



KRISHNA INSTITUTE OF MEDICAL SCIENCES “DEEMED TO BE UNIVERSITY”, KARAD

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An ISO 9001:2015 Certified University

FACILITY MAINTENANCE MANUAL 2019





KIMSDU

Facility Maintenance Manual

KIMSDU-FMS	Version No:- 1.0	Version Date :- 1.01.2019	Revision No:- 1	Revision Date :-
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Relevant Points:

1. This is the Department Operating Manual of KIMSDU & all staff abides by the details written in this document.
2. The distributed copy is kept in custody of the HOD / in-charge, who ensures its proper maintenance & communication to other staff.
3. Authorized Approval of Documents & Amendment rights in this document are reserved with the management & are approved by AR – E and S. All the Documents / Manuals are accessible university wide for the Staff / Employees.
4. Amendments & additions in this document are communicated through separate documents, which are maintained in the same file. All amendments & additions are included in the main text in next issue of the manual.
5. The custodian of the document marks at the appropriate place in this document, if any amendment communicated by him/her.

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Amendment Sheet:

Amendment No.	Amendment Date	Section	Summary of Change
01	30.12.2018	Policy	Policy on maintenance of potable water and electricity through alternate sources included as KIMSDU-FMS/POL/ 04
02	30.12.2018	Policy	Policy on Management of Disasters included as KIMSDU-FMS/POL/ 07
03			
04			
05			
06			
07			

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Coverage: The below policies and SOPs are applicable to the entire university including faculty buildings, hospital, laboratories, libraries, sports facilities and support function infrastructure.

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	KIMSDU-FMS/POL/ 01	Version No.: 1.0
		Version Date: 1.1.2014
	Policy on Facility Management	Rev No.: 0
		Rev. Date: 0
		Effective Date: 1.1.2014

1 Purpose:

- 1.1 To ensure that KIMSDU's Environment & facilities provide a safe and secure environment for students, patients, their families, staff & visitors.

2 Scope: Entire Facility and its components.

3 Responsibilities:

- 3.1 AR- Estate and Security
 3.2 Administrative Officer.
 3.3 Chief Engineer.
 3.4 Engineers. (Civil/Electrical/Mechanical)
 3.5 HoD – Central Stores
 3.6 HoD – ICT

4 Definitions: Nil.

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5 Policy:

5.1 It is the policy of KIMSDU that safety of students, patients, visitors, families and employees is maintained by,

- 5.1.1 Up keep of civil Assets.
- 5.1.2 Maintenance & Repair of Equipment.
- 5.1.3 Water supply & Sewerage System Management.
- 5.1.4 Management of Air Conditioning & Refrigeration services.
- 5.1.5 Repair & renovation of Equipment & services.
- 5.1.6 Quality of available alternate sources.
- 5.1.7 Management of pest control.

5.2 Civil Assets:

- 5.2.1 University has Building Permit by National Building Code.
- 5.2.2 Identification of exits, illumination of exits, types, and numbers of exits are in accordance with the National Fire Protection Code.
- 5.2.3 All civil assets will be maintained by civil maintenance, Electrical maintenance department, ICT through assistance from central stores.
- 5.2.4 Each entrance to the facility shall be appropriately identified with signs posted in a language which can be understood by students, patient, staff, families & visitors.
- 5.2.5 Illuminated signs shall be available at separate entrance for emergency.
- 5.2.6 Clear glass doors and panels shall be affixed with decals/labels or other visible means to preclude being mistaken for an opening.
- 5.2.7 Every exit shall be clearly visible or the route to it conspicuously identified, so that every occupant of the building readily knows the direction of escape from all points.
- 5.2.8 Exits and accesses to exits shall be marked by a readily visible sign. Exits shall not be blocked at any times.
- 5.2.9 Anti-skid flooring is available to all staircases within the university.
- 5.2.10 Engineering shall maintain the up-to-date drawings of along with Site layout, floor plans and fire escape routes along with civil, electrical, plumbing, HVAC and piped medical gas drawings.

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5.2.11 Provision of pest control service to all building within KIMSDU & periodic monitoring of performance of the pest control activities.

6 Preventive Maintenance:

- 6.1 Preventive maintenance schedules are prepared based on manufacturers'/contractors recommendations and or HoD review of history. The intimation of preventive maintenance is communicated in advance to the various departments.
- 6.2 The availability of necessary spares, consumables, tools and necessary materials are ensured through standardization and /or advance planning, through Stores under the guidance of the AO and the concerned user department's head.
- 6.3 Preventive maintenance is carried out as per Maintenance Schedule and Records. The concerned clerk checks the maintenance activities regularly.
- 6.4 After completion of maintenance (whether preventive or breakdown) the O K report is taken from the user department.
- 6.5 All preventive maintenance jobs done are recorded in History Register maintained.
- 6.6 The following is checked when maintenance is done –
- 6.6.1 Physical condition of the equipment/ facility
 - 6.6.2 Maintenance report verification
 - 6.6.3 Maintenance / Service report to be obtained from service agency and after verification marked as O.K. /Not O.K.

7 Annual Maintenance Contract / Comprehensive Maintenance Contract :

- 7.1 The Equipment on AMC / CMC are identified and marked in the History register.
- 7.2 The history record contains the preventive maintenance frequency and calibration requirements and break down maintenance details.
- 7.3 On the basis of the information gathered on the history record, Periodic Preventive Maintenance (PPM) schedule is made.
- 7.4 The clerk follows the PPM schedule in conjunction with the user department on the availability of the machine to conduct the preventive maintenance by the contract agency.
- 7.5 The clerk collects and documents the Service report of the maintenance conducted on the equipment by the AMC contractor

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- 7.6 The break down time is recorded.
- 7.7 All the spares details are recorded.
- 7.8 The response time of the AMC contractor is recorded.
- 7.9 After the Service, the Machine is thoroughly tested by the user department.
- 7.10 The user department signs the service order/ work order request if the service was done on a break down.

8 Calibration:

- 8.1 All the equipment when purchased the manufacturer defined frequency of calibration is taken as frequency of calibration if not recommended the legitimate or the as per the laws of land the frequency of calibration is defined
- 8.2 The frequency of calibration is entered in the history record
- 8.3 As the per the frequency stipulated the equipment are calibrated internally or through the AMC provider or through the third party agency or through the Government agency
- 8.4 All the necessary certification are maintained
- 8.5 Most of the Calibration is done with the periodic Prevention maintenance schedule
- 8.6 The history record is upgraded with calibration codes
- 8.7 The next calibration due is also mentioned in the history record.

9 Civil Maintenance:

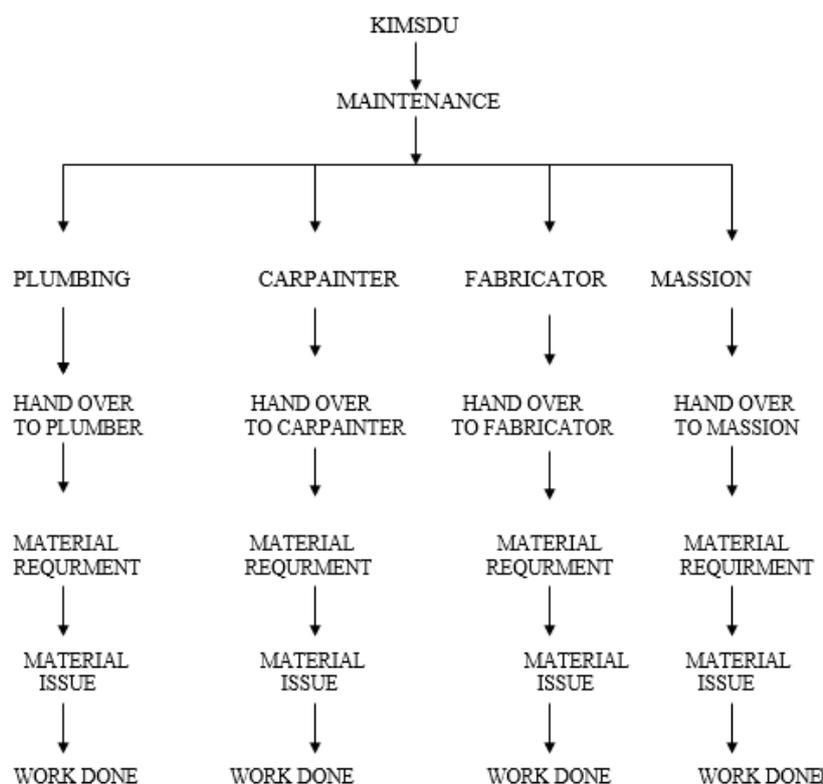
The university has its own civil department which is further segregated into 3 different sections, civil maintenance, civil new construction and water supply management. All these three section in cohesion have worked wonders in creating and maintaining the sprawling KIMSDU campus.

Steps to be followed for civil maintenance work:

1. Prepare what type of work.
2. Consider type of work and then give orders to employees.
 - i. 1. Plumber 2. Carpenter 3.Fabrication 4. Masonry
3. Visit to site & arrange the material for that type of work
4. Complete the work as early as possible (within TAT of 8 working hours)
5. If more material required take material permission & sanction from AR – E and S

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6. Send requirement to stores.
7. Collect the material & completed the work.



10 Civil New Construction:

- 10.1 Managements decides on new building work / renovation
- 10.2 It's requirement & site investigation is conducted.
- 10.3 Preparing the primary estimate, detailed design & planning, drawing, specification
- 10.4 After primary discussion & management approval decision is arrived at.
- 10.5 Preparation of detailed estimate & drawing
- 10.6 Submission to Nager panchayat for approval
- 10.7 Preparation of item rate tender document & notice in daily newspaper (tender notice) & inviting tenders
- 10.8 Opening of tender before meeting & comparative statement
- 10.9 Evaluation of tender & negotiation of each tender separately
- 10.10 Choice /finalize the reliable contractor with relevant experience and competitive rates
- 10.11 Work issued order to the contractor
- 10.12 Agreement on stamp paper with contractor
- 10.13 Work started by contractor

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- 10.14 Monitoring the work by engineering dept. & architect -----progress of work quality, time schedule through bar charts and other techniques.
- 10.15 Before final bill ---- checklist of all work done is audited.
- 10.16 Preparation of running bills are made in a timely manner and submitted to registrar office
- 10.17 Final bill is made and submitted after satisfactory completion of the contracted work.

11 Housekeeping:

11.1 Functions:

- 11.1.1 To clean, dust, dry mop.
- 11.1.2 To assist in patient care.
- 11.1.3 To transport patients.
- 11.1.4 To aid in office assistance.
- 11.1.5 To clean Hazardous material spills as per protocol.
- 11.1.6 Waste management
- 11.1.7 To collect dirty linen and provide linen to all parts of hospital and concerned areas.

11.2 Services Provided :

11.2.1 Housekeeping:

To clean the facilities and washrooms.

11.2.2 Waste management:

Environment supervisor under the sanitary inspector shall

- 11.2.2.1 Ensure implementation of established protocols and shall liaise with the Heads of Departments, Infection Control Officer.
- 11.2.2.2 Coordinating and liasoning with Malkapur Nagarpanchayat and MPCB authorities
- 11.2.2.3 Monitor activities and practices of employees at timely intervals and at various levels i.e. generation, segregation, collection, storage, transportation and treatment including disposal. Ensuring that work is carried out by adhering to established protocols.

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- 11.2.2.4 Shall be responsible for ensuring that all policy decisions are implemented.
- 11.2.2.5 Maintain inventory and stock levels of material required.
- 11.2.2.6 Maintaining record system of all the waste given in accordance with government rules and regulations.
- 11.2.2.7 Compiling of yearly reports on waste management to be given to government authorities.
- 11.2.2.8 Incident reporting to Higher Authority in case of any incident/mishap.
- 11.2.2.9 Supervise in and out time of Malkapur Nagarpanchayat vehicle.
- 11.2.2.10 Maintain daily roster of the department.
- 11.2.2.11 Leave and time management and ensuring no overtime.
- 11.2.2.12 Maintaining record system in case of daily wage employees.

11.2.3 Labs, Units/Dept. housekeeping :

- 11.2.3.1 They will be responsible for the formulation and implementation of waste management procedures for their departments in conformity with the general guidelines issued by Higher Authority of Biomedical Waste Management.
- 11.2.3.2 They will also be responsible for getting all staff, doctors, nurses, paramedics and Class IV staff, trained in hospital waste management, and will liaise with the Higher Authority of Biomedical Waste Management for administrative support.
- 11.2.3.3 They will ensure that required bins and their colored linings are made available wherever necessary in their area. These bags are collected at specified intervals and record of the same is duly maintained. After collection the linings are to be ensured to be replaced.
- 11.2.3.4 The departmental HODs should also confirm that the electric/ manual equipment for needle cutting are functional at all times.
- 11.2.3.5 Also the chemicals that are required for disinfection are available at all times.

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11.2.4 Linen and Laundry:

- 11.2.4.1 To provide clean and hygienic linen to all the concerned departments in the university as well as linen and patient uniforms for the entire hospital through a centralized process.
- 11.2.4.2 All dirty linen collected from all the concerned areas is brought to the linen department where it is counted again before processing.
- 11.2.4.3 Laundry irons all bed sheets, draw sheets, pillow covers, with a calendar press.
- 11.2.4.4 Curtains, Bath towels, blankets and all OT clothes are washed at in house Laundry.

11.2.5 Transport:

- 11.2.5.1 To transport the patients safely to and fro from wards/ ICUs to varied diagnostic areas or other wards/ ICUs or between two departments.

11.2.6 Office Assistance:

- 11.2.6.1 To assist in department upkeep.
- 11.2.6.2 To transport files/ documents to and fro from documents.
- 11.2.6.3 To aid in support services like photocopying etc.

11.2.7 Hazardous material cleaning:

- 11.2.7.1 To clean the hazardous material spill as per the hazmat protocol.

12 Electrical Maintenance Department :**12.1 Functions and procedures**

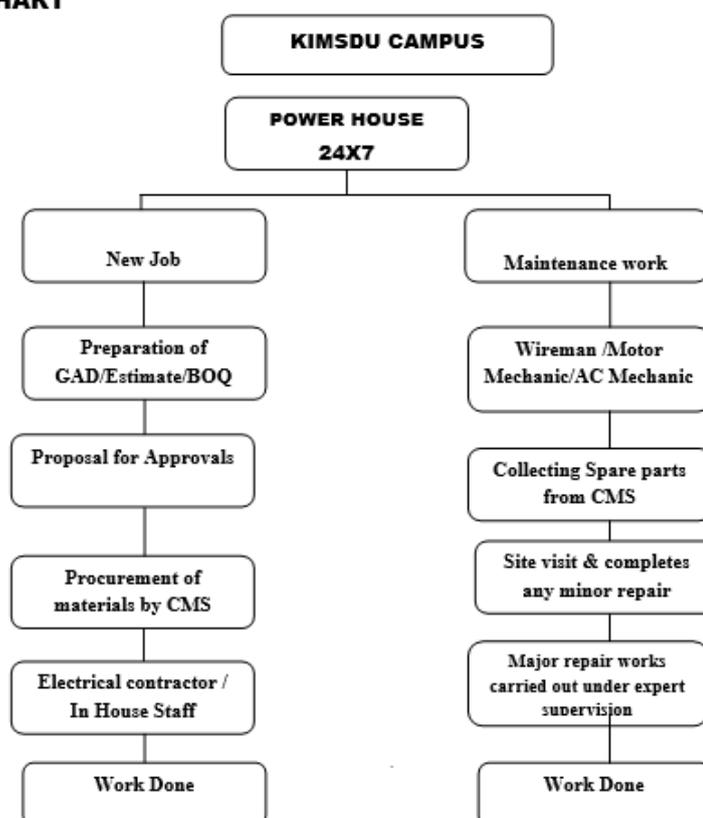
1. Provide prompt and reliable electrical Supply & connections in the campus at desired requirement.
2. Operation & maintenance of substation, Transformers, HT/LT Control Panels, D.G AMF Panels and Distribution Panels etc.
3. Operation & Maintenance of Diesel Generator sets.

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4. Routine maintenance of tube lights, fan, Geysers, motors, pumps, Laundry equipment and attend breakdown of all electrical equipment.
5. Design and prepare interior electrical layout and execute electrical wiring works.
6. Preparation of technical estimates, tenders, BOQ and verification of bill.
7. Conduct technical assessment and quality check of electrical items.
8. Operation & maintenance of public address systems and provide support services.
9. Maintenance of O.T lamps, suction machines, needle burners, autoclaves and sterilizers etc.
10. Support service for the installation and commissioning of new equipment.
11. Support service for the operation and maintenance of telephone system.
12. Co-ordinates and verify the maintenance activities of authorized service centers / solutions providers during warranty Period, AMC and in Break downs of various in-house equipment.
13. Ensuring the break down maintenance is prompt enough to ensure uninterrupted services. This however does not include sophisticated electronic medical equipment which is handled under AMC / CMC arrangement with suppliers and service providers.
14. Ensuring that all the systems and services under the scope of Electrical maintenance department are well maintained and kept in a state of optimum operational efficiency.
15. Planning and implementation of following maintenance
 - 15.1.1.1. Routine maintenance.
 - 15.1.1.2. Planned maintenance.
 - 15.1.1.3. Preventive maintenance.
 - 15.1.1.4. Breakdown maintenance.
 - 15.1.1.5. Predictive maintenance.
 - 15.1.1.6. Corrective maintenance.
 - 15.1.1.7. Emergency maintenance.
16. Maintaining an up-to-date inventory of equipment under scope of Electrical maintenance department and their distribution.
17. Prepare the anticipating requirement list of spares parts and arranging for their adequate stocking.

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18. Ensuring that the facilities and services coming under the scope of Electrical maintenance department are safe and hazard free.
19. Ensuring that the facilities / services under the scope of Electrical maintenance department are in compliance with the relevant legal provisions.
20. Ensuring timely action for renewal of maintenance contracts for equipment under the purview of Electrical maintenance department
21. Ensuring that the services under the scope of Electrical maintenance department are provided at the minimum possible operating costs.
22. Playing an active role in the successful procurement of equipment.
23. Prepare and submit suitable proposals to management for the most cost- effective ways of managing the facilities / services under the purview of Electrical maintenance department (saving of energy, purchase of equipment with low life cycle cost and high efficiency).
24. Planning and Organizing programs for continued training of Electrical maintenance department staff for improve the Quality of work and Quality management.

FLOW CHART

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13 Maintenance of Medical and Non - Medical Equipment:

- 13.1 A comprehensive list of equipment/Instruments/Devices (unit wise containing all different types of Instruments/Devices used is available with details such as:-
- Their identification.
 - Location.
 - Range of Operation.
 - Maintenance & Calibration requirement.
- 13.2 The organization shall have comprehensive equipment management program. The maintenance & calibration requirement shall be normally identified. Any breakdown shall be informed & the requirement is requisitioned through proper channel.
- 13.3 The responsibility for maintenance shall be specified in writing, the responsible staff shall be fully aware of their responsibility and the maintenance staff shall be available for emergency repairs and round the clock to ensure optimal maintenance of all equipment,
- 13.4 To assure adequate performance.
- 13.5 Minimize down time of the equipment.
- 13.6 Record of breakdown complaints and the response time for attending to complaints (restoration of operational status) shall be maintained and monitored. A standardized system and format for registering complaints has been formulated which gives following details:
- 13.6.1 Areas / department.
- 13.6.2 Detail of equipment.
- 13.6.3 Detail of defects.
- 13.6.4 Urgency involved (routine / urgent / immediate)
- 13.6.5 Date and time of complaint.
- 13.6.6 Authentication by the complainant.
- 13.7 There is a documented system of periodic inspection and planned preventive and breakdown maintenance and risk reduction so as to ensure safety of patients, staff & visitors in respect of each of the following services.
- 13.8 Building and environment check for loose stones / plaster / slates, bricks.
- 13.9 Electric supply and distribution system including the diesel generator (DG) set, UPS systems and stabilizers. No loose hanging wires or temporary connections are allowed.

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- 13.10 Water supply and distribution system including the supply of hot, cold, potable, ultra-pure water and steam supply. There are no dripping taps, leaking pipes or blocked sewage lines.
- 13.11 Air conditioning and refrigeration facilities.
- 13.12 Centralized medical gas and vacuum supply service.
- 13.13 Communication system.
- 13.14 Traction / transportation system.
- 13.15 Lightning Protection-Periodic testing of condition of earthing.
- 13.16 Public health engineering system (waste storage / disposal, effluent treatment plant)
- 13.17 All electric equipment and their proper earthing.
- 13.18 All switches and sockets to ensure their adequacy and hazard free function.
- 13.19 The disposal and replacement of equipment shall be in a systematic manner and documented.
- 13.20 Condemn instrument, non-functioning items, excess unwanted material and scrap material shall be disposed in an ideal manner
- 13.21 A Safety committee shall be established to coordinate development, implementation and monitoring of Safety plan and policies. Student and Patient safety devices shall be installed as per the guidance of safety committee.
- 13.22 Facility inspection rounds shall be conducted in all areas twice a year to ensure patient and employee safety. The corrective and preventive measures shall be documented.
- 13.23 HIRA (Hazard identification and Risk analysis) shall be carried out for detecting safety threats in the premises. Further necessary steps and measures are taken to eliminate or minimize the identified hazard.
- 13.24 A Safety education programme shall be in place for training the staff in practicing safety measures and identifying hazards.
- 13.25 A through planning for disaster management shall be done under the guidance of safety committee in which the potential emergencies shall be identified and accordingly a plan for disaster management shall be formulated.
- 13.26 There shall be a documented plan for hazardous material management and staff should be periodically trained for the same.

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14 Area-wise maintenance:**14.1 Laboratory:**

- 14.1.1 The respective HoD is responsible for maintenance of the infrastructure, equipment, instruments and various consumables in the laboratory through respective department heads.
- 14.1.2 Civil maintenance is responsible for maintenance of physical infrastructure, furniture, plumbing and water supply to the laboratory.
- 14.1.3 Electrical maintenance department is responsible for maintenance of electrical wirings and fixtures.
- 14.1.4 Electrical maintenance department will be responsible for maintenance of communication systems.
- 14.1.5 Electrical maintenance department also is responsible for 24*7 uninterrupted power supply through main lines, generators and invertors.
- 14.1.6 Central stores is responsible for maintenance of equipment and instruments through contracts, AMCs and CMCs.
- 14.1.7 Central stores maintains MSDS along with a copy of the same at end user location.
- 14.1.8 SOPs for handling various chemicals are prepared, reviewed and maintained in all laboratories.
- 14.1.9 The central stores also will look after procurement of new equipment and instruments as per the end user requirements as well as breakdown repairs as needed.
- 14.1.10 Dedicated housekeeping staff maintains the cleanliness and hygiene throughout the facilities.
- 14.1.11 ICT department is responsible for maintenance of the IT infrastructure including connectivity, hardware and software.
- 14.1.12 Central stores is responsible for procurement and stocking of various spares as might be required by civil, Electrical maintenance department and ICT departments so as to carry out their responsibilities in a smooth manner.
- 14.1.13 Periodic calibration of equipment is done through central stores and bio-medical engineering department.

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- 14.1.14 Preventive maintenance plan is maintained by civil maintenance and Electrical maintenance department.
- 14.1.15 Security is responsible for maintenance and upkeep of fire extinguishers placed strategically in the laboratories.
- 14.1.16 Annual stock verification is conducted through central stores.

14.2 Library:

- 14.2.1 The head librarian is responsible for maintenance of the infrastructure, books and other learning resources, ICT equipment through respective department heads.
- 14.2.2 Civil maintenance is responsible for maintenance of physical infrastructure, furniture, plumbing and water supply to the library.
- 14.2.3 Dedicated housekeeping staff maintains the cleanliness and hygiene throughout the facilities.
- 14.2.4 Electrical maintenance department is responsible for maintenance of electrical wirings, lighting and other electrical fixtures.
- 14.2.5 Electrical maintenance department will be responsible for maintenance of communication systems.
- 14.2.6 Electrical maintenance department also is responsible for 24*7 uninterrupted power supply through main lines and generators.
- 14.2.7 Security is responsible for maintenance and upkeep of fire extinguishers placed strategically in the library
- 14.2.8 Central stores is responsible for periodic (monthly) pest control of all areas in the library for rodents and other such menaces.
- 14.2.9 The head librarian will look after procurement of new as well as replacement learning resources.
- 14.2.10 ICT department is responsible for maintenance of the IT infrastructure including connectivity, hardware and software.
- 14.2.11 Central stores is responsible for procurement and stocking of various spares as might be required by civil, Electrical maintenance department and ICT departments so as to carry out their responsibilities in a smooth manner.

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14.2.12 Preventive maintenance plan is maintained by civil maintenance and Electrical maintenance department.

14.3 Sports facilities:

14.3.1 The Director of sports and cultural activity is responsible for maintenance of the infrastructure as well as sports equipment and kits.

14.3.2 Dedicated housekeeping staff maintains the cleanliness and hygiene throughout the facilities.

14.3.3 Civil maintenance is responsible for maintenance of physical infrastructure, furniture (Gym, yoga hall, badminton courts, swimming pool etc.) plumbing and water supply to all the sports facilities on campus

14.3.4 Electrical maintenance department is responsible for maintenance of electrical wirings, lighting and other electrical fixtures.

14.3.5 Electrical maintenance department will be responsible for maintenance of communication and public address systems.

14.3.6 Electrical maintenance department also is responsible for 24*7 uninterrupted power supply through main lines and generators.

14.3.7 Central stores is responsible for procurement and replacement of kits, equipment etc. as per the requests received.

14.3.8 The central stores will also be responsible for AMC, CMC, breakdown maintenance of all equipment in the gym and other facilities where the manufacturer recommends AMC, CMC.

14.3.9 Central stores will also be responsible for procurement and / or replacement of professional grade facilities like tennis turf, badminton flooring etc. which are beyond the scope of in-house civil department.

14.3.10 Central stores is responsible for procurement and stocking of various spares as might be required by civil, Electrical maintenance department and ICT departments so as to carry out their responsibilities in a smooth manner.

14.3.11 Annual stock verification is conducted through central stores.

14.3.12 Preventive maintenance plan is maintained by civil maintenance and Electrical maintenance department.

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14.4 Computers:

- 14.4.1 The ICT head is responsible for maintenance of the ICT infrastructure including connectivity, hardware and software.
- 14.4.2 Civil maintenance is responsible for maintenance of furniture requirements for the ICT department as well as the end users.
- 14.4.3 Civil maintenance is also responsible for physical maintenance of various ICT related infrastructure such as switch room, networking room, server rooms etc.
- 14.4.4 Electrical maintenance department is responsible for maintenance of Fiber optics, CAT 6 cabling, electrical wirings, lighting and other electrical fixtures.
- 14.4.5 Electrical maintenance department also is responsible for 24*7 uninterrupted power supply through main lines, inverters and generators.
- 14.4.6 Security is responsible for maintenance and upkeep of fire extinguishers placed strategically throughout the campus.
- 14.4.7 Central stores is responsible for procurement and replacement of various ICT resources as requested by the HoD – ICT.
- 14.4.8 Central stores will also be responsible for procurement of licensed hardware and software products.
- 14.4.9 Central stores will ensure up-to-date anti-virus software, firewalls and other software on recommendation of the ICT HoD.
- 14.4.10 ICT department is responsible for periodic preventive as well as breakdown maintenance of ICT infrastructure.
- 14.4.11 ICT department will be responsible to keep certain equipment / machines / peripherals in stocks so as to be provided as a buffer to the end user during breakdown maintenance.
- 14.4.12 Central stores will be responsible for procurement and stocking of various spares as may be required by the ICT department.
- 14.4.13 Central stores is responsible for procurement and stocking of various spares as might be required by civil, Electrical maintenance department and ICT departments so as to carry out their responsibilities in a smooth manner.
- 14.4.14 Annual stock verification is conducted through central stores.
- 14.4.15 Preventive maintenance plan is maintained by ICT.

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14.5 Classrooms:

- 14.5.1 The respective faculty dean will be responsible for maintenance of the classroom infrastructure including connectivity and hardware.
- 14.5.2 Civil maintenance is responsible for maintenance of furniture physical infrastructure, plumbing, leakages and water supply to all classrooms.
- 14.5.3 ICT department is responsible for maintenance of ICT equipment and connectivity.
- 14.5.4 Electrical maintenance department is responsible for maintenance of OHPs, smart boards' electrical wirings, lighting and other electrical fixtures.
- 14.5.5 Electrical maintenance department also is responsible for 24*7 uninterrupted power supply through main lines, inverters and generators.
- 14.5.6 Dedicated housekeeping staff maintains the cleanliness and hygiene throughout the facilities.
- 14.5.7 Central stores is responsible for procurement and replacement of various classroom resources from furniture to ICT.
- 14.5.8 Central stores will also be responsible for AMC / CMC for equipment in the classroom (OHP, smart boards etc.) as recommended by the manufacturers.
- 14.5.9 ICT department is responsible for periodic preventive as well as breakdown maintenance of ICT infrastructure in the classroom.
- 14.5.10 ICT department will be responsible to keep certain equipment / machines / peripherals in stocks so as to be provided as a buffer to the end user during breakdown maintenance.
- 14.5.11 Security is responsible for maintenance and upkeep of fire extinguishers placed strategically in and around all classrooms.
- 14.5.12 Central stores will be responsible for procurement and stocking of various spares as may be required by the ICT department.
- 14.5.13 Central stores is responsible for procurement and stocking of various spares as might be required by civil, Electrical maintenance department and ICT departments so as to carry out their responsibilities in a smooth manner.
- 14.5.14 Preventive maintenance plan is maintained by civil maintenance and Electrical maintenance department.

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14.6 Other facilities:

- 14.6.1 Civil maintenance is responsible for maintenance of furniture physical infrastructure, plumbing, leakages and water supply.
- 14.6.2 ICT department is responsible for preventive and breakdown maintenance of ICT equipment and connectivity.
- 14.6.3 Electrical maintenance department is responsible for maintenance all electrical wirings, lighting and other electrical fixtures.
- 14.6.4 Electrical maintenance department also is responsible for 24*7 uninterrupted power supply through main lines, inverters and generators.
- 14.6.5 Central stores will also be responsible for AMC / CMC for equipment as recommended by the manufacturers.
- 14.6.6 Central stores is responsible for procurement and stocking of various spares as might be required by civil, Electrical maintenance department and ICT departments so as to carry out their responsibilities in a smooth manner.
- 14.6.7 Security is responsible for maintenance and upkeep of fire extinguishers and firefighting infrastructure placed strategically in the entire campus.
- 14.6.8 Preventive maintenance plan is maintained by civil maintenance and Electrical maintenance department.
- 14.6.9 Electrical maintenance department will be responsible for maintenance of communication systems.
- 14.6.10 Dedicated housekeeping staff maintains the cleanliness and hygiene throughout the facilities.
- 14.6.11 CCTVs located at various locations across the campus ensures a safe and holistic learning and working environment for the students and staff.

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	KIMSDU, Karad	
	KIMSDU-FMS/POL/ 02	Version No.: 1.0
		Version Date: 1.1.2014
	Policy on maintaining Smoking free and Tobacco free campus	Rev No.: 0
		Rev. Date: 0
		Effective Date: 1.1.2014

1. Purpose:

- 1.1 To set the policy mandating KIMSDU a "Tobacco Free" Facility.
- 1.2 To provide comprehensive guidance to all departments on prohibiting use/sale of tobacco in any form within university premises.
- 1.3 To ensure that all university staff is aware of the Tobacco ban in the university premises.
- 1.4 To promote a healthy environment to all and to prevent hazards.

2. Scope:

The scope includes all the students, patients, staff and visitors at KIMSDU.

3. Responsibilities:

- 3.1 **Administrative Officer:** The A.O is responsible through the leadership team for ensuring the implementation of this policy throughout KIMSDU. The A.O is responsible for ensuring the effective implementation of this policy, Allocating sufficient resources to enable the policy to be delivered.
- 3.2 **Safety Officer:** Monitoring the overall effectiveness of the policy.
- 3.3 **Departmental Heads:** Heads of departments/A.O are responsible for ensuring that all their staff, students, patients and visitors are aware of the **NO SMOKING** policy.
- 3.4 **Employees:** The employees must ensure that they strictly abide by this policy and give a good example to students, patients and visitors. The employees must be fully aware of the law stating SMOKING is banned in public places. The employees must be aware that the university may decide to take disciplinary action against any of the staff who breaks the NO SMOKING law in its premises.

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4. Policy:

- The A.O of KIMSDU shall prohibit the sale and use of Tobacco in form of cigar, Cigarette or pipe and chewing of tobacco throughout the facility.
- The implementation of this policy requires the cooperation of all members of management and staff.
- The university has been declared a "no smoking" zone.
- Signage for "no smoking" are displayed in all areas of the university.
- Smoking may lead to fire hazards and hence all employees shall be made aware of such hazards through Safety Education Program.
- Penalty of 500 Rs. will be charged for non-adherence to policy.

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	KIMSDU, Karad	
	KIMSDU-FMS/POL/ 03	Version No.: 1.0
		Version Date: 1.1.2014
	Policy on Operational and Maintenance Plan for facility and equipment	Rev No.: 0
		Rev. Date: 0
		Effective Date: 1.1.2014

1. Purpose:

To lay down guidelines for an effective operational and maintenance plan of equipment and clarify maintenance responsibilities for land and building assets;

- 1.1 Specify the minimum requirements for the management of maintenance;
- 1.2 Ensure that assets are adequately maintained;
- 1.3 Ensure that associated risks are effectively managed;
- 1.4 Statutory compliance;
- 1.5 Ensure that land and building assets perform effectively and efficiently throughout their service life;
- 1.6 Appropriate decisions are made in selecting maintenance strategies;
- 1.7 Ensure that a sound basis exists for the allocation of maintenance funds.

2. Scope:

- 2.1 Civil and Electrical maintenance department

3. Responsibilities:

- 3.1 AR – E and S
- 3.2 AO
- 3.3 HOD – Civil and Electrical maintenance department

4. Definition:

- 4.1 **Breakdown Maintenance:** Activities which are associated with the repair and servicing of site infrastructure, buildings, plant or equipment within the site's agreed building capacity

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allocation which have become inoperable or unusable because of the failure of component parts.

4.2 Maintenance: The combination of all technical and administrative actions, including supervision actions, intended to retain an item in, or restore it to, a state in which it can perform a required function. (British Standard 3811:1993)

4.3 Preventive Maintenance: It is a set of activities that are performed on plant equipment, maintenance machinery, and systems before the occurrence of a failure in order to protect them and to prevent or eliminate any degradation in their operating conditions. The maintenance carried out at predetermined intervals or according to prescribed criteria and intended to reduce the probability of failure or the degradation of the functioning of an item. (British Standard 3811:1993)

5. Policy:

- 5.1 There shall be a documented Preventive maintenance and breakdown maintenance plan in form of a tracker. A separate tracker shall be maintained for all engineering support equipment and a separate for all biomedical equipment.
- 5.2 This plan shall incorporate statutory requirements wherever appropriate.
- 5.3 Maintenance activities shall include all equipment medical/ non-medical, entire electrical systems, water management systems, Heating-Ventilation-Air-conditioning (HVAC).
- 5.4 The maintenance shall include checks, partial or complete overhauls at specified periods, oil changes, and lubrication and so on. In addition, workers can record equipment deterioration so they know to replace or repair worn parts before they cause system failure.
- 5.5 Asset numbers shall be allocated to each equipment and inventory logs shall be maintained.
- 5.6 Manufacturer's recommendation shall be adhered to while handling the machinery for breakdowns.
- 5.7 Infection control practices requirement shall be adhered to wherever applicable. For instance timely cleaning and replacement of filters etc.
- 5.8 Maintenance staff shall be available round the clock for emergency repairs.
- 5.9 Wherever outsourced task is involved, intimation to the external parties shall be given well in advance.

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- 5.10 Preventive maintenance of equipment covered under AMC (annual maintenance contract) /Under Warranty / in house shall be carried out periodically, twice in a year (duration of 6 months) or as per preventive maintenance schedule for the equipment.
- 5.11 Calibration/validation for laboratory/blood bank equipment shall be carried out by vendor who is NABL accredited.
- 5.12 Biomedical engineering department shall maintain technical log book in the form of register and same shall be kept at respective individual laboratories and departments. All documents pertaining to installation report, service reports, PM reports, Calibration certificates shall be maintained by Biomedical engineering Department.
- 5.13 All equipment which have undergone Preventive maintenance shall have stickers labeled onto it with the necessary details specified.
- 5.14 All fixed furniture to have undergone preventive maintenance.
- 5.15 The maintenance shall include checks, partial or complete overhauls at specified periods, oil changes, and lubrication and so on.
- 5.16 Regular round shall be taken and ensure timely maintenance, repair of civil structure been done.
- 5.17 Other standard methods that shall aid in operational maintenance are as follows:
- 5.17.1 To maintain a proper record of daily rounds been taken.
- 5.17.2 To divide areas among Engineers & give responsibility of specific area of university.
- 5.17.3 To attain approaching information about breakdowns and take follow up from particular area Engineers & technicians.
- 5.17.4 To maintain records on the history, nature and probable solution of the breakdown.
- 5.17.5 To ensure strict adherence to schedules of routine preventive maintenance to minimize breakdowns.
- 5.17.6 To maintain data on equipment performance and breakdown to facilitate analysis.
- 5.17.7 To compose appropriate documentation of complaint, requisition & material used slip. Complaints shall be registered in a register maintained.
- 5.17.8 Response times and Resolution times shall be monitored on a timely basis to assess the performance.

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	KIMSDU-FMS/POL/ 04	Version No.: 1.0
		Version Date: 1.1.2019
	Policy on maintenance of potable water and electricity through alternate sources	Rev No.: 0
		Rev. Date: 0
	Effective Date: 1.1.2019	

1. Purpose :

- 1.1 To provide potable water & electricity round the clock in the university areas.
- 1.2 To ensure that alternate sources are provided for in the event of failure of Main Source of water, electricity.

2. Scope:

University wide.

3. Responsibility:

- 3.1 AR – Estate and Security
- 3.2 Administrative Officer.
- 3.3 HOD Civil and Electrical maintenance department.
- 3.4 Employees.

4. Definition: Nil.**5. Policy:**

5.1 Following sources are available in KIMSDU for Water and Electricity.

A. Water Supply:

- The university has a total storage capacity for 01 - 02 days of from own seven bore-wells.
- There are 8 submersible pumps of 750 IPM capacity and two spare for emergency.
- Following objectives are achieved:

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- To ensure smooth functioning of all pumps, plumbing works is complete in all University areas including water treatment plant.
- To Follow Preventive Maintenance Schedule.
- To clear the daily complaints like leakages and blockings.
- To maintain log books like complaint register, daily check list etc.
- Be prepared for any type of water intrusion in any area by any means.

Alternate Source of Water:

1. Bore wells act as an alternate source in the case of supply failure from Malkapur Nagar Panchayat, presently the bore well water is being used for domestic (washing/bathing/flushing/cleaning) purposes only.
2. The university has seven bore wells and also have a drinking water plant of capacity of 6 lac liters.

Testing of Alternate Sources of water:

The alternate sources of water shall be tested for biochemical and microbiological analysis. The reports of the same shall be maintained in civil maintenance department.

STP: Sewage Treatment Plant

- KIMSDU has sewage treatment and ETP as a part of the go green initiative. There is emphasis on the concept of reduction, recycling the re-usage of available nature resources.
- 1000 KLD sewage treatment plant + 100KLD ETP has been constructed on the main campus and & recycled water is used for gardening.

Water Harvesting Project:

Organization provides rain water harvesting of 10,000 sq. mtr. Terrace area. (Recharge type)

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B. Solar Energy:

- Organization installed solar PV system. 500KW solar power plants have been installed at university campus by the Electrical maintenance department.

Electricity:

- Express Feeder- the University has an Express feeder which is a source of power supply providing 24 x 7 Electricity supply from MSEB. In order to deal with emergencies, exigencies an un-interrupted power supply is mandatory, an express feeder has been used for the same.

Alternate Source for electricity:

- AMF panel- Auto Mains Failure (AMF panel) is an automated panel which starts the generator automatically in the event of Main Supply failure. The panel is designed to give Start Command to the Generator in the event of Main Supply failure & OFF command in the event of Main Supply restoration.

Generator:

- Generator is a system which is converting mechanical energy into electrical energy using of fuel (Diesel)

For Heating of Water:**Boilers Steam:**

1. 1st boiler is the Primary boiler which is in laundry.
2. Heat pump systems are used for heating water in the hostel areas.

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	KIMSDU-FMS/POL/ 05	Version No.: 1.0
		Version Date: 1.1.2014
	Policy on Equipment Procurement Replacement and Disposal	Rev No.: 0
		Rev. Date: 0
		Effective Date: 1.1.2014

1. Purpose:

- 1.1 To lay down guidelines for equipment planning in accordance with services and the strategic plans of organization.
- 1.2 To ensure a collaborative process in equipment selection.
- 1.3 To guide in equipment replacement and disposal.

2. Scope:

All equipment as required by various departments.

3. Responsibility:

- 3.1 Top Management.
- 3.2 Purchase committee
- 3.3 Central stores

4. Definition: Nil.**5. Policy:**

- 5.1 All the equipment shall be planned in accordance with scope of services of organization.
- 5.2 There shall be a collaborative process of equipment selection, renting, updating and upgrading involving end user, management, finance, and engineering departments.
- 5.3 Equipment requirements can be discussed primarily with the Registrar.
- 5.4 Depending upon the type of purchase, an indent can be raised by the respective department and forwarded to stores.

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- 5.5 Capital items should be discussed at the purchase committee
- 5.6 Logs of all types of equipment shall be maintained.
- 5.7 Only trained personnel shall handle all equipment.
- 5.8 All equipment shall be inspected and calibrated periodically.
- 5.9 Disposal of equipment shall be done through the scrap committee.

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	KIMSDU, Karad	
	KIMSDU-FMS/POL/ 06	Version No.: 1.0
		Version Date: 1.1.2014
	Policy on Management of Fire and Non Fire Emergencies	Rev No.: 0
		Rev. Date: 0
		Effective Date: 1.1.2014

1. Purpose:

To provide guidelines to all staff at KIMSDU in regards to their response to fire and non-fire emergencies within university premises.

1.1 To provide a uniform Response plan for KIMSDU, which must be learned and regularly practiced by all staff.

2. Scope:

The scope encompasses all disaster situations within university premises which includes fire, bomb threat or explosion, earthquakes, floods/water logging.

3. Responsibilities:

- 3.1 Top management.
- 3.2 Safety officer.
- 3.3 Engineering services
- 3.4 Code teams.
- 3.5 All employees.

4. Definition:

4.1 **Fire emergency:** Any serious situation or occurrence of fire that happens unexpectedly and demands immediate action or response to manage it.

4.2 **Non Fire emergency:** Non fire emergencies can include situations as:

- 4.2.1 Terrorist attack,
- 4.2.2 Invasion of swarms of insects and pests,
- 4.2.3 Earthquake,

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- 4.2.4 Invasion of stray animals,
- 4.2.5 Hysterical fits of students, staff, patients and/or relatives,
- 4.2.6 Civil disorders affecting the organization,
- 4.2.7 Anti-social behavior by students, staff, patients/relatives,
- 4.2.8 Temperamental disorders of staff causing deterioration in student services and or patient care,
- 4.2.9 Spillage of hazardous (acids, mercury, etc.), infected materials (used gloves, syringes, tubing sharps, etc.) medical wastes (blood, pus, amniotic fluid, vomits, etc.),
- 4.2.10 Building or structural collapse,
- 4.2.11 Fall or slips (from height or on floor) or collision of personnel in passageway,
- 4.2.12 Fall of patient from bed,
- 4.2.13 Bursting of pipelines.
- 4.2.14 Sudden flooding of areas like basements due to clogging in pipelines.
- 4.2.15 Sudden failure of supply of electricity, gas, vacuum, etc.
- 4.2.16 Bursting of boilers or autoclaves.

5. Policy:

- 5.1 All staff of KIMSDU shall be familiar with basic safety information in regards to possible internal disaster situations within university premises, which are applicable to educational institutions for the safety of students /patients/residents/staff and visitors in regards to early detection, Abatement, Containment of the disastrous situation.
- 5.2 All staff of KIMSDU shall know and be able to respond and implement the "Code Red" in case of fire and non-fire emergencies.
- 5.3 All staff of KIMSDU shall know Immediate Fire Procedure and Evacuation Plan of KIMSDU.
- 5.4 All staff of KIMSDU shall know the safe exit plan for each area within the University for Fire Emergencies. These fire exit plans shall be displayed on each floor of every building.
- 5.5 All staff of KIMSDU shall participate in regularly scheduled fire drills, fire safety orientation, and other general fire safety programs.
- 5.6 Mock Drills shall be planned by the Safety Officer and held each month in such a manner that

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at least one drill is scheduled for each work shift during each calendar quarter. Mock drills shall involve a discussion of the evacuation of all residents to a safe assembly point outside of the affected area

- 5.7 The results of fire drills shall be documented and used to educate staff on fire procedures.
- 5.8 There should be coordination with police and fire brigade authorities and their support shall be sought whenever deemed necessary.
- 5.9 All firefighting equipment shall have a definitive maintenance plan as per manufacturer's and statutory recommendations.
- 5.10 A comprehensive safety inspection shall be done frequently in student areas, patient care areas and in other areas by Security officer with team member.
- 5.11 In case of break down maintenance vendor to be shortlisted for appropriate corrective action to be taken through central stores.
- 5.12 A report shall be generated after each inspection which shall be discussed in Facility Management and Safety Committee Meeting and shall form the basis for safety.
- 5.13 Records are maintained and monitored at the time of reporting for taking corrective and preventive action.
- 5.14 Response times are monitored from time of reporting to time of inspection and time of implementation of corrective actions.

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	KIMSDU, Karad	
	KIMSDU-FMS/POL/ 07	Version No.: 1.0
		Version Date: 1.1.2019
	Policy on Management of Disasters	Rev No.: 0
		Rev. Date: 0
		Effective Date: 1.1.2019

1. Purpose:

1.1 To provide guidelines to all staff at KIMSDU in regards to their response to disasters.

1.2 To provide a uniform Response plan for KIMSDU, which must be learned and regularly practiced by all staff.

2. Scope:

The scope encompasses all disaster situations which include fire, bomb threat or explosion, earthquakes, floods/water logging.

3. Responsibilities:

- Top management.
- Safety officer.
- Engineering services
- Code teams.
- All employees.

4. Definition:

4.1 Disaster: A sudden event, such as an accident or a natural catastrophe, that causes great damage or loss of life.

5. Policy:

5.1 KIMSDU has a Disaster Management Plan with potential emergencies identified and procedures in place for handling such situations.

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- 5.2 This plan has been made available in the Safety manual and incorporates essential elements like safety alert codes, information and communication, responsibilities of each staff, earmarking of resources, establishment of command center and many more.
- 5.3 All resources like medical supplies, equipment, personnel, and other related materials shall be made available during disaster.
- 5.4 Staff shall periodically train in disaster management plan through trainings conducted by safety officer.

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	KIMSDU-FMS/POL/ 08	Version No.: 1.0
		Version Date: 1.1.2014
	Policy on Access Control	Rev No.: 0
		Rev. Date: 0
		Effective Date: 1.1.2014

1. Purpose:

- 1.1 To reduce disease transmission by avoiding crowded situations.
- 1.2 Provide restful, non-disruptive environment for all students and patients
- 1.3 Promote students /family/ patient-centered services
- 1.4 To develop a comprehensive security culture throughout the organization.
- 1.5 To restrict members of the public from gaining access to areas and departments of the university without obtaining permission.

2. Scope: All staff, faculty, trainees/students, visitors, vendors & Medical representatives.

3. Responsibilities: Security Dept.

4. Definitions:

- 4.1 **Faculty and Staff:** for the purposes of this policy, any reference to faculty and staff also includes house officers, all health care providers, students, volunteers, and persons hired by the University of KIMS “Deemed To Be University” to perform work.
- 4.2 **Visitors:** A person visiting someone or somewhere, especially in university.
- 4.3 **Vendor:** Any representative of a manufacturer or company who visits the KIMSDU for the purpose of soliciting, marketing, or distributing information regarding the use of medications, products, equipment, and services.

5. Policy :

- 5.1 Control of vendor and visitor access to ensure regulatory compliance, cut down on unauthorized interaction with medical and other staff, and enhance students, patient and

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staff safety. The efforts are aided significantly by technology, particularly visitor and vendor management.

- 5.2 Control of all staff, faculty, trainees/students access to university.
- 5.3 Identification Badges.
- 5.4 All identification badges will be issued through the photography department.
- 5.5 The ID badge will be worn and visible at all times when on premises. No exceptions will be made.
- 5.6 A replacement badge will be provided when:
- 5.6.1 Person's name changes.
- 5.6.2 The badge is damaged.
- 5.6.3 Badge is lost or misplaced.
- 5.7 An "Student / Employee ID Request" form must be completed and signed by Head of department and presented at the time the photo is taken
- 5.8 The following standards will be used for information to be put on ID badges:
- 5.8.1 Name of Institute.
- 5.8.2 Name of staff./ student
- 5.8.3 Designation.
- 5.8.4 Department./ faculty
- 5.8.5 Date of birth.
- 5.8.6 Blood group.
- 5.9 The following information will be written on backside of badge:
- 5.9.1 Personal contact number.
- 5.9.2 In case of emergency contact.
- 5.9.3 Detail address of the institute.
- 5.10 ID Badges are not to be shared with anyone other than the student / employee who is assigned that badge.

6. Control of all visitors' access to university.

- 6.1 Visitors pass will be issued through the security department.
- 6.2 Not more than one person should accompany the patient at emergency, ICU & in wards.
- 6.3 These visitors must visit the hostel students / patient within visiting hours only.

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6.4 At Outpatient department only one visitor is allowed with the patient.

6.5 No ill siblings or other ill parents are allowed in OPD.

7. Control of all vendor access to university.

7.1 Security may, request to inspect a vendor's identification badge. Vendors without proper identification badges will be escorted to the appropriate vendor check-in area.

7.2 All vendors are required to check in at the security desk located in the main entrance

7.3 Vendors must schedule an appointment with individuals or departments prior to being allowed to visit.

7.4 Designated security person will contact the department that the vendor is visiting and get approval to allow the vendor to proceed. Vendors may only visit those departments and personnel when there is a prearranged appointment. Vendors may NOT visit with faculty, staff, or call on departments without a prearranged appointment.

7.5 If vendor visits have to occur at times other than during regular business hours, the department must notify the vendor check-in area and obtain in advance a temporary vendor badge for the representative.

7.6 Vendors are restricted in access to physicians' offices, Procurement, department offices, Pharmacy department and Central Medical Store (all by appointment only), conference rooms (by invitation only), and public areas.

7.7 Tenders are generally widely advertised to offer opportunities to a number of suppliers.

7.8 All new vendors who must report to the Central Medical store to register on their initial visit. During registration, interested suppliers will prepare a vendor. & submit to C M store.

7.9 The submitted tenders are then evaluated with regard to defined criteria. After best evaluation of outlined document is selected.

8. Authorized Areas:

- Vendors should not be allowed to enter in any student area, patient care area (including Emergency Department, Inpatient Units, Operating Room areas, Clinics, etc.).
- An exception is made only for prearranged appointments with a member of the medical staff, University's department head.
- Single invitations are not to be construed as blanket approval for future visits.

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- A sales representative's presence in or about patient care areas, medical staff offices, or other public or private areas in University for the purpose of making an appointment, or of detailing product or product lines will not be tolerated.
- Vendors should make initial contact via telephone to schedule appointments.

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	KIMSDU-FMS/POL/ 09	Version No.: 1.0
		Version Date: 1.1.2014
	Policy on Fire equipment maintenance	Rev No.: 0
		Rev. Date: 0
	Effective Date: 1.1.2014	

1. Fire Safety Maintenance

Keeping fire maintenance equipment in good condition is another important responsibility. After all, there's not much use having the equipment if it doesn't work when needed most. It's not enough to simply have the equipment on site.

2. What is Fire Safety Equipment?

Fire Safety Equipment covers the tools, devices, facilities and various elements on your premises that contribute to fire prevention, allowing you to meet safety standards. This includes but isn't limited to:

- Fire Alarms
- Fire Exits
- Fire Extinguishers
- Sprinkler Systems
- Fire Hose Reels and water pumps
- Fire engine
- Sand buckets
- Signages

3. What is Fire Equipment Maintenance?

- a. Any element of fire safety provided on the premises should be maintained and serviced to ensure it is in working order. It is essential to carry out these checks, not just to meet legislation standards and save money, but to protect the wellbeing of students, staff, employees and visitors.

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- b. It is best to keep all equipment regularly serviced rather than leave it until it is too late, which can generate more costs in repairs and replacements.
- c. Routine testing and upkeep of fire safety equipment whereas further maintenance such as more in-depth system checks should be executed by a competent / authorized person.
- d. Log books and service reports have to be maintained where all records, updates and progress relating to onsite fire safety can be logged.
- e. The security officer should organize all necessary maintenance and tests to ensure they are recorded in the respective log book.

4. Fire Extinguisher Maintenance: How often?

It is recommended to carry out maintenance on fire extinguishers at least once a year.

5. What is Fire Extinguisher Maintenance?

5.1 Fire extinguishers should be checked annually, to make sure they are in good working condition should they need to be used.

5.2 They should be tested by a competent person.

1. Fire extinguisher maintenance will cover several things to check:
2. The fire extinguisher is in date
3. The weight and pressure are correct
4. It has not been tampered with
5. That the pin and hose work correctly
6. That the instructions are legible
7. That the extinguisher is in visibly good condition

5.3 The engineer will be able to advise you on any further necessary action once the service is complete.

5.4 It may be advised to replace an old or faulty extinguisher or to purchase additional extinguishers to help you comply with safety standards.

5.5 This service should be logged in the Log Book, but you will also receive a service label proving the service has been done. This is important for Fire Safety Inspections.

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6. How to Maintain a Fire Alarm System

6.1 The safety standards recommend that fire alarm systems are serviced at least every 6 months.

6.2 The Safety Standard states the three main reasons for the fire alarm maintenance and testing as:

- To identify any faults signaled and take the appropriate action to rectify them;
- To ensure there have been no major failures of the system, either as a whole or in part;
- To familiarize occupants of the institute with the fire alarm signal(s).

6.3 A competent person or company should install and service fire alarm systems.

6.4 It is recommended to perform a weekly test of fire alarms to ensure they are working.

7. Details

- **Check:** A visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
- **Inspect:** Physical examination to determine that the device or system will apparently perform in accordance with its intended function.
- **Test:** Operation of the device or system to ensure that it will perform in accordance with its intended operation or function.
- **Supervisory Staff:** Those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

8. Mandatory fire safety maintenance schedule

Whenever a defect or deficiency is discovered in fire safety equipment, CORRECTIVE ACTION must be taken IMMEDIATELY by the authorized agent.

- **Daily**
 - 1) Check exit signs to ensure they are in clean and legible condition.
 - 2) Check fire alarm system power on and trouble signal indicators.
- **Weekly**
 - 1) Check the power supply of interconnected smokes associated with pull stations.

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- 2) Check hoods, ducts and filters and clean to ensure removal of deposits that may create a fire hazard are removed.
 - 3) Inspect valves controlling fire protection water supplies.
 - 4) Check water level in fire pump reservoirs.
 - 5) Inspect and operate all fire pumps.
 - 6) Check standpipe system water supply pressure and system air pressure.
 - 7) Check components of the emergency generator system.
 - 8) Check hoods, ducts and filters subject to accumulations of combustible deposits.
- **Monthly**
 - 1) Inspect all doors in fire separations.
 - 2) Inspect all portable fire extinguishers.
 - 3) Test the operability of interconnected smokes and pull stations by testing at least one smoke alarm.
 - 4) Test fire alarm system and check all components including standby power batteries, an initiating device, and an emergency telephone.
 - 5) Inspect the water level in gravity fire protection water tanks.
 - 6) Conduct a fire drill for all staff.
 - **Every three months**
 - 1) Conduct a fire drill for staff in high buildings
 - 2) Test closures, switches and dampers related to smoke control in high buildings.
 - 3) Test elevator door-opening devices and key operated switches related to elevators in high buildings.
 - **Every six months**
 - 1) Inspect and maintain wet chemical kitchen extinguishing system.
 - 2) Check and clean crankcase, breathers, governors and linkages on emergency generator sets.
 - 3) Inspect elevators in high buildings to ensure proper operation on fire alarm activation.

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- **Annually**

- 1) Test smoke alarms.
- 2) Inspect all chimneys, flues and flue pipes.
- 3) Inspect disconnect switches for mechanical air condition and ventilation systems.
- 4) Conduct fire drills for staff.
- 5) Inspect and clean chimney spark arrestors.
- 6) Test the fire alarm system (by persons with qualifications acceptable to the asst. Registrar (E&S).
- 7) Inspect fire department connections for caps, wear, rust or obstructions.
- 8) Conduct a fire pump flow test.
- 9) Inspect all hydrants.
- 10) Inspect hydrants- all hydrants shall be flow tested.
- 11) Conduct general engine and generator maintenance and engine tune-ups for emergency generator sets.
- 12) Inspect every closure in an opening to the outdoors at the top of a smoke shaft in high buildings.
- 13) Inspect air handling systems used to vent floor areas in high buildings.
- 14) Test standpipe systems that have not been used in 12 months.
- 15) Conduct maintenance procedures for fire extinguishers.

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	KIMSDU-FMS/POL/ 10	Version No.: 1.0
		Version Date: 1.1.2014
	Policy on CCTV maintenance	Rev No.: 0
		Rev. Date: 0
		Effective Date: 1.1.2014

1. Purpose of Policy

The purpose of this policy is to regulate the use of CCTV and their maintenance on KIMSDU campus.

2. **The aim** is to ensure that CCTV is used transparently and proportionately in accordance with data protection legislation, the Institute's Data Protection Policy and maintained in perfect working condition.

3. Scope :

This policy relates directly to the location, use and maintenance of CCTV.

4. Purposes of CCTV:

CCTV surveillance is employed for the following purposes:

4.1 Security:

- 4.1.1 To assist in providing for the security of students, staff and visitors;
- 4.1.2 To periodically monitor and protect KIMSDU uildings and facilities;
- 4.1.3 To assist in the prevention and detection of crime and prosecution of offenders.

4.2 Risk Management:

- 4.2.1 To assist in providing for the safety of students, staff and visitors;
- 4.2.2 To assist in the resolution of incidents involving workplace hazards, injuries or near misses;
- 4.2.3 To assist in the processing of allegations/claims against KIMSDU.

4.3 Traffic Management:

- 4.3.1 To assist in the identification of car parking and traffic management problems and assist with the enforcement of car parking regulations.

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- 4.3.2 To assist KIMSDU where its grievance, disciplinary or dignity at work procedures have been invoked.
- 4.3.3 CCTV surveillance will not be used to monitor individuals to gather evidence to invoke a procedure.
- 4.3.4 To enable KIMSDU to respond to legitimate requests from third parties for CCTV footage of incidents e.g. for legal proceedings or insurance investigations.
- 4.3.5 Where, in the carrying out of these purposes, images are obtained of persons committing acts of an illegal nature and / or acts which breach KIMSDU's rules and regulations, these may be used as evidence.
- 4.3.6 while every effort has been made in the layout of the CCTV system to give it maximum effectiveness, it is not possible to guarantee that it will detect every incident that takes place on campus.

5. Installation and Maintenance of the CCTV System

- 5.1 CCTV systems are installed and maintained by licensed CCTV companies contracted by KIMSDU.
- 5.2 The CCTV companies operate under the instruction of KIMSDU and provide KIMSDU with assistances in installation, maintenance and upgrade of the CCTV systems.
- 5.3 All CCTVs will be checked periodically for location, angle and clarity.
- 5.4 The CCTV installation company will be responsible for maintenance and upkeep of all CCTVs on the campus.
- 5.5 Authorized viewing personnel will contact the CCTV installation company if any of the cameras are not functioning or not functioning as intended.
- 5.6 Authorized personnel will contact ICT department in case of any discrepancies / issues observed with the CCTV footage storage and play back.
- 5.7 The CCTV master monitor will be checked every morning to ensure all the cameras are functioning properly and enter the details in the respective logbook.
- 5.8 The authorized personnel will randomly check the storage, access and retrieval of the footage on a daily basis and enter the details in the respective logbook.

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6. Management, Storage & Retention of CCTV Footage

1. The systems are managed by the following CCTV administrators:
 - 1.1 Assistant Registrar – Estate and Security
 - 1.2 Security Officer
2. Recordings are securely stored in a locked location and access is password controlled.
3. On the KIMSDY, recordings are stored on a computer hard-drive accessed only by authorized personnel.
4. Viewing is restricted to authorized personnel.
5. CCTV footage is not viewed remotely/off-site.
6. Camera monitors are located in areas where they are kept out of view of staff, students and visitors.
7. In accordance with law of the land, CCTV footage is retained for no longer than is necessary.
8. All recordings are retained for a maximum of 28 calendar days. After this time, they are safely deleted.
9. When used in conjunction with an investigation or as evidence, recordings may be retained by request specifically in that context until the issue is resolved. After this period, images are safely deleted.
10. Camera operators shall act with utmost probity at all times and be mindful of exercising prejudices which may lead to complaints of the system being used for purposes other than those for which it is intended.
11. Footage shall not be copied (e.g. by using a mobile phone).

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