



# **MALWANCHAL UNIVERSITY**

**(Index Group of Institutions)**



## **Maintenance Policy**

### **Year - 2025-2026**



**MAINTENANCE  
POLICY**

**2025-2026**

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*[Handwritten Signature]*  
**Registrar  
Malwanchal University  
INDORE (M.P.)**

**MALWANACHAL UNIVERSITY, INDORE**  
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**MAINTENANCE POLICY**

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## **1- INTRODUCTION**

Malwanchal University has established a comprehensive maintenance system to ensure that all physical infrastructure, equipment, and support services function efficiently. Proper maintenance helps in creating a safe, reliable, and conducive environment for teaching, learning, research, and administration. Regular maintenance also reduces unexpected failures and extends the life of university assets.

## **2- PURPOSE**

The purpose of this maintenance policy is to ensure smooth functioning of all university facilities and services through planned and systematic maintenance activities. It aims to enhance safety, reduce operational disruptions, prevent major breakdowns, and improve overall efficiency of academic and administrative operations.

## **3- SCOPE**

This policy applies to all buildings, departments, laboratories, hostels, libraries, administrative offices, IT infrastructure, electrical systems, and utility services of Malwanchal University. It covers preventive, corrective, and emergency maintenance activities carried out across the campus.

## **4- OBJECTIVE**

The main objectives of this maintenance policy are:

- To maintain all university assets in safe and operational condition
- To ensure the safety and comfort of students, faculty, staff, and visitors
- To minimize equipment failure and reduce maintenance costs
- To support uninterrupted academic, research, and administrative activities
- To comply with safety and regulatory standards

## **5- MAINTENANACE COMMITTEE**

The organization has formed a maintenance committee for effective management go daily ,monthly and annual maintenance Staff is trained in NABH standards Maintenance staff is available round the clock .The composition of the Maintain committee is a follows :

Maintenance Committee at Malwanchal University is responsible for infrastructure care, utility management, repairs, preventive servicing, and safe operations of the campus environment. It involves technical and administrative representatives to ensure coordinated upkeep.

S.NO.	NAME	DESIGNATION	DESIGNATION IN COMMITTEE
1	Dr. Swati Prashant	Medical Superintendent	Chairperson
2	Dr. (Prof.) Supriya Mushriff	CEO Quality	Convener
3	Dr. Baruj Dwivedi	Hospital Administrator	Member
4	Dr. Anuradha Jain	HOD Pediatric	Member
5	Dr. Ajay singh	HOD Ortho	Member
6	Dr. Pooja Deodhar	HOD OBS & GYN	Member
7	Dr. Amit Katlana	HOD Surgery	Member
8	Dr. Sudhir Mourya	HOD Medicine	Member
9	Dr. Parikshit Sharma	HOD Skin & VD	Member
10	Dr. Ram Ghulam Razdan	HOD Psychiatry	Member
11	Dr. Sonali Mittal	HOD Ophthalmology	Member
12	Dr. Sangeeta Bansal Agrawal	HOD Anesthesiology	Member
13	Dr. Sanjeev Narang	Director Pathology	Member
14	Dr. Amlendu Nagar	HOD Radiology	Member
15	Dr. AM Nayyar	HOD CSSD	Member
16	Dr. Poonam Patel	HOD Pharmacology	Member
17	Dr. Manoj Prajapati	Nursing Superintendent	Member
18	Dr. Javed Pathan	Pharmacy Principal	Member
19	Mr. AS Upadhyay	HOD MRD	Member
20	Mr. Ajit Singh Pawar	OT incharge	Member
21	Mr. Subhash Parmar	CSSD Incharge	Member
22	Dr. Baruj Dwivedi	Incharge ICN	Member
23	Miss Muskan Pathak	Quality Manager	Member
24	Miss Priyanka Suryavanshi	Incharge ICN	Member
25	Mr. Vishwajeet Singh	Quality Executive	Member
26	Mr. Rakesh Mishra	Quality Executive	Member
27	Mr. Someshwar Rao	Facility Manager	Member
28	Mr. DP Arya	Security Incharge	Member

## 6- ASSIGNED RESPONSINISIBILITIES OF MAINTENANCE PERSONNEL

### 1. REMIT AND RESPONSIBILITIES OF CORE COMMITTEE

The core committee will:-

- Provide assurance that services are being delivered in a high quality and safe manner.
- Ensure, by the use of clinical evidence that variation in clinical practice and identified and addressed in timely manner.
- Oversee arrangements for overall management of hospital services.

- Review reports from external agencies relevant to the quality and performance.
- To monitor service standards in relation to safeguarding children and adults, infection prevention and control, information governance and research and to identify the risks associated with these items.
- Review and agree key clinical policies or arrange to medicine management prescribing guidance and policies as appropriate.
- Receive regular reports to demonstrate patient experience obtained through quality monitoring, patient feedback, complaints and use them to drive quality improvement.

## **7-POLICY STATEMENT**

Malwanchal University is committed to implementing effective maintenance practices through proper planning, skilled manpower, and timely resource allocation. The university emphasizes preventive maintenance to reduce risks, ensure compliance with safety norms, and maintain a clean, functional, and sustainable campus environment.

## **8-PROCEDURE**

The maintenance procedure includes regular inspections, preventive maintenance scheduling, reporting of faults through a defined system, timely corrective actions, and follow-up checks. All maintenance activities are documented to ensure accountability, performance monitoring, and continuous improvement.

The Committee oversees the following types of work:

- Preventive Maintenance — Scheduled servicing of utilities and equipment.
- Corrective Maintenance — Repair of breakdowns or faults.
- Renovation & Infrastructure Upkeep — Long-term repairs, building upkeep.

## **9-INFRASTRUCTURE MAINTENANCE**

Infrastructure maintenance refers to the regular upkeep and management of physical structures and basic facilities of Malwanchal University to ensure safety, durability, and smooth functioning. It includes maintenance of academic buildings, administrative blocks, laboratories, hostels, libraries, roads, pathways, boundary walls, drainage systems, water supply, and sanitation facilities.

Regular inspections are carried out to identify structural damages such as cracks, leakages, dampness, or wear and tear. Preventive and corrective maintenance activities are planned to avoid major repairs and ensure long-term sustainability of infrastructure.

## **10-EQUIPMENT MAINTENANCE**

Equipment maintenance encompasses the systematic inspection, servicing, calibration, and repair of laboratory instruments, teaching aids, medical and technical equipment, and office machinery. A structured maintenance program ensures optimal performance, accuracy, safety, and operational reliability. Regular preventive maintenance minimizes equipment downtime, extends service life, and supports uninterrupted institutional functioning while maintaining compliance with quality and safety standards.

## **11- FACILITY MAINTENANCE**

Facility maintenance includes upkeep of university buildings, classrooms, laboratories, hostels, washrooms, corridors, water supply systems, drainage, and waste management. Regular maintenance ensures cleanliness, hygiene, structural safety, and a comfortable environment for all campus users.

## **12- IT MAINTENANCE**

IT maintenance focuses on the upkeep of computers, servers, networking systems, software applications, and digital infrastructure. It includes system updates, data backup, cybersecurity measures, troubleshooting, and technical support to ensure smooth digital and academic operations.

## **13- ELECTRICITY MAINTENANCE :**

Electrical maintenance includes routine inspection and servicing of wiring systems, lighting fixtures, electrical panels, generators, UPS systems, and safety devices. Proper electrical maintenance ensures uninterrupted power supply, energy efficiency, and prevention of electrical hazards.

Maintenance Committee at Malwanchal University is responsible for infrastructure care, utility management, repairs, preventive servicing, and safe operations of the campus environment. It involves technical and administrative representatives to ensure coordinated upkeep.