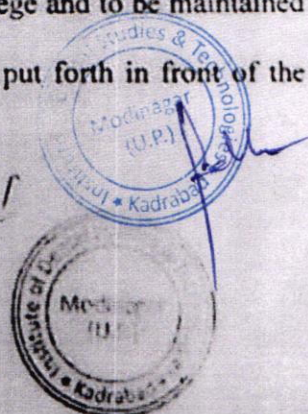
Members attended

Dr NIDHI AGARWAL (PRINCIPAL INCHARGE, IDST MODINAGAR)
Dr DEEPANKAR MISRA (PROFESSOR, DEPT OF OMR)
MR SHU SOMARAJAN (ADMINISTRATOR, MANAGER MAINTENANCE)
MR RAM AVATAR (CHAIR TECHNICIAN)
MR TULA SINGH (CENTRAL STORE INCHARGE)
MR ABID (CARPENTER)
MR KAPIL (ELECTRICIAN)

Decisions

1. Minutes of last meeting were discussed and confirmed.
2. Dr Nidhi Agarwal (Principal Incharge) enquired about the maintenance work in the dental college, hospital and hostel areas.
3. It was decided to prepare a maintenance time table and the maintenance committee members to visit every department on daily basis to check smooth functioning of all dental chairs, electrical switches, furniture and other accessories.
4. List of equipments and accessories required for daily maintenance of Dental College.
5. Complain slips to be distributed to all the departments of dental college and to be maintained centrally with Mr Shiju (Maintenance Manager)
6. Major works which were to be planned were discussed and to be put forth in front of the management for approval and budgeting.

To be implemented
for



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Date

MAINTENANCE COMMITTEE GUIDELINES

The maintenance committee of the institute oversees the infrastructure periodically by undertaking the required maintenance work in the institution and the maintenance head holds the responsibility to renew or update licenses and certificates.

STATEMENT:

- To provide infrastructural facilities for enhancing value based Dental education contributing to institute development.
- Optimal utilization of the resources for maintenance and upkeep of different facilities as per the requirements in the interests of institutional upliftment.

GENERAL ADMINISTRATION:

Operational plan

1. The maintenance department looks after overall functioning and maintenance of the various infrastructure facilities including electrical, civil and plumbing etc.
2. The sanitary supervisors maintain the cleanliness and hygiene of the institution and its surroundings.
3. The equipment of the institute (clinical and laboratories) are maintained by a team of trained Bio technicians in addition to many of the equipment being under AMC of the respective companies.
4. In case of a breakdown, the maintenance committee will be notified by the concerned department and the designed committee member will initiate process of repair of that equipment. In addition information about such breakdown will be given to maintenance head and proper record to be maintained by the same.
5. Fire fighting mechanism, including fire extinguishers and water hoses are placed at strategic locations and to be regularly maintained.
6. The Purchase team looks into the procurement of various medical, non - medical, equipment. Consumable and non-consumable materials and maintains quality. An annual audit is conducted and submitted to the management.
7. The IT department looks into the maintenance of hardware and software related issues, anti - virus up gradation, LCD projectors, printers and ICT enabled classrooms.

for
12/12/23



Institute of Dental Studies & Technologies
Modinagar
(U.P.)
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Resolving Complaints

- Complaint of equipment breakdown is made by concerned department to the maintenance committee through the complaint log slip. The same is attended to by in house technical staff on the same day. If the requirement is urgent, it is attended immediately.
- Complaint escalation matrix – Technical staff is the first resolver, if not resolved within 24 hours, the complaint goes to second resolver i.e. maintenance supervisor. If not resolved in another 24 hours, the complaint is escalated to third resolver i.e. maintenance head. If still not resolved in another 24 hours (4th day), the complaint goes to fourth resolver i.e. Principal. On 6th day, unresolved complaint is escalated to the chairman. A follow-up will be done till such time equipment is repaired.
- Time of completion of repairs shall be recorded to enable computation and monitoring of equipment down time.
- Dental chairs – the dental chair technician is called by the concerned department who prepares a list for all parts of dental chair that are checked on regular basis. Dental chair maintenance schedule is made that ensures that 12 chairs are checked /technician /day on random basis.

Preventive Maintenance Plan

- All major equipment not under warranty by the vendor has been placed under a Comprehensive Annual Maintenance Contract (CAMC). The CAMC vendor shall carryout preventive maintenance and a service report shall be kept as a record of preventive maintenance having been carried out. Calibration if applicable shall be included in preventive maintenance once a year.
- Annual Maintenance Contracts (AMC) are in place for intra – oral X ray machines, OPG, CBCT, compressors, RO water unit, generators, lifts, central air conditioning units and solar water plant. Due dates are tracked by maintenance supervisor. Checklist of service parameters is made for each of the above equipment.
- Records of service reports as provided by vendors are maintained.

Handwritten signature
12/12/23
