

BOMBAY HOSPITAL COLLEGE OF NURSING

Maintenance policy

1. The Department which is in need of repair and maintenance work has to register a written complain to the maintenance through incharge. The details of the maintenance work need to be mentioned.
2. Maintenance person inspect the site and complete the task.
3. Stock register is maintained and update regularly.
4. Stock verification and inspection has to carry out by the maintenance incharge at the end of every month.
5. Maintenance head routine and preventive maintenance schedule for all physical infrastructures.
6. Any Complain regarding electrical, carpentry, Drainage, Plumbing etc. it will put in HMS system & it will resolved within 24hr.
7. If it is not done then incharge inform to higher authority about the complaint.
8. If any electrical or other equipments of college and hostel have lost function it will be send for repairing to Concern department by incharge, if it is not repairable condition that concern department inform maintenance incharge that equipment is beyond repair
9. Incharge sent Unrepairable equipment to store department for repair than store manager will call particular brand customer care if it is in warranty period get replaced by company if not then condemnation is done for the item by maintenance incharge to store department and store department replace that item with new one.

MAINTAINANCE COMMITTEE MEMBERS:

Prof. Dr. M. S. Vinsi: Chairperson

Mrs. Deepa P.D.: Coordinator

Mr. Mukul Kanungo: HOD Maintenance Dept.

Prof. Dr. Dorwin Das: HOD (Medical Surgical Department)

Prof. Dr. Amita Paul: HOD (Community Health Nursing)

Prof. Mrs. Asha Sreenivasan: HOD (obstetrics and Gynecology Nursing)

Associate Prof. Kavitha A. S.: HOD (Mental Health Nursing)

Asst. Prof. Priyadarshani Moon: HOD (Child Health Nursing)

Asst. Prof. Lovelesh Singh: HOD (Foundation Of Nursing)

AGENDA OF THE MAINTAINANCE MEETING 31/01/2022

The meeting agenda are:

1. Repeatedly classroom paints are shedding off and look untidy.
2. Few Revolving chairs need to be repaired.
3. Signage
4. Maintenance of Manikin
5. WIFI issues
6. Maintenance in regards to water cooler.
7. Any Updates from maintenance dept.

MAINTAINANCE COMMITTEE MEMBERS:

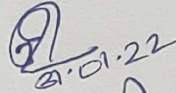
Prof. Dr. M. S. Vinsi: Chairperson



Mrs. Deepa P.D. : Coordinator

On leave

Mr. Mukul Kanungo: HOD Maintenance Dept.


21.01.22

Prof. Dr. Dorwin Das: HOD (Medical Surgical Department)

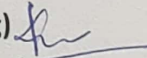


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