



Godavari Foundation's

DR. ULHAS PATIL MEDICAL COLLEGE & HOSPITAL,

Recognized by Medical Council of India, Approved by Central Govt. of India, New Delhi,
Letter no. MCI-34(41)/2012-med./158127, dated 05/02/2013

Affiliated to Maharashtra University of Health Sciences, Nashik [College Code-1306]

Jalgaon-Bhusawal Road, NH-6, Jalgaon Kh, Tal. & Dist. Jalgaon 425309

Tel. No. (0257)2366657, 2366678 Fax No. 0257-2366648

Email ID : dupmcj@yahoo.in Web Site : www.dupmc.ac.in

4.5.2 QIM There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc.

DUPMC is affiliated to Maharashtra Health & Sciences University, Nashik and National Medical Commission.

The institute has provided and maintained all the infrastructure required by its statutory and regulatory governing bodies.

The institute has an effective system & process for maintenance of physical & academic support facilities.

The infrastructure is well maintained by implementing Standard Operating Procedures for maintenance of physical facilities.

There is dedicated Maintenance Department & maintenance committee with expert staff for biomedical, electrical, civil, mechanical, carpentry and plumbing section.

Regular scheduling of work with log books ensures optimum usage of facilities. The Maintenance Committee oversees the maintenance and utilization of physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms & other facilities.

Maintenance committee 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 efficiency / working condition of the infrastructure.

- **Maintenance of infrastructure-** Site Office team looks after the regular maintenance of works such as furniture repairs, civil works, painting, carpentry, plumbing, 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. Wash rooms 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.
- **Equipment's-** Optimum working condition of all equipment's in the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Under Warranty equipment's are maintained by residential engineer of vendors. For maintenance of high-end equipment's such as CT Scan, MRI etc. an annual maintenance contract is signed with the authorized agencies/manufacture only. Maintenance labels are placed on equipment's, such as date of service & due date of next service. Every department maintains a stock register & log book for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year.
- **Laboratories-** All medical equipment's are taken care by Bio medical dept& engineers through AMC. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Head of Institution.
- **Computers-** The IT Department of institutes take care of technical issues related to computers. There is frequent updation of IT facilities. Regular updation of software's, anti virus is done on regular basis by IT dept. Appropriate IT maintenance records are maintained.
- **Sports Facility-** All the grounds, Gym., Yoga facilities are maintained by dedicated staff under supervision of Physical Director. Necessary purchasing, maintenance, repair records are maintained for sport facility available in the campus. Stock records are maintained for sports equipments.



(Signature)
Dean

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GF/DUPMCH/DO/2019/524

CIRCULAR

Date 01/07/2019

Maintenance & Green Campus Committee (College) for the academic year 2019-2020 is constituted as under.

| Sr no. | Name | Department | Designation |
|--------|-----------------------|---------------------------|-----------------------|
| 1 | Dr. N.S. Arvikar | Dean | Chairman |
| 2 | Mr. Pramod Bhirud | | Registrar |
| 3 | Ashish Bhirud | HR Manager | Asst Member Secretary |
| 4 | Dr. Shirish Gondane | CCL Incharge | Member |
| 5 | Mr. Sanjay Bhirud | Civil Engineer | Member |
| 6 | Mr. Surendra Gawande | Sport (physical Director) | Member |
| 7 | Mr. Paresh Patil | Office Superintendent | Member |
| 8 | Mr. Bhushan Chaudhari | Network administrator | Member |
| 9 | Mr. Rupesh Patil | Audio visual technician | Member |
| 10 | Mr. Akash Ingale | Workshop technician | Member |
| 11 | Mr. Parag rane | Store keeper | Member |
| 12 | Mr. Bapu Koli | Plumber | Member |
| 13 | Mr. Golu Nimbalkar | Plumber | Member |
| 14 | Mr. Gawande Surendra | Gardener | Member |
| 15 | Mr. Paresh Borole | Peon | Member |

- 1) Member Secretary to form SOP within a week.
- 2) Meeting to be conducted regularly as per requirement
- 3) Minutes of the meeting to be submitted to Dean Office regularly.




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Dr. Ulhas Patil Medical College &
Hospital, Jalgaon kh.

Stock maintenance and green campus committee (college) Index

| Sr. No. | Sr. No. Particular |
|---------|---|
| 1 | Standard Operating Procedure(SOP) |
| 2 | Composition of stock maintenance and green campus committee (college |
| 3 | Guideline |
| 4 | Meeting circular & Minutes of meeting(MoM) |



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Standard Operating Procedure (SOP)

This committee is responsible for developing and implementing strategies for the effective maintenance of the institute infrastructure and other related facilities.

Objectives :

- To insure proper maintenance of physical property and facilities in the campus.
- Ordinary preventive maintenance as well annual maintenance.
- Long range plans for repair/replacement of equipment.
- Regular review of condition of infrastructure and other facilities.

Roles and responsibilities:

- Develop a plan to respond quickly and appropriately to maintenance emergencies
- Co-ordinate maintenance work with concerned staff
- To regularly review the condition of the campus building, ground, utilities and other infrastructure to ensure their adequacy through different sections
- To bring to the notice of authority on any irregularities in the conditions of the infrastructure and facilities
- To arrange agency for different audit reports
- To regulate services of maintenance by Internal Service Provider (ISP) or dedicated staff of respective maintenance section or External service provider (ESP).
- Periodic submission on requirements of repairs and maintenance by the
Different maintenance sections i.e. the Administrative office & HOI
- To process the remaining requirement collectively in every year at the end so as keep things ready for new year.



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Maintenance services divided in to 3 categories

- a) Emergency : service requests shall be classified as an emergency when the work requires immediate action to eliminate hazards that could danger life or cause serious injury to personnel, to prevent loss or damage to college property, or to restore services
- b) Urgent- services request shall be classified as urgent when repairs or restoring services do not immediately endanger personal property but which would soon lead to property damage, or affect the health or well-being or personnel or a user group activity.
- c) Routine : service requests shall be classified as routine when they do not qualify as Emergency or Urgent, or when further work is required after arresting emergency conditions.

Maintenance Department categorized into different sections as follows

- IT infrastructure
- Civil & infrastructure related maintenance
- Electrical maintenance
- Green practices & sports sections maintenance
- Stock maintenance.




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