



**SANSKRITI
UNIVERSITY**
FOR EXCELLENCE IN LIFE

SANSKRITI UNIVERSITY INFRASTRUCTURE MAINTENANCE POLICY

(As approved by the Executive Council in its IInd Meeting dated (16/03/2017))

**Sanskriti University
Mathura
Uttar Pradesh**



Established under the Sanskriti University, Chhata, Mathura, Uttar Pradesh Act (No. 20 of 2016)

📍 Campus : 28 K. M. Stone, NH-2, Chhata, Mathura (U.P.)- 281401

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PREAMBLE

This Maintenance Policy serves as a guiding framework, delineating the principles, objectives, strategies, and responsibilities essential for the effective maintenance and upkeep of all university facilities. It is designed to align with our overarching mission of facilitating transformative learning experiences, advancing research endeavors, and cultivating a vibrant campus community.

In pursuit of academic excellence and institutional sustainability, Sanskriti University recognizes the pivotal role of maintenance in upholding the quality and functionality of its infrastructure, facilities, and academic environment. As an institution committed to fostering holistic development and providing conducive learning spaces, we acknowledge the imperative need for a comprehensive maintenance policy to ensure the seamless operation and longevity of our physical assets.

Scope of the Policy

It encompasses all aspects related to the upkeep, preservation, and improvement of its physical infrastructure, facilities, and assets. It outlines the breadth and depth of maintenance activities and responsibilities undertaken to ensure the efficient functioning, safety, and longevity of the university's environment conducive to teaching, learning, research, and administrative activities.

Campus Infrastructure Maintenance Committee

A committee shall be constituted to ensure implementation of the policy

The composition of the policy shall be as indicated below :

- Registrar – Chairperson
- Administrative Incharge -Member Secretary
- Director Finance- Member
- Maintenance Manager- Member
- Facilities Manager- Member
- Librarian- Member
- IT Incharge – Member
- Chief Warden – Member



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Roles and Responsibilities of Infrastructure and Maintenance Committee

The committee bears the responsibility to ensure, augment and maintain infrastructure of

the institution so as to ensure conducive and accessible environment for the teaching learning process and holistic development of the students.

The committee will

1. Assess infrastructure needs of the institution
2. Implement plan for infrastructure establishment and augmentation
3. Establish guidelines to maintain and monitor the infrastructure
4. Ensure effective utilization of available infrastructure
5. Ensure compliance with the standards for infrastructure protection and safety
6. Ensure maintenance of stock registers

Academic facilities for Teaching, learning and research

Sanskriti University shall strive to provide an ambience for effective teaching and learning by providing

1. Classrooms with ICT facilities and required furniture
2. Laboratories for Computer Science, Medical and Allied Sciences, Pharma Labs, Business Labs, Nursing Labs, Agriculture Labs, Ayurveda Labs and all other Schools
3. Central Library and with all required learning resources, reprography and internet facilities
4. Facility for creation of e-content
5. Centre for Excellence and Innovation Lab
6. Seminar halls, AV Rooms, Auditorium and Minitheatre for academic, co-curricular and extra-curricular activities
7. Facilities for sports, games, yoga, physical fitness and cultural activities
8. Technologically equipped office spaces for faculty and admin staff; and spaces for support staff
9. Facilities for focus centers, corporate relations, mentoring, quality assurance and incubation
10. Accommodation facilities for students
11. Accessible facilities and learning environment to support Divyanggan students
12. Canteen and pantry facilities for staff and students
13. Transport facilities for staff and students
14. Green campus by ensuring green cover in and around the campus through planting trees, gardens and herbal gardens

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15. Facilities for collection and segregation of waste and its appropriate disposal
16. Facilities for composting of garden and kitchen waste
17. Facilities for solar energy, rainwater harvesting and underground water-level re-charging and Sewage Treatment Plant.

Types of Maintenance

Maintenance is defined as the work required to preserve or restore buildings and equipments to their original conditions or to such a condition that they can be effectively used for the intended purpose, ensuring the ongoing operation of the campus. The Following Maintenance Shall be Undertaken:

- a) Routine/Normal Maintenance
- b) Preventative Maintenance
- c) Scheduled Maintenance
- d) Corrective Maintenance
- e) Complaints/requests from departments, offices, hostels, residents etc.

Normal/Routine Maintenance

Cyclic or planned work activities funded through the annual budget, carried out to continue or achieve either the originally anticipated life of a fixed asset (i.e. buildings, equipment, etc.) or an established level of performance. Normal/routine maintenance is performed on capital assets such as buildings and equipments to help them reach their originally anticipated life.

b. Preventive Maintenance

A planned and controlled program of periodic inspection, lubrication/oiling, and replacement of components and cleaning is done to extend the useful life of building systems and keep them operating near the design level. Thus, objectives of the preventive maintenance include the following:

- Reducing the occurrence of break downs
- Prevention of dampness, and seepage of buildings
- Reducing energy consumption
- Reducing overall maintenance costs

c. Scheduled Maintenance



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Scheduled Maintenance refers to any repair, cleaning, or replacement of components or systems performed on a periodic basis to prevent its malfunction/failure. It is a task in which there is a fixed time interval frame for carrying out maintenance. Scheduled maintenance includes inspections, adjustments, regular service, and planned shutdowns.

d. Corrective Maintenance

It refers to maintenance where in defects have been observed in civil, electrical, ICT infrastructure during its design life or operation. It includes cracks, seepage, plasters, breakdown of equipment etc.

Maintenance Section

The University Shall have the Following

- (i) **Civil Maintenance Cell:** Physical Infrastructure facilities like class rooms, Laboratories, Library, Sports complex, Computer Centre etc, are maintained internally by Civil Maintenance Cell of the University. Assistant Engineer, technical staff etc, to be appointed for the purpose. The Civil Maintenance Work shall be monitored by Building Committee of the University. The building committee of the Institute is chaired by one of the Professor from Civil Engineering Department of University.
- (ii) **Electrical Maintenance Cell:** Sanskriti University has a separate Electrical Maintenance cell to ensure uninterrupted power supply and maintenance of electrical assets of 11KV/415 Voltage electric sub station, Diesel Generator sets, lighting, power distribution system, solar panel etc. One professor from the Electrical Engineering Department shall be assigned the responsibility to monitor the EMC (Electrical Maintenance Cell) activities. The Assistant Forman, technical staff, Electricians etc, are to be appointed in the University for Smooth functioning of EMC.
- (iii) **ICT Maintenance Cell:** Facilities like, computers, LAN, internet, Wi-Fi and, MIS, LMS, CCTV security system, LCD projectors, ICT based Teaching learning facilities other ICT facilities are to be maintained through dedicated staff, Assistant registrar IT and in-charge ICT Maintenance Cell. The ICT Maintenance Cell works under the supervision & guidance of Deputy Registrar of the University.
- (iv) **General Maintenance Cell:** It is established to keep the campus hygienically clean, drinking water supply through dedicated staff. The maintenance of equipment's for water supply sets, sewage treatment, etc. are undertaken as per standard maintenance schedule. The General Maintenance Cell to work under the supervision of Deputy Registrar of the University. Combined Complaint registers are maintained for various services like electrical, plumbing, housekeeping etc. both for academic and hostel buildings. The ERP system should be introduced in the University for fast service.

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• **Minor work is carried out by labor appointed on labour rates**

- Major maintenance work shall be carried out on contract through Annual Maintenance Contract System/tendering procedure/empanelment of service providers.
- All repair, maintenance and upkeeps of labs are to be maintained by their lab incharges /technical staff.
- The utilization reports are to be maintained by In-charge Laboratory, HoDs, In-charge Maintenance Cell.
- The Advanced and Expensive Equipments like UPS and Computers are maintained through Annual Maintenance Contract (AMC)/ empanelment of service providers.
- Equipment, instruments and appliances involved in the teaching-learning process are maintained through internal technical staff, service providers and AMC.
- The procurement of services through AMC, parts/components are to be procured through well-established mechanism of purchase under the monitoring of Registrar/Deputy Registrar.
- Periodic information/requirement of maintenance shall be submitted by HoDs/Section Incharge to concerning Maintenance Cell.
- Prior to commencement of new academic semester all teaching learning facilities including hostels and sports need to be maintained by concerning Maintenance Cell.
- Each laboratory should have one faculty as in-charge lab, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with change in the curriculum. Stock verification (Physical Verification) has to be carried out to verify working/nonworking/missing equipments etc. Yearly Preventive maintenance and performance monitoring has to be carried out by concerned lab--staff. Every laboratory staff keeps the record of utilization of equipments, computers and other required material for experiments. All the safety equipments should be installed in the laboratory to avoid any kind of hazard.
- The library services like MIS, digital section, reference sections, Books issuing section, equipments and other library facilities need to be maintained regularly through dedicated staff. Librarian with supporting staff ensures the availability and utilization of instructional material in teaching and learning process. At end of the Academic year, the stock verification has to be done. Librarian is responsible to prepare the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement has to be initiated through library committee by inviting the requirement of books from various departments which further can be processed following the procurement procedure.



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- The fire safety equipments should be installed at various locations as per standard Operating Procedure on safety and hazards.
- Various sports facilities like grounds, gymnasiums, indoor game facilities, equipments are regularly maintained by Sports Officer. Sports Officer of the University to look after the sports facilities and the activities. The sports equipments are issued to the students as per the schedule of the events. If any equipment gets faulty Sports Officer submits proposal for maintenance. Preventive maintenance measures are to be taken in time. Sport Officer is responsible for keeping the record of utilization of sport Facilities, activities held, awards/achievements of the students, etc.
- The IT coordinators are to be appointed in various departments to maintain the ICT facility in the department. The IT coordinators through HoDs are also responsible to coordinate with ICT Maintenance Cell of the University to maintain effective ICT facility. Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc. are to be maintained by IT Cell through service provider/ AMCs.
- Class rooms are to be allocated to all the departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department. The class rooms should be cleaned on daily basis monitored by supervisor. HODs and Class coordinators also to monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.

Departments and Maintenance of Laboratory Equipment

The Institute laboratories should be well equipped with state-of-the-art equipments and facilities with the proper stock maintenance. Each of the laboratories need to be assigned a Laboratory In-charge who is responsible for submitting maintenance/up gradation related to the proposal. The respective In-charges, technical staff, and lab assistants are responsible to maintain the laboratory equipments and general up keep of the laboratories. Technical and support staff of respective departments to monitor effective utilization of the laboratories. Stock registers and asset registers are to be maintained by the departmental office in consultation with lab In-charges. Breakage and repair if any, are to be reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures to be taken for speedy functioning of the equipment. For the maintenance activities, which are not possible to be taken-up in-house, external equipment manufacturers are to be called or agreements/AMCs are signed with the relevant agencies. Depending upon the need, an annual maintenance contract (AMC) has to be carried out for high-end equipments, servers, and computers. The repair and maintenance of other electronic gadgets like computers, projectors, interactive smart boards, printers, and photocopiers have to be maintained by respective departments. All Classrooms with furniture, teaching aids, and laboratories to be maintained by the respective department staff and attendants and supervised by the respective Head of the Department.

Maintenance of ICT Facilities

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The ICT facilities (in terms of campus-wide network infrastructure, wi-fi, LAN, and Servers) have to be maintained by the System Analyst. The System analyst is supported by programmers and computer operators. The support staff maintains the computers, servers, Campus Wi-Fi, and other internet-related issues. The annual maintenance of computers including the required software installation and antivirus renewal/up gradation has to be carried out under the overall control of the System Analyst. Based upon the complaint received from departments and administrative offices of the University, the internet-related issues are to be looked after/resolved by the computer operators. Maintenance activities pertaining to the IT infrastructure including Computer Centre, Internet lease lines, Wi-Fi facility, MOOCS development Studio, Media Centre, University Website, ERP System, IT enabled Classrooms, Seminar Halls, Auditoriums etc. have to be managed through well-defined IT Policy of the University .

Maintenance of Library

The library staff has received clear guidance on how to handle and care for library documents, especially during processing, shelving, and transportation. It is important to follow the steps outlined below:

- Bound volumes should not be separated from their covers, as doing so can weaken the binding.
- Shelves should not be overloaded. Excessive weight on a shelf can damage book spines and make it difficult for readers to remove volumes. Large volumes should be stored flat.
- Effective pest control measures are implemented to minimize insect-related issues. Cockroaches are deterred using borax or common salt, while sodium fluoride is applied to bound volumes to protect them from silverfish. Termites or white ants can be eradicated by spreading kerosene oil, DDT, or gammaxine powder in affected areas. Furthermore, thorough cleaning, fumigation, and exposure to sunlight are employed to mitigate the impact of insects in the library. Additionally, repellents are utilized to safeguard materials from rats.

Maintenance of the Central Workshop

For inculcating various skills in the students, the University should have a Central Workshop where facilities for various shops like Machining, Carpentry, Fitting and Bench Working, Black Smithy, Foundry, Welding, and Sheet Metal should be available. Every shop in the workshop has to be equipped with modern machines and tools. Various activities of the workshop are to be managed by a dedicated team of Workshop Superintendent, Asstt. Workshop Superintendent, Jr. Engineer, Foremen, Instructors, Mechanics, and other Staff.

Maintenance of Sports Facilities

The University should provide sports facilities to the students under the umbrella of Dean Student Welfare where a Sports Officer to takes care of all the sports activities and facilities in the Institute. Maintenance of grounds should be under the supervision of Civil Maintenance Cell

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of the Institute. Procurement of Sports facilities has to be done as per requirements through Sports Officer.

Maintenance of Hostels

All hostels should have necessary amenities like individual cots, study tables, chairs & wardrobes with a locking facility. The hostel has to be maintained well with a team of our Maintenance staff. There must be 24 hours power backup with a good drinking water facility. The other facilities to include a mess, a common room with a TV. Students are to be provided with Wi-Fi internet facilities in the hostel. Wardens and caretakers are appointed for the looking after the hostels. Repairing on regular basis needs to be done for furniture, doors, windows, fan, lights, water purifiers, and electrical points. Regular cleaning of hostels, washrooms, kitchens, corridors, and surroundings needs to be done. Cleaning of overhead water tanks, drainage system, and Septic tanks are carried out to be out on regular basis.

Campus Cleanliness

It is utmost important to maintain cleanliness in all on regular basis. The University can Outsource this work or can be done on Contractual Staff employed by the university.

Annual Stock Checking

Annual stock checking of furniture, lab equipments, stationery, ICT facilities, and sports items in all the departments/sections of the university is carried out through the process of Physical Verification of Stocks.

S.No.	Equipment	Maintenance	Done by
1	ABC type extinguisher	a) Pressure checking : Routine with pressure gaze b) Cleaning : Weekly c) Refilling : As per validity	a) In house b) In house c) Agency
2	BC type extinguisher (CO ₂)	a) Cleaning : Weekly b) Refilling : As per validity	a) Agency b) In house
3	A type extinguisher (H ₂ O)	a) Refilling : As per validity b) Cleaning : Weekly	a) Agency b) In house
4	Smoke and Heat detecting system a) Smoke detector	a) Checking of each smoke and heat detector and panel every 3 months, replacing if necessary	In house

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	b) Heat detector c) Floor wise fire d) alarm panel e) Central fire alarm panel		
5	Hydrant System a) Sprinklers b) Hose pipes c) Fire pump house with 1 Joky pump (automatic for maintaining pressure) d) 1 Diesel engine pump (Automatic if power supply is cut or in case of fire) e) Main pump for filling sprinkler lines f) 3 Underground water tank and pipes	a) Checking valves every 3 months b) Checking hose pipes every 3 months c) Checking pumps everyday	In house

Roles and Responsibilities

The role of the Building Maintenance & Construction Committee of the Institute is to carry out the planning and maintaining of Civil Infrastructure in the Institute and processing the proposals from the Infrastructure Committee as approved in the EC University. For effective implementation of Sanskriti University Infrastructure Maintenance Policy, the roles and responsibilities are indicated.

Maintenance of Fire Related Equipments:

Purpose: The purpose of this policy is to document Sanskriti University strategic and operational maintenance plan for fire related equipments.

Responsibilities: Maintenance staff to ensure that all the activities mentioned below are carried out by monitoring log book registers and periodic inspections.

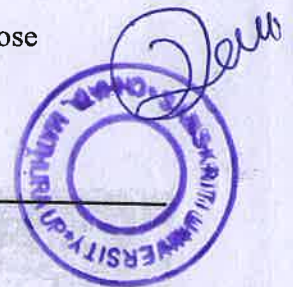
Policy:

1. The hospital has installed and portable fire related equipment
2. All the equipments are maintained by an agency contracted for the purpose
3. The details and maintenance plans of all the equipments are as follows :

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Calibration Policy :

1. Master calibration plan is prepared by engineer once in a year or twice in a year depending on manufacturer recommendation
2. Calibration needs a various lab equipments and their monitoring devices shall be undertaken to ensure the accuracy of their output/measurement.
3. Calibration to be undertaken by each department is intimated to concern department and calibration report is maintained in hospital. A sticker with date of calibration, due date and the company name is pasted on the equipment after calibration.
4. Calibration is carried out with the help of external calibration agencies and calibration protocols and traceability maintain.
5. The calibration or traceability shall be taken into consideration to appropriate national standard wherever applicable.
6. In case of any doubt about the accuracy and measurement given by the equipment the same will be tested, verified then only used for actual diagnosis.

Condemnation Policy and Disposal:

1. On finding out that equipment is beyond economical repair an official letter to be given to the administrator describing its status and cost of repair.
2. Once the request for condemnation is approved by the higher authorities, the equipment is brought back to the department.
3. The equipment then undergoes a process called cannibalization where as far as possible the spare parts are used up.
4. On receiving intimation from general stores that e-waste disposal is going to take place in the institution a list of all these equipments to be disposed off is made.
5. The equipments are then sent to general stores where it is given out for disposal to the vendors authorized by the Pollution Control Board to buy e-waste.

Orientation training and education :

1. It is the responsibility of the end user, department manger or designee to provide training that addresses the capabilities limitations and special application of the equipment in the equipment management program.
2. Training to be provided for major equipments once in a six months and records are maintained.
3. The orientation training program shall be provided for all end users (doctors, nurse, technicians etc.).
4. Basic training should be provided periodically based on the number of newly joined staff.

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Safety Policy:

1. The aim of this policy is to provide a fire safety framework which will be implemented to secure the safety and well-being of everyone within the university, community and to protect the university assets.
2. Adequate measures need to be taken to ensure safety of everyone since Hospital used combustible gases, Chemicals and other Heat dissipating equipments in addition to electrical wirings to connect various devices. All this leads to various fire hazards or electrical short circuit. It is necessary ensure the safety from the Fire hazard either by way of concealed electrical wiring or Architectural design.
3. Essential Fire Safety Features – The hospital building should incorporate features of prevention of fire and fire loss.
 - 3.1. There should be sufficient open space around the building to minimize fire spread possibilities to neighboring structures.
 - 3.2. There should be enough space for movement and parking of fire fighting vehicles, ambulance in the premises.
 - 3.3. Considering the type and density of occupancy, lobbies, stair cases etc. should be sufficiently wide to ensure easy movement of traffic at all times and the same time to permit easy and orderly evacuation during emergencies.
 - 3.4. Adequate emergency rescue aids and suitable refuge area to be provided. The critical area was well protected with measures and extra precautionary measures are implemented in such critical areas. Example – user of fire proof doors.
 - 3.5. Safe and easy means of access are to be provided to and in every place of work occupancy this enables access to all including the disabled to move easily.
 - 3.6. The floor should be kept free from obstructions, to be slip resistant
 - 3.7. Stair cases, ramps and aisles are to be provided with substantial handrails and other suitable support means to prevent slipping wherever necessary.
 - 3.8. Electrical wiring to be enclosed in metal/heavy gauge screwed conduits.
 - 3.9. The cable passing from one floor to the other should be sealed off effectively to minimize fire spread possibilities.
 - 3.10. Master control switch for each floor should be located at sealer, easy switching off of systems in case of emergency.
 - 3.11. An air conditioning system for each floor has to be independent and damper for each ducting system provided.
 - 3.12. Proper cooling facilities to dissipate heat are provided for overheated equipments/plants/machinery.
 - 3.13. All equipments are bonded and earthed properly to dissipate the static charges to the earth pit.

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- 3.14. Incorporate total enclosed switch gear system/miniature circuit breaker.
- 3.15. Emergency power supply arrangements are to be designed and incorporated for total systems switch offs during emergency.
- 3.16. Appropriate firefighting equipments, fire detection, smoke and heat detection alarms are to be incorporated in design.
- 3.17. Firefighting equipment needs to be provided as per standard and norms of NBC and IS standards.
- 3.18. Entire staff need to be trained in basic firefighting operations and emergency escape procedures.
- 3.19. All the security, housekeeping, general maintenance are to be trained in firefighting operations. By employing fire hydrants, hose reels, landing valves etc.
- 3.20. A guideline manual should be followed in case of fire emergencies/evacuation.

Staff fire and safety training:

- 4.1 To comply with the statutory requirements Head of Management Unit shall ensure that all employees within their management control receive regular fire safety training and all new employees to undertake fire safety training as they join.
- 4.2 Where young persons (under the age of 18) are employed account must be taken of their lack of awareness, inexperience and immaturity when accessing work based task and the impact this may have on fire safety arrangements.
- 4.3 All the new employees must be informed of the fire safety provisions that are relevant to the work place. The department HOD is responsible for ensuring that arrangements are made to ensure new employees are advised of the following :
 - 1) Fire Action Arrangements including the fire safety policy
 - 2) Location of fire exits
 - 3) Location of fire fighting equipments
 - 4) Means of escape within the premises

Maintaining Fire Related Equipments : (Fire fighting equipment available in university)

S.No.	Name of equipment	Frequency
1	Portable fire extinguisher	Daily and Monthly
2	Sprinkler in each floor and sealer	Monthly
3	Wet risers	Daily and Monthly
4	Hose reels	Daily and Monthly
5	Landing valves	Daily and Monthly
6	Fire fighting delivery hose pipe	Monthly
7	Fire fighting branch nosels	Monthly
8	Fire water pump	Daily and Weekly

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9	Static water tank underground	Monthly
10	Static water tank uptank	Monthly
11	Automatic detection and alarm system	Monthly
12	Manual call points	Daily and Monthly
13	Fire blanket	Daily
14	Fire alarm control panel	Daily and Monthly



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