



Ref no: YDCH/2107/1776/2023

Date: 02/08/2023

INFRASTRUCTURE AND LEARNING REOURCES.

Department maintenance policy

Maintenance is defined as a process in which working condition of machinery is maintained at the optimum level as to give maximum output. Maintenance is done through repair, partial replacement and total replacement. Following is the significance of the maintenance policy:

Maintenance policy ensures that equipment are always in ready and reliable condition. This ensures management is able respond to any sudden change in demand.

Purpose of policy

Maintenance policy ensures that equipment are always calibrated to provide good-quality products and competitive advantage.

Maintenance policy ensures that costs are always controlled

The objectives

- The used in the department are checked from time to time to know its working efficiency and durability. Immediate replacements are done for defective machineries.
- Annual budgets are prepared by the committee members for maintenance of existing equipment and new machineries to provide departments with the latest facilities.
- To clearly define and designate the roles and responsibilities for the management of Medical Devices/Equipment.

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- To minimize the risk of harm, to service users and employees, associated with the sequisition, use, and ongoing support of Medical Devices/Equipment
- Technicians are trained and well equipped. They are conversant with the content of this policy and are appropriately trained and competent to use the medical devices which they are required to use as part of their duties
- Under Health and Safety regulations employees met also take reasonable care for their own health and safety and also of offer people who may be affected by their acts orommisions.
- Standardized record keeping is maintained throughout the campus for safe management of all Medical Devices/Equipment. All the aspects pertaining to the device history are maintained.

Dr. Varsha Jadhav

Dean, YDCH



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Maintenance Committee Member list.

Dr. Varsha Jadhav (HOD & Dean) – Chairman

Dr. Hemangi Pol (CEO)

Dr. Chetan Patil - Chairman

Dr. Pradeep Kawale

Dr. Ben Joshua

Mr. Ankur Khedekar

Mr Jitendra Surve



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Minutes of meeting : 6th September 2023

Venue : Meeting room, auditorium ,Yogita dental college and hospital campus

Members present:

1. Dr. Varsha Jadhav (HOD & Dean)
2. Dr. Hemangi pol (CEO)
3. Mr. Ankur Khedekar
4. Mr. Jeetendra
5. Miss. Priscila

Agenda of meeting : Quarterly maintenance work program

Issues discussed:




1. To maintain the sanitisation protocol in the institution
2. To plan fumigation protocol in the institution
3. To assess and repair the model trimmers , vacuum mixer , casting machines , autoclave ,and microscope.

Outcome of the meeting:

1. Dr. Hemangi pol ma'am took the responsibility of maintenance of sanitisation in the institution
2. Miss Priscila was given the responsibility to plan the fumigation protocol in institution
3. Mr. Jeetendra and Mr. Ankur Khedekar were given the responsibility to resolve the issue of repairing model trimmers, vacuum mixer , casting machines , autoclave ,and microscope.
4. With active participation from Dr. Varsha Jadhav ma'am and other presentee , aims and objectives were outlined.



Members Present:

1. Dr. Varsha Jadhav (HOD & Dean) 
2. Dr. Hemangi pol (CEO) 
3. Mr. Ankur Khedekar
4. Mr. Jeetendra 
5. Miss Priscila

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Dean / Principal
Yogita Dental College
Khed, Raichur.

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Minutes of meeting : 7th December 2023

Venue : Meeting room, auditorium ,Yogita dental college and hospital campus

Members present:

1. Dr. Varsha Jadhav (HOD & Dean)
2. Dr. Hemangi pol (CEO)
3. Mr. Ankur Khedekar
4. Mr. Jeetendra
5. Miss Priscila

Agenda of meeting : Quarterly maintenance work program

Issues discussed:

1. To repair and replace model trimmers , vacuum mixer, polishing lathe, casting machine, vacuum autoclave, autoclave front loaded, incubator and noiseless suction which were damaged.
2. To repair and reinstall the water filter in college and hostels
3. To disposed the hazardous materials by biomedical waste management protocol

Outcome of the meeting:

1. Dr. Hemangi pol ma'am took the responsibility to resolve all issues
2. Mr. Priscila was given the responsibility to plan the fumigation protocol in institution
3. Mr. Jeetendra and Mr. Ankur Khedekar were given the responsibility to resolve the issue of repairing model trimmers , vacuum mixer, polishing lathe, casting machine, vacuum autoclave, autoclave front loaded, incubator and noiseless suction
5. With active participation from Dr. Varsha Jadhav ma'am and other presentee , aims and objectives were outlined.



Members Present:

1. Dr. Varsha Jadhav (HOD & Dean)



2. Dr. Hemangi pol (CEO)




3. Mr. Ankur Khedekar

4. Mr. Jeetendra



5. Miss Priscila

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Dean, Hospital
Wells Doctor College
Khad, Ratnagiri.

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Minutes of Meeting: 8th January 2024

Venue: meeting room, Auditorium, Yogita dental college and hospital.

Members present:

Dr. Varsha Jadhav (Dean)

Dr. Hemangi Pol (CEO)

Dr. Chetan Patil - Chairman

Dr. Pradeep Kawale

Dr. Ben Joshua

Mr. Ankur Khedekar

Mr Jitendra Surve

Issues discussed:

Agenda of meeting: Quarterly maintenance work progress

1. Construction work of Departments in college.
2. To repair the pulp tester, vacuum autoclave, noiseless suction
3. To plan routine maintenance of CCTV cameras, water filters for their microbial count.
4. To assess the power supply of the institution.

Outcome of the meeting:

1. Dr. Hemangi Pol mam and Miss. Priscila took the responsibility of routine maintenance of CCTV cameras, water filters for their microbial count.
2. Mr. Jeetendra and Mr. Ankur Khedekar were given the responsibility to resolve the issue of pulp tester, vacuum autoclave, front loading autoclaves, noiseless suction and to assess the power supply of the institution.
3. Dr. Hemangi pol mam and Mr. Khedekar took the responsibility to look after construction work of Departments.
4. With active participation from Dr. Varsha Jadhav mam and other presentee, aims and objectives were outlined.



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Maintenance Committee Member list.

Dr. Varsha Jadhav (HOD & Dean) – Chairman

(Signature)

Dr. Hemangi Pol (CEO)

(Signature)

Dr. Chetan Patil - Chairman

(Signature)

Dr. Pradeep Kawale

(Signature)

Dr. Ben Joshua

(Signature)

Mr. Ankur Khedekar

(Signature)

Mr Jitendra Surve

(Signature)



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Minutes of meeting: 13th May 2024

Venue : Meeting room, Auditorium, Yogita dental college and hospital campus

Members present:

Dr. Varsha Jadhav (Dean)

Dr. Hemangi Pol (CEO)

Dr. Chetan Patil - Chairman

Dr. Pradeep Kawale

Dr. Ben Joshua

Mr. Ankur Khedekar

Mr Jitendra Surve

Issues discussed:

Agenda of meeting : Quarterly maintenance work program

1. To repair electric and LAN supply
2. To repair leakages in the drainage system

Outcome of the meeting:

1. To repair biolase scaler unit, EMS scaler unit , lab micromotor, clinical micromotor, pulp-tester , agar mixer ,burnout furnace
2. Dr. Hemangi pol ma'am took the responsibility to resolve all the issues as early as possible
3. Mr. Jeetendra and Mr. Ankur Khedekar were given the responsibility to repair and replace damaged armamentarium system
4. Dr. Ben Joshua was given the responsibility to repair leakages in the drainage
5. With active participation from Dr. Varsha Jadhav ma'am and other presentee aims and objectives were outlined.



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(Handwritten initials)

Dr. Hemangi Pol (CEO)

(Handwritten initials)

Dr. Chetan Patil - Chairman

(Handwritten initials)

Dr. Pradeep Kawale

(Handwritten initials)

Dr. Ben Joshua

(Handwritten initials)

Mr. Ankur Khedekar

(Handwritten initials)

Mr Jitendra Surve

(Handwritten initials)

