



MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL

Accredited by NAAC with "A" Grade

Junction of NH-4 and Sion Panvel Expressway,

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MAINTENANCE POLICY

The college has a comprehensive policy to maintain the infrastructure periodically. Overall a maintenance committee is in place to oversee the required maintenance work being undertaken in the institution.

All the major repair work or renovations are carried out by the site office in the institution campus. The site office is headed by a site engineer and consisting of engineers, electricians, plumbers, gardeners. At the institution level, a supervisor heads a team of adequate housekeeping staff employed to meticulously maintain hygiene, cleanliness and infrastructure in the institution. Classrooms, departments, seminar halls, laboratories, washrooms, rest rooms etc are maintained regularly by housekeeping staff assigned for each floor so as to provide a congenial learning environment. Dustbins are placed in every floor.

AMCs for critical equipment are maintained. Laboratory assistants under the supervision of the Head of the Department maintain the efficiency of the clinical areas and laboratories of the respective department. The instruments and equipment are properly maintained and periodically they are serviced by the technicians. The maintenance of generators, air conditioners, CCTV cameras and water purifiers are done periodically.

The college has adequate number of computers with internet connections. Utility software is distributed in all the locales like office, laboratories, library, departments etc. As per the rules and policies of the institution, all the stakeholders have equal opportunity to use these facilities. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled computer technician appointed by the institution.

Maintaining supporting facilities in the campus requires meticulous system. The management allocates sufficient funds for the maintenance of the physical academic and support facilities.

UTILIZING CLINICAL FACILITIES:

GENERAL RULES:

1. Student must report to the clinic on time, as indicated in the timetable.
2. Students are expected to be prompt in their attendance in the clinic.
3. Student must not leave the department without permission.
4. No patient should be treated without a valid case paper.
5. Student must be courteous and polite to the patient.
6. Every student must work under the supervision of teaching staff member and must follow their instructions.
7. Clinical record book must be well maintained and preserved carefully till the end of BDS course. Details of the departmental register and signature of the teaching staff must be taken immediately.
8. It is mandatory to follow the code of conduct in dental practice.

PERSONAL HYGIENE:

1. Clean aprons and personal clothing.
2. Fingernails must be well trimmed.
3. Girl students must ensure that their hair is tied up or clipped well. Boys must have their hair cut short and should be well shaven.
4. Decorative bangles, wristwatches and finger-ring to be removed before entering the clinic.
5. Students should have a physical fitness certificate.
6. Students must be vaccinated against Hepatitis B.

MAINTENANCE OF ASEPSIS:

1. Clean mask, head cap and autoclaved gloves must be worn along with protective eyewear.
2. Handle all sterile instruments, gloves, cotton, etc. with chaetal forceps only and close drums after use.

WASTE DISPOSAL PROTOCOL:

The following protocol should be followed while disposing the waste in the clinics.

1. Black bag – paper, wrapper, kitchen waste etc.
2. Red bag – gloves, suction tips, syringes without needle.
3. Yellow bag – cotton, gauze, head cap, mouth mask.
4. Blue box – sharps, broken glassware.
5. Puncture proof can - containing 4% sodium hypochlorite solution for needles.

RADIATION PROTECTION:

1. All personnel must use the protective devices available.
2. All operators of X-Ray equipment, together with personnel who routinely participate in radiological procedures must wear personnel dosimeters (TLD badges).
3. The personnel dosimeter should be worn under the protective clothing.
4. Energized dental X-Ray equipment must not be left unattended.
5. Dental X-Ray equipment must only be operated by individuals who have been trained in the safe use of the equipment and the procedures being performed.

RADIATION PROTECTION FOR PREGNANT WOMEN:

1. Patient should inform the dentist about her pregnancy.
2. To ensure safety during pregnancy, protective measures such as high-speed film, lead apron and thyroid collar are used.
3. Patients who are concerned about radiography during pregnancy are reassured that in all cases requiring such imaging, the dental staff will practice ALARA (As Low As Reasonably Achievable) principle.
4. Only radiographs necessary for diagnosis will be obtained.

UTILIZING CLASSROOMS:

1. Be on time for the lecture at the beginning of the day and after lunch break.
2. Do not eat or talk while the lecture is going on.
3. Raise your hand before speaking or leaving your seat.
4. Keep the classroom clean and tidy.
5. Be well-dressed in complete uniform for all the lectures.
6. Complete all assignments for lectures.
7. No sleeping in the classroom unless permitted.
8. Sit according to your roll. no and keep your desk organized.
9. Use of mobile phones is prohibited in the classroom.
10. Be respectful to your batch-mates, professors and the classroom property.

UTILIZING LABORATORIES:

1. Maintain discipline in the laboratory.
2. It is important to know the location of the safety equipment and how to use it in case of an emergency.
3. All students must wear a clean and ironed lab-coat, head-cap, protective eye-wear and covered shoes.
4. Dispose the lab waste properly.
5. Do not eat food, drink beverages or chew gum in the laboratory.
6. Work area should be kept clean and tidy at all times. The use of mackintosh is compulsory.
7. Do not carry any inflammable objects in the lab.
8. In case of a doubt regarding any machinery or lab procedures, inform the concerned staff or available technician.
9. Ask for a demonstration before using any machines in the laboratory.
10. Check for the periodic maintenance and servicing of the machinery.

UTILIZING COMPUTERS:

1. Library users must sign in and out prior to and after use of computer.
2. Regular cleaning and switching on of the computers is done in the morning by the computer in charges.
3. Periodic system check is done for viruses by using antivirus software.
4. Periodic software updates are done for smooth operation of the computers.
5. Regular backups are taken using hard drives to maintain a copy of the important files.
6. Malware sites are blocked as a part of protection protocol in the internet browser.
7. Desktop and C drives are not used for storage of routine files to enable smooth functioning of computers.
8. Computer servicing is done by a in house qualified computer technician.
9. The computer should be used for research and educational purposes.
10. Scan your pen drives before using them in the library computers.