



**MAHATMA GANDHI UNIVERSITY**  
of  
**MEDICAL SCIENCES & TECHNOLOGY**  
JAIPUR



# **MGUMST POLICY ON PHYSICAL INFRASTRUCTURE AND ITS MAINTENANCE**

Approved by the Academic Council in its meeting held on December 24, 2020

  
**REGISTRAR**  
Mahatma Gandhi University of  
Medical Sciences & Technology  
Sitapura, JAIPUR-302 022

**Mahatma Gandhi University of Medical Sciences and Technology (MGUMST), Jaipur  
reserves the right to modify the above policy as deemed fit from time to time**

Campus:

RIICO Institutional Area, Sitapura, Tonk Road, JAIPUR - 302 022 (Raj.) INDIA | Phone : +91-141-2771804 • 2771777 | Fax : +91-141-2771805 • 2771807  
Website : [www.mgumst.org](http://www.mgumst.org) | E-mail : [info@mgumst.org](mailto:info@mgumst.org) | Sponsoring Body : India Education Trust



## **Vision of the University**

- To develop MGUMST as an Institution of Excellence, at par with Global standards, in the field of healthcare and allied sciences.
- To amalgamate our colleges, departments, students and alumni to impart world class research and education, aimed at making a positive difference in the healthcare at the national and global level.
- To achieve overall development of learners, including character and moral values, by imbibing a culture of inquisitiveness, inclusion, collaboration and innovation.
- To ensure equality amongst diversity in all respects, reflecting the true Gandhian principles, so that everyone gets a fair opportunity and the best of minds and talent may be recognised and allowed to flourish in the ever-changing competitive environment.

## **Mission of the University**

- To develop dynamic, self-dependent and world class Healthcare Institution dedicated in providing the best medical education and clinical treatment.
- To develop the best healthcare practices in the community, with a spectrum ranging from preventive health measures to excellence in tertiary care, with an aim to establish a healthy, disease-free society.
- To enroll students, staff and faculty in various clinical and non-clinical programs based on the principle of merit and impartiality, and without any discrimination of race, sex, non-disqualifying disability, caste, religion, and national or ethnic origin.
- To utilise the latest technology, as well as, to identify the best possible use of upcoming technology such as Artificial Intelligence to predict, prevent and treat various ailments and illnesses before they affect an individual or the community.



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## **POLICY ON PHYSICAL INFRASTRUCTUR & ITS MAINTENANCE**

<b>Accountable executive manger</b>	Executive Engineer, MGUMST
<b>Policy owners</b>	Registrar, MGUMST
<b>Responsible division</b>	Engineering Division
<b>Status</b>	Approved
<b>Approved by</b>	Academic Council, MGUMST
<b>Amendments</b>	NIL
<b>Procedures in terms of this policy</b>	None
<b>Web address of this policy</b>	<a href="http://www.mgumst.org">www.mgumst.org</a>

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## **POLICY ON MAINTENANCE OF ACADEMIC AND PHYSICAL FACILITY**

### **I. Preamble**

As a pre-eminent university in India, driven by the pursuit of knowledge and innovation, based upon the values the university spouses, the Mahatma Gandhi University of Medical Sciences & Technology (hereafter referred to as the MGUMST) has adopted this *Policy on maintenance of Academic and Physical Facilities*.

### **II. Objectives of the policy**

With this policy the MGUMST wishes to:-

- Enable the MGUMST to ensure that new infrastructure is developed in accordance with strategic objectives, that existing building space and other related infrastructure are optimally utilized, and that all Physical Infrastructure & it's Maintenance is effectively managed and maintained.
- Ensure the uninterrupted use of facilities by proper maintenance of the assets of the MGUMST by incorporating preventive, breakdown and condition based maintenance.
- The policy will only apply to the on-going maintenance of assets, and excludes any capital renewal expenditure.

### **III. Policy application**

This policy applies to all Academic and Physical Infrastructure & its Maintenance owned or operated by the MGUMST, whether for teaching and learning, research, student accommodation or any other operational or non-operational purpose.

The policy is supported by all the relevant legislation applicable to the University and regulations issued in terms of such legislation, other relevant MGUMST policies, as well as technical standards and norms adopted by the University.

### **IV. PURPOSE**

This policy describes the maintenance responsibility for facilities, equipment and infrastructure when maintenance is required and how it is performed. It also defines the terms used, describes the decision making process governing the



assignment of maintenance priorities, the selection of cost analysis processes, and quality assurance.

## **V. Policy statement and requirements**

This Policy must be read in conjunction with the MGUMST's latest policy and procedures instituted in accordance with this policy.

## **VI. Integration of maintenance processes**

Infrastructural improvements to all properties owned by the University must be effectively and efficiently maintained in order to support operational efficiency, as well as to ensure sustained use, occupational health, safety and financial viability.

An integrated maintenance approach must be followed, incorporating breakdown maintenance, preventative maintenance and condition-based maintenance, ensuring that facilities and services infrastructure are maintained to an optimum level, preventing asset deterioration.

### **1. Breakdown maintenance**

Reactive breakdown maintenance must be carried out on an "as and when required" basis, ensuring that occurring defects are rectified as a matter of urgency to prevent possible interruption in the use of a facility, to prevent resultant further damage to infrastructure, as well as to address health, safety or security risks caused by a defect. Services must be provided on a 24-hour basis in order to attend to after-hours emergencies.

### **2. Preventative maintenance**

Preventative maintenance programmes must be implemented and complied with to ensure the short-term and medium-term scheduled servicing of all serviceable equipment, building systems, building finishes, Structural components and infrastructural services at regular intervals to obtain the maximum useful life from each physical asset before replacing it. The objective of such programmes will also be to prevent unnecessary breakdowns and asset failures, as well as to prevent high maintenance costs.

Wherever required, annual maintenance contract with/without material should be awarded to Equipment supplier or its designated agency,



specially, for critical and high value equipment/instruments to ensure uninterrupted availability of the equipment.

Records of maintenance schedules must be kept, indicating the scope, scheduling and actual execution of all preventive maintenance programmes.

### **3. Condition-based maintenance**

Regular inspections must be carried out to identify all defects to structures, building finishes, infrastructural services and fixed equipment. The identified defects must be rectified.

### **4. Maintenance Budgets**

Operational maintenance budgets must be prepared as part of the annual budget cycle, including forecasts for breakdown maintenance and estimates for preventative maintenance.

- The costs associated with the maintenance activities in the Maintenance Activity Plan must be calculated.
- The individual maintenance activity costs must be summarized per department and used to inform the required maintenance budgets.
- Where available maintenance budgets are inadequate, the criticality of the individual activities will be used to priorities the maintenance actions to be performed.
- Expenditure on maintenance will be recorded against the assets, facilities and cost centers where the cost is incurred.

### **5. Energy management**

Energy use in all facilities of the University should be measured and monitored on an on-going basis, quantifying consumption and identifying and reporting on significant and abnormal energy use

Where practical and feasible, new technologies should be implemented to reduce energy consumption, minimize electricity usage and improve the efficiency of equipment.

Back-up electricity-generating plant must be operated and maintained to ensure electrical supply essential for critical installations in the event of



interrupted electrical supply

## **VII. GENERAL**

### **A. Identification of assets**

- i. The existing asset register will be used as the basis for the identification of all assets, and care will be taken to update the register to reflect any new assets created, retired or changed in any way.
- ii. Assets will be grouped into categories for which the maintenance actions are similar.

### **B. Identification of critical assets based upon the risk of failure of assets**

Assets will be evaluated to determine the consequence of failure with regards to the following impacts:

- a. Environmental impact;
- b. Public health & safety impact;
- c. Financial impact; and
- d. Service delivery impact.

### **C. New Equipment**

If equipment is new to the inventory, manufacturer's recommendations in respect of maintenance should be used. However, if similar equipment exists, an option between experience based on historical maintenance information and manufacturers suggestions could be used, if it not impact or influence on the manufacturers product warranty conditions.

### **D. Spare Parts**

At the time of procurement of a new piece of equipment requiring maintenance, consumable and manufacturer recommended spares, Comprehensive Maintenance Contract (with spare/consumables) for the period after warranty period should be explored and finalized. Where availability of spare is not so critical, only service AMC can be considered.

## **VIII. Responsibility for implementation, management and monitoring**

The necessary organizational structures must be put in place by the President in order to delegate responsibilities for the effective





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implementation, management, compliance and monitoring of this policy. It will be the responsibility of delegated staff to promote the spirit of this policy, and to ensure that the policy is adhered to.

  
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