

REGULATION FOR SAFETY AND MAINTENANCE OF ASSETS

Policy: NMIMS deemed to be University owns and operates an extensive portfolio of buildings and land assets in multiple Campuses, utilised to deliver its teaching and research programmes. It is the Policy of the University to maintain all its assets in impeccable working condition to ensure its intended utility at lowest risk factor. This Policy will have the following objectives:

- To clarify minimum maintenance requirements for land, buildings and the associated assets including equipments and fixtures (collectively referred to as 'Assets')
- To ensure that the associated risks in the usage of Assets are adequately and effectively managed.
- To ensure that the life of the Assets are fully sustained for optimum cost effectiveness.
- To have appropriate and timely decisions in Asset maintenance strategies.
- To ensure statutory compliances with regard to maintenance of Assets.

Regulation:

A. Preamble:

- This Regulation for Safety and Maintenance of Assets of NMIMS deemed to be University shall come in to with immediate effect and shall cover all the Campuses of the University.
- All Assets of NMIMS deemed to be University whether owned or leased along with its allied facilities will be maintained to the best standard possible while meeting statutory obligations and the operational needs of the University community.
- Adequate budgetary provision for Asset Maintenance – category wise - will be made in the Annual Financial Budget of the University.
- Compliance of this Regulation shall be under direct control and responsibility of the Registrar, NMIMS who shall be empowered to initiate all necessary actions including disciplinary procedure for non-performance.

B. Priorities:

- The Maintenance Function shall be undertaken in accordance with and as specified in the Asset Maintenance Schedule (AMS) contained in Clause C although it will follow the following priority in its execution.
 - Statutory Compliance (Fire fighting Systems, Elevators, Generators, Centralised Air-Conditioning, STP, Waste Management etc.)
 - Workplace health and safety (Class Room/Office fixtures and fittings etc.)
 - Risk Management (to the extent not falling under 'b' above)
 - Impact on teaching and research programmes
 - Public appearance
 - Property loss/damage

Notwithstanding what is stated in the AMS any breakdown of any of the Assets needing immediate attention shall be attended to on such priority as it may warrant based on specific requisition from the concerned.

C. Asset Maintenance Schedule (AMS):

- The Asset Maintenance Schedule herein specifies Assets of the University identified for regular maintenance. **The list is not exhaustive and may be updated/modified as required from time to time** at the direction and approval of the Registrar, NMIMS University.



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ASSET MAINTENANCE SCHEDULE (AMS)

Sl	Asset Group	Assets	Significant Areas	Checks	Maintenance	Frequency	Responsibility
1	Building Infrastructure and Land appurtenant	Class Rooms	Roof Condition	Peelings Cracks	Scheduled (Regular)	Yearly	RRMD and BMS Team
		Faculty Rooms	Floor Condition	Breakages Hollow			
		Offices	Wall Condition	Spots Latches, & Stoppers Closures			
		Libraries	Plastering	Alignment			
		Canteens	Seepages	Tap Leakages			
		Rest Rooms	Windows and	Plumbing effectiveness			
1	Building Infrastructure and Land appurtenant	Auditoriums	Doors	Drainage system	Preventive	Yearly	RRMD and BMS Team
		Seminar Halls	Painting				
		Hostels	Polishing				
		Guest Houses	Cleanliness				
			Furnishing				
1	Building Infrastructure and Land appurtenant	Bore wells	Water availability, Piping & Electrical systems Pumping Systems	As may be applicable	Preventive	Yearly	RRMD and BMS Team
		Sewage Treatment Plant	Tank capacity utilisation Pumping system Functioning of Electrical System Water treatment Pollution control	As per Municipal Corporation Guidelines		Quarterly	AMC Provider with supervision by Maintenance Team
1	Building Infrastructure and Land appurtenant	Waste Management Systems	Waste Segregation Solid and Water wastes	As per Municipal Corporation Guidelines	Preventive	Daily	HK Supervisor and Team
		Elevators	Functional System Base Condition Rope Condition Electrical Connections Electronic in-built	Performance Loosened base bolts Rope Quality Loose Connections Computer Programs		Quarterly	AMC Provider with supervision by Maintenance Team
1	Building Infrastructure and Land appurtenant	CCTV Systems	Functional System Data Recording Data Retrieval	Performance Quality Lenses Quality Storage capability	Preventive	Quarterly	AMC Provider with supervision by Security and IT Team



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Sl	Asset Group	Assets	Significant Areas	Checks	Maintenance	Frequency	Responsibility
2	Building Fixtures	Electrical Electronic	Switch Boards Wiring quality/Load, & Lighting – Tubes & Bulbs Ceiling/Wall Fans Central Air conditioning Air conditioners Units LCD Equipments Audio / Video Systems Software updates	Loose Switch Boards Burned out switches/plugs Fused Tubes/Bulbs Fan bearings /Holder Loose Wires AC Gas/AC Controls LCD Fittings/ Hold LCD Control Systems	Preventive	Monthly	Electrical Maintenance Team in coordination with AMC Provider as applicable
		Notice Boards	Wooden/Glass	Breakages	Break down	Need based	BMS Team
		Partitions	Outfits Fixed	Hinges/Latches			
		Cubicles	Table Top and Drawers	Drawer Channels Painting/Polishing			
3	Gymnasium	Equipments	Functionality & Alignment Equipment Safety Fitness	Installation Nuts & Bolts condition Lubrication	Preventive	Monthly	Maintenance Team
4	Power Generators	Generator s UPS System	Fuel Tank Battery Condition Automatic Controls	Leakages Acid/water levels Connectivity/software	Preventive	Monthly	AMC Provider with supervision by Electrical Maintenance Team
		Telephone/Intercom	Functionality Defective equipments	Breakages Loose Connections General Cleaning	Preventive	Quarterly	IT Helpdesk
5	Office Equipments	Photo Copiers	Paper feed /Transport Paper Tray Registration Roller Exposure Lamp Photoconductive Drum Charge & Transfer Corona Toner Unit, Fuser Unit Cleaning Unit Charge Couple Device	Working readiness Breakages Loose Connections Toner condition General Cleaning Automation software	Preventive	Monthly	IT Helpdesk with AMC Provider as applicable



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6	Laboratories	Mechanical Equipments Gadgets Heating System Microwaves Dispensers Electronic Devices Storage Racks	Equipment fitness Equipment alignment safety perspective	Working readiness Gas/water lines leaks Electrical connections General safety areas	Preventive	Monthly	Mechanical / Electrical Maintenance Team In coordination with AMC Provider as applicable
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7	IT Systems	Servers Computer s Scanners Printers	Server speed/ connectivity Equipment efficiency	Monitors Disk space Scan quality/ output Printer Parts	Preventive	Monthly	IT Helpdesk Team
8	Fire Safety Systems	Fire Equipments Lightning Arrester Water Tanks Public Address System	Fire Alarms Smoke Detectors Fire Extinguishers Hose Reel Assembly Sprinkler Systems Water Pump	Working readiness Water availability Hose Quality Fire Safety effectiveness Software updates for automatic sub-systems.	Preventive	Quarterly	Fire and Safety Officer and BMS Team In coordination with AMC Provider as applicable
9	Vehicles & Automotives	Car, Bus, Ambulance and other transporting vehicles	Fuel Pumps and connectivity Battery and Electricals Breaking System Wheels Fittings and Gadgets Body and upholstery.	Working readiness Nuts & Bolts tightening Terminal Break Cleanings Oil & Fluid Levels Fuel Efficiency Wheel alignment Tyre condition	Scheduled (Regular)	Quarterly	Administration Team in coordination with respective Vehicle Service Centres (External)

2. Maintenance as specified in AMS shall be carried out at the scheduled frequency and repairs/replacement shall be undertaken as may be necessary. After completing periodical maintenance tasks there shall be a 'Monthly Consolidated Report of Maintenance' submitted to the Estate Manager, in the prescribed format (Annexure E). The Report should include confirmation of satisfactory resolution by the complainant in the case of break-down maintenance.

D. Maintenance Strategy:

1. All maintenance of specialised/branded equipments/systems such as Copiers, Audio/Video Systems, Elevators, Generators, UPS Systems etc shall be entrusted respective authorised maintenance agencies by signing Annual Maintenance Contracts (AMC)
2. There shall be close follow up and monitoring of AMC by the dedicated Maintenance Coordinator to ensure timely maintenance /repair of the Assets of specified group.
3. All requirements contained in the statutory guidelines with reference to safety and protection of occupants of the University while using the Assets (Statutory Maintenance) shall be followed on utmost priority.

E. Maintenance Personnel:

1. Maintenance function of the Assets of the University shall be handled by dedicated team of skilled mechanics, electricians and engineers (generally referred to as Technicians) assigned with specific

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responsibilities.

2. There shall be Technician for each group of maintenance – Mechanical, Electrical, Electronics, Automotive, civil works (including plumbing and carpentry) and such other identifiable work disciplines.
3. The Maintenance Officer will be responsible for planning, scheduling and work execution as per the requirements and will lead the respective maintenance team/s. The technician/s and BMS Operator/s will report to the Maintenance Officer.
4. There shall be a Maintenance Officer who will oversee the entire maintenance functions and will report to the Deputy Registrar, Administration/ Estate Manager.
5. The Organisation structure of the Maintenance Team (suggested) as per the format in Annexure A and their contacts shall be notified to all Departments/Offices of the University.

F. Maintenance Procedure and Response Schedule:

1. All Scheduled and Preventive Maintenance shall be undertaken on pre-determined days/time as approved by the Maintenance Officer in consultation with the Registrar/Deputy Registrar/Estate Manager and will not require any specific request for maintenance.
2. Preventive Maintenance will look in to all the checks specified in the AMS and will carry out immediate repairs if so warranted by such checks.
3. Any break-down maintenance/repairs required must be requested to the FMHelpDesk by the affected office/department.
4. Any break-down maintenance or repairs arising out of Scheduled or Preventive maintenance, requiring expenditure in excess of budgeted amounts must be got pre-approved by the Management Committee before proceeding with such repairs.
5. Depending on the urgency/priority rating of the required maintenance/repair, the request will be attended to within such time limits as per the Response Schedule.
6. The BMS Dept shall hold essential stock of spares and consumables to ensure timely response to the routine maintenance requirements.
7. Where maintenance of any Asset is entrusted to outside agency under AMC, all such maintenance (preventive as well as break-down) will be coordinated with the Agency by the BMS Team for prompt and timely execution.
8. **Scheduled or Regular maintenance** means maintenance as regular intervals to ensure that the Assets do no fail while in use.
9. **Preventive maintenance** is maintenance which is carried out to prevent an item failing or wearing out by providing systematic inspection, detection and prevention of incipient failure. Preventative maintenance is usually programmed.
10. **Statutory maintenance** is when assets such as lifts, fire systems and air conditioning systems are serviced and maintained in accordance with legislative requirements.
11. **Break-down maintenance** is maintenance that is required to bring an item back to working order when it has failed or worn out.
12. **Response Schedule** for Break-Down Maintenance refers to time frame within which the breakdown will be attended to and does not mean the work completion time which will depend on the nature and intensity of the breakdown. Response Schedule is explained as under:

Priority Ranking	Maintenance objective	Category of Maintenance	Response Time
1	Overall Safety and Minimizing the damage	Serious safety or environmental hazard/incident Irreplaceable/catastrophic loss to teaching and research , Serious asset damage (e.g. fire / major leaks which may include water, gas), Widespread loss of power, Failure of essential utilities such as Lifts, Central AC system, Lighting failures etc, Human welfare and Animal welfare	Immediate (Within one to three hours)

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2	Set the Assets in working condition soon.	Low risk safety hazards, Replaceable loss to teaching and research, Malfunction of equipments which are less used.	Within 2 working days
3	Set the Assets in working condition without delay.	Asset requires maintenance – not urgent, Minimal risk to teaching and research and operations.	Within 5 working days

G. Maintenance Reports:

1. Each Maintenance Team shall submit a monthly report of maintenance/repairs done during the month (in respect of the particular skill) to the Maintenance Officer duly signed by the BMS Operator.
2. The Report shall be in the format specified in Annexure **B**.
3. Management in the format specified in Annexure **C**.

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Annexure B

NMIMS deemed to be University
Monthly Report of Maintenance/Repairs for the month of -----20---
Mechanical/Civil/Electric/Electronics/Automotive/Others
(Strike off the irrelevant)

Sl.	Date	Log Ref	Work Location	Asset	Maintenance Type*	Details of Maintenance/Repair done	Action Taken			
							Start Dt.	End Dt.	Cost	Remarks
1										
2										
Date:			Coordinator	Comments			Signature		Supervisor	

* Scheduled/Preventive/Break- Down

Annexure C

NMIMS deemed to be University
Consolidated Report of Maintenance/Repairs for the month of -----20---

Maintenance Skill	Maintenance Type								
	Scheduled			Preventive			Break Down		
	Assets	Locations	Costs	Assets	Locations	Costs	Assets	Locations	Costs
Mechanical									
Civil									
Electrical									
Automotive									
Date:		Supervis or (General)			Supervis (Digital) or		Director's Remarks & Approval		



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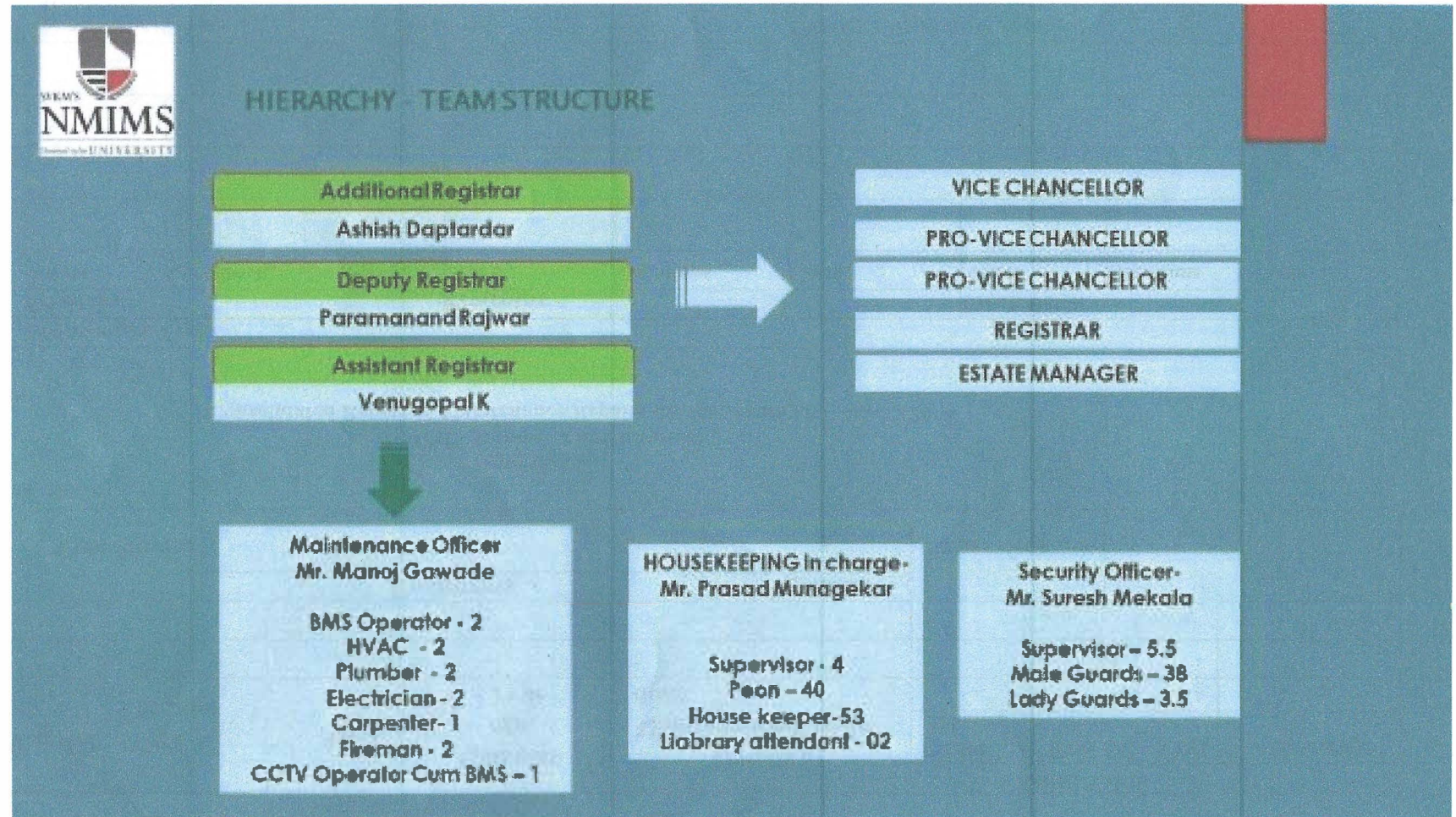


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Annexures to Regulation for Safety and Maintenance of Assets

Annexure A
NMIMS Maintenance Hierarchy Chart



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