



Sanjeevani Multipurpose Foundation's
Dr. Deepak Patil Ayurvedic Medical College & Research Center
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Central Workshop or Maintenance Cell Policy and Constitution

1. Introduction:

The Central Workshop or Maintenance Cell for Dr. Deepak Patil Ayurvedic Medical College and Research Centre is a critical unit responsible for ensuring the seamless functioning and upkeep of the campus infrastructure. This cell will manage routine maintenance and emergency repairs, ensuring that all facilities related to electrical, carpentry, plumbing, sanitary, civil works, water supply, waste management, drainage, and house-keeping are efficiently maintained. The establishment of the cell aims to enhance the operational efficiency of the campus and provide a conducive environment for academic and research activities.

2. Aims and Objectives:

- To maintain and ensure the smooth functioning of all campus facilities and infrastructure.
- To provide timely repair and maintenance services for academic buildings, hostels, staff quarters, and public areas.
- To promote preventive maintenance practices for the longevity of the college's physical assets.
- To ensure the safety and well-being of students, staff, and visitors by maintaining a clean and hazard-free environment.
- To ensure cost-effective and sustainable maintenance practices.

3. Vision and Mission:

Vision:

To create a well-maintained, eco-friendly, and sustainable campus environment that supports academic excellence and holistic development in Ayurveda.

Mission:

- To provide reliable and efficient maintenance services to ensure the uninterrupted functioning of the college's infrastructure.
- To uphold high standards of cleanliness, safety, and aesthetics within the campus through regular maintenance and quick response to repair needs.
- To adopt sustainable practices in maintenance and waste management to contribute to a green campus initiative.



4. Infrastructure and Architecture of the Maintenance Cell:

The Central Workshop or Maintenance Cell will be centrally located on the college campus to provide quick access to various facilities. The infrastructure will include:

- Administrative Office for maintenance coordinators and staff.
- Workshops for electrical repairs, carpentry, plumbing, and other technical services.
- Storage Areas for tools, spare parts, and materials required for repair and maintenance activities.
- Waste Management Section to handle the disposal and recycling of campus waste in a sustainable manner.

5. Members and Roles of the Maintenance Cell:

1. Chief Maintenance Officer (CMO):

- Overall in-charge of the Maintenance Cell.
- Responsible for coordinating between different departments and the maintenance cell.
- Develops and implements preventive maintenance schedules.
- Reports to the Principal regarding cell performance and any major concerns.

2. Technical Staff (Appointed or Outsourced):

1.Electrician: Responsible for the maintenance and repair of electrical equipment, power supply, lighting, and electrical safety.

2. Plumber: Ensure the proper functioning of water supply systems, plumbing, and sanitary fittings.

3. Carpenter: Handle repairs and maintenance of wooden furniture, doors, windows, and fixtures.

4.Civil Worker: Oversee minor civil repairs and maintenance, including painting, structural repairs, and masonry work.

5. Waste Management Team: Responsible for collecting, segregating, and disposing of waste in compliance with environmental regulations.

6.Housekeeping Staff: Ensure cleanliness and hygiene in all common areas, including classrooms, offices, and washrooms.

3. Maintenance Coordinator:

- Manages work requests from different departments.



- Coordinates between technical staff and external contractors for outsourced jobs.
- Monitors the performance of maintenance activities and ensures quality standards.

4. Support Staff:

Assist the technical team in daily maintenance tasks.

Provide logistic and administrative support for the maintenance cell.

6. Expected Outcome of the Functioning of the Maintenance Cell:

- Improved functionality and operational efficiency of all campus infrastructure.
- Reduced downtime for academic and research facilities due to quick response to repair needs.
- Enhanced safety and comfort for students, staff, and visitors.
- Sustainable and cost-effective maintenance practices.
- Positive contribution towards achieving a green and eco-friendly campus environment.

7. Further Development and Path Ahead:

Automation and Digital Management: Explore the use of maintenance management software to streamline work requests, preventive maintenance schedules, and inventory management.

Training and Development: Conduct regular training for technical staff to keep them updated with the latest tools, technologies, and maintenance practices.

Green Campus Initiatives: Expand waste management practices to include recycling programs and energy-efficient infrastructure improvements.

Periodic Assessments: Regular audits and feedback mechanisms to evaluate the effectiveness of the maintenance cell and make necessary improvements.

8. Do's and Don'ts:

Do's:

- Ensure all maintenance activities comply with safety regulations and protocols.
- Use only high-quality materials and spare parts for repairs to ensure longevity.
- Report any urgent repair needs immediately to avoid hazards.
- Keep records of all maintenance activities for future reference.
- Implement sustainable practices, including energy conservation and waste reduction.



Don'ts:

- Do not delay in responding to critical repairs that may affect the safety or functionality of campus facilities.
- Do not compromise on the quality of repair work or materials.
- Do not dispose of waste in a manner that harms the environment or violates local regulations.
- Do not outsource tasks without proper evaluation and contracts to ensure accountability.
- Do not allow unauthorized personnel into maintenance areas.

9. Associated Points for Further Reference:

Sustainability in Maintenance: Focus on energy-saving techniques, such as LED lighting and water-saving plumbing fixtures.

Health and Safety: Regularly assess maintenance practices to ensure they align with occupational health and safety standards.

Preventive Maintenance: Emphasize preventive measures rather than reactive repairs, reducing long-term costs and improving equipment lifespan.

Emergency Response Plans: Develop contingency plans for major disruptions, such as electrical failures or water supply breakdowns.

This policy serves as a foundational document for the constitution and effective functioning of the Central Workshop or Maintenance Cell at Dr. Deepak Patil Ayurvedic Medical College and Research Centre. By adhering to the outlined objectives and guidelines, the cell will play a pivotal role in maintaining a high standard of infrastructure management and contribute to the overall success and sustainability of the institution.

Central Workshop or Maintenance Cell

Sr. No.	Designation / Role	No. Of Posts
1.	Site Engineer (Bachelor of Engineering or Bachelor of Technology preferably in civil)	01
2.	Electrician	01
3.	Plumber	01
4.	Carpenter	01
5.	Multi-tasking staff	01




Principal
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