

INFRASTRUCTURE MAINTENANCE POLICY

Policy Name: Infrastructure Maintenance Policy of People's University
Responsible Department: Civil Department
Approval Authority: Project Division, People's University

POLICY:

All requests for physical changes alterations, renovations, new construction, repair, and maintenance of campus buildings, infrastructure and grounds must be submitted to the project division, People's University for approval and/or implementation.

PURPOSE:

To ensure that risks associated with any alterations, renovations, construction, repairs, and maintenance of campus buildings and grounds are effectively managed.

Project division, People's University has been assigned the responsibility for the renewal, alteration, maintenance and operation of all the university buildings, infrastructure and grounds.

It is the responsibility of project division, People's University to safeguard the health and safety of individuals on campus, through the appropriate management of facility operations and construction activities to ensure the application of due diligence and compliance with all applicable acts/regulations/codes.

SCOPE:

This policy applies to all employees, contractors and students of People's University, as well as to all building occupants and visitors.

PROCEDURES:

All requests for alterations, repairs, maintenance or modification to the campus facilities must be submitted to project division, People's University.

The following item comes under maintenance work:

1. Any modification/alteration/addition keeping pace with the development and requirement.
2. Annual painting, white & color wash, internal and external surfacing and painting.
3. Maintenance of water supply /sewage system ,storm water drains, STP and ETP.
4. Re carpeting of roads.
5. Maintenance of Horticulture such as lawns, road side trees etc.

In addition to the above project management also deals with any new development projects such as additional courses for which new building and laboratory is required.

Contact:



Project Director

PU/VC/2016/1146

Date: 27/10/2016

28-10-2016

To,
Col. Ashok Khurana(Retd.),
Director Planning and Development,
Convener,
Disaster/Emergency Management & Advisory Committee,
People's Group

Subject: Prevention of fire incidents in Hospitals.

Reference: Your letter No. PG/Dir-PG/Disaster/16/2180 dated 25/10/2016.

Sir,

In compliance of your letter quoted in reference, an urgent meeting of all HOIs, Director CSRD, Medical Director-People's Hospital, Chief Electrical Engineer, Chief Fire Officer and Chief Civil Engineer with Registrar and Controller of Examination, People's University had been convened on 27/10/2016 at 2:30pm in conference hall of People's University to discuss and review the hospital and institutional fire safety measures in college buildings, hostels and People's University. All HOIs and their representative and all officers mentioned above attended the meeting.

Salient points after discussion are hereby mentioned for information and further necessary action:

- A) A Nodal Officer has been designated by HOIs in each institution and trusted with the responsibility of continuously monitoring, maintaining and ensuring adequate fire safety measures and serviceability of fire fighting equipments:

Constituent Unit	Nodal Officer	Contact No.
PCMS&RC	Mr. Pankaj Saxena, A.O	7898056060
PCDS&RC	Mr. Rakesh Kumar Singh, A.O	9111395555
PDA	Mr. Anup Pathak, A.O	7222900450
People's Hospital	Mr. Ravish Choudhary, Safety Officer	8889523122
SOPR	Mr. Yasir Hussaini, Exe. Admin.,	9981833112
PCN&RC	Mr. Nilesh Mishra, A.O	7509832459
SORT	Ms. Meenu Vaidya, A.O	9826333286
PIMR	Mr. Bachhan Rai, A.O	9826136635
PCPS&RC	Dr. Vivek Swaroop, Asst. Professor	9827378326
CSRD	Mr. Ali Irshad	9981740024
PIHMCT&AN	Mr. Santosh Kumar Sen, A.O	7489494569
People's University	Mr. Prashant Tiwari, Sports Officer	9713786271

- B) Fire Fighting Equipments (Fire Extinguishers) mostly Carbon Dioxide ABC are present in all institutions and People's Hospital as mentioned below:

Constituent Unit	Fire Extinguishers	Constituent Unit	Fire Extinguishers
PCMS&RC	30	SORT	21
PCDS&RC	34	PIMR	12
PDA	18	PCPS&RC	05
People's Hospital	11	People's University	19
SOPR	05	PIHMCT&AN	11
PCN&RC	14		

Note: Except People's Hospital, dates of all extinguishers above expired. Chief Fire officer has sent the demand note to purchase department few months back but still refilling of fire extinguishers with renewal of serviceability could not be achieved.

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C) People's Hospital:

1. Smoke detectors have to be installed in all sensitive places of People's Hospital namely Radiology department, casualty, ICU, MRD, OT and all wards. Requisition for smoke detectors shall be sent by chief fire officer to purchase department after inspection of hospital within 2 days. (Action by Chief Fire Officer)
2. All 17 fire extinguishers of People's Hospital have been refilled and daily monitoring has been done.
3. Central pipeline of firefighting equipment is in order.
4. Water Tank for this purpose has been identified.
5. Two mock drills of fire safety measures including checking of serviceability of firefighting equipments have been done and shall be done twice in six months.
6. Two overhead tanks for all four blocks have been connected to firefighting central line.
7. Earthing points of high electrical equipments have been checked and numbered for identification.
8. Daily preventive checking of loose connection is being done.
9. For parallel opening of hydrants, male and female couplings of PVC are required as brass couplings may be stolen. (Action by Chief Fire Officer)
10. Gas Bank of hospital kitchen is outside.
11. Electrical Department has given preventive measure of fire incidents in hospitals to convener, Disaster/Emergency Management & Advisory Committee.
12. Fire permissions of People's Hospital old block and ABCD blocks have been renewed till.04/07/2017.
13. Fire permissions of People's Ayurveda Hospital and People's General Hospital, Qazi Camp have been renewed up to 09/06/2017 and 02/08/2017 respectively.
14. Medical Director, People's Hospital has submitted documented guidelines for responding to Fire and Non fire emergencies in accordance with general fire safety measures prescribed by NABH.
15. Medical Director, People's Hospital is organizing regular meetings of safety and emergency management committee of People's Hospital to monitor facility management and safety measures.
16. All cooking gas cylinders in hospital canteen run by private vendor to be kept out of canteen. (Action by Chief Fire Officer)

D) General Fire Safety measures in all Colleges/ Hostel / People's University building including CSRD:

1. Two alarm systems have been demanded by Chief Fire Officer few months back but still not received. (Action by Purchase Department)
2. Fire Station Number is being displayed at all prominent places in all the buildings of colleges, hostels and university. (Action by Nodal Officers to monitor regularly)
3. Caution that " Lifts not to be used during fire" have been displayed near all lifts. (Action by Nodal Officers to monitor regularly)
4. Nodal Officers of each unit shall continuously monitor and inform periodically to this office through HOIs ensuring adequacy of fire safety measures and serviceability of fire safety equipments. (Action by Nodal Officers)
5. Signals of emergency exists have been displayed in all buildings.(Action by Nodal Officers to monitor regularly)
6. It has been suggested to all HOIs to keep few emergency lights in People's Hospital, College Buildings and Hostels to meet out any eventuality in case of power failure.
7. It has been suggested that power backup for People's Hospital should always be maintained. (Action by Chief Electrical Officer)

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(Established by MP Act No. 18 of 2011 & approved u/s 2 (f) of UGC Act 1956)

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8. Auto start of generator to be repaired and kept in order in case of power failure at least for ICU, Casualty, OT and sensitive wards. (Action by Chief Electrical Officer)
9. It has been suggested that stretchers should be kept ready in all sensitive places e.g. OT, ICU Casualty for evacuation of non ambulatory patients in case of any eventuality. (Action by Medical Director, People's Hospital)
10. It has been suggested that separate D.B and mechanism of tripping of MCB to be maintained in case of short circuit. (Action by Chief Electrical Officer)
11. It has been suggested that sand bucket should be kept at few prominent places and corridors of hospitals, college buildings, library, hostels and People's University building. (Action by Chief Fire Officer)
12. Gas Banks of all mess and canteen should be outside of mess premises to prevent any fire in case of leakages and to prevent bursting of gas cylinders. (Action by Chief Fire Officer)
13. Nodal Officers of all institutions should periodically check hostel rooms to prevent electric fire incidents by avoiding loose connections. Indigenous electric heaters etc. should not be used. (Action by Nodal Officer)
14. Medical Director, People's Hospital has particularly emphasized that requirement for circuit breakers (RCCB & ELCB) to trip of in case of short circuiting had already been sent. (Action by Chief Electrical Officer)
15. All gas cylinders in college laboratories and hostel mess to be periodically checked to prevent gas leakage. (Action by Chief Fire Officer)

Submitted for kind information and necessary action.

V.K. Pandya
28-10-2015
(Dr. V.K. Pandya)
Vice Chancellor
People's University

Copy to:

1. Hon'ble Chancellor, People's University
 2. Hon'ble Project Director, People's Group
 3. Hon'ble Director, Administration, People's Group
 4. Hon'ble Director, HR&IT, People's Group
 5. Registrar, People's University
 6. Controller of Examination, People's University
 7. All HOIs- For compliance and to inform respective nodal officers
 8. Chief Electrical Officer-For compliance please
 9. Chief Fire Officer- For compliance please
 10. Purchase Department- For compliance please
- } For kind information



10/11/15

PU/DMC/Reg./2015/1445

MINUTES OF THE MEETING TO DISCUSS DISASTER PREVENTION, MANAGEMENT & CONTROL PLAN

The Meeting to discuss Disaster Prevention, Management & Control Plan was held on 09/11/2015 at 03:00 p.m. in the conference hall of the People's University, Bhopal.

The meeting was chaired by Shri. I.H. Siddiqui, Project Director, People's Group and attended by following members:-

Name	Designation	Name	Designation
Dr. V.K Pandya	Vice-Chancellor, PU	Dr. M.K.Mishra	Medical Superintendent, PH,PU
Col.Ashok Khurana	Director, Planning & Development	Mr. V.K.Verma	Chief Consultant, Electrical, PU
Dr. Neerja Mallick	Registrar, PU	Ms. Jayshree Nair	C.O.M, PH
Mr. V.K.Gupta	Principal, PIHMCT&AN	Mr. Rajkumar	Manager E&P
Dr. Sameer Sharma	Director, PIMR	Mr. B.D.Vyas	Representative, Civil Dept., PU
Dr. Shaji Thomas	Dean, PCDS&RC	Mr. B.K.Mishra	Fire Officer, PU
Dr. J.S. Choubey	Principal, PAMC	Mr Santosh Sen	AO, PIHMCT&AN
Dr. Navin S.Yadav	Representative, PDA	Mr. Mayur Fender	PIHMCT&AN
Mr Rakesh Sakal	Representative, PCRT	Ms. Rashi Paliwal	PIMR
Mr. Vivek Swaroop	Representative, PCPS&RC	Mr. Mazhar Ali	Representative, IT
Ms. Sonali Khare	Representative, SP&R	Mr. Mangal Singh	Electrical Department
Mr. Abin Mani	Representative CSRD,PU	Mr. Syed Sajjad Azhar	Asst. Registrar, (Admin.), PU
Dr. Kushal Garhwal	PDA, PU	Mr. Brijesh Sadh	Asst. Registrar, (Acad.), PU
Mr. Tarani P. Shrivastava	SP&R, PU		

Note: In the meeting there was no representative from PCN&RC.

of all Hon'ble Vice Chancellor welcomed all the members present in the meeting and then confirmed the minutes of last meeting held on 09/10/2015.

The details of discussion are as follows:

1. **Hon'ble Vice-Chancellor** informed the members that Hon'ble Chairman, People's Group and Chancellor, People's University, Bhopal through letter Number CMD/PG/2015/871 dated 08/10/2015 and CMD/PG/2015/872 dated 12/10/2015 has entrusted responsibilities of Disaster Prevention, Management & Control to designated officials of group for all constituent units & organizations. He has also instructed that various steps need to be taken for effective implementation of their respective S.O.P's of "Disaster Prevention, Control and Management". These instructions have already been issued by Hon'ble Vice Chancellor through letter No. PU/VC/Reg./2015/ dated 07/11/2015 for compliance by respective HOIs. He also informed the HOIs that their SOPs are already approved by Core Committee and now it is their responsibility for its effective implementation, with immediate effect.
2. **Hon'ble Chairperson and Hon'ble Director Planning & Development** suggested that every unit should conduct mock drills to assess its preparation in case of any calamities and send the report to the undersigned.
3. Centralized Alarm shall be installed in the campus at following location and they can be used in case of any kind of emergency:
 - a) Main Gate of People's Mall: In case of emergency contact Number 4097077.
 - b) Fire Department: In case of emergency contact Number 4005020, 9424016022.
 Fire Brigades of People's Group are already fitted with hooters & are always available.

Hon'ble Vice Chancellor informed that in case of any function arranged in auditoriums the ambulance and Fire Extinguisher Vehicle should remain on standby, it is the responsibility of Unit head for arrangement of these services in advance.

5. It was found that the SOPs prepared by PCMS&RC needs to be reviewed. In view of this the representative from PCMS&RC was requested to take the guidance of Col. Ashok Khurana for this purpose.
6. Controller of Examination, People's University had informed earlier that in case of any Power/I.T failure, 7 days backup is available with their section which is adequate for maintenance of records. He has been requested to send a brief S.O.P of this effect.
7. Chief General Manager (IT) was asked to submit SOPs in case of major communication failure.

Distribution: To all Concerned

Registrar