



**Deccan Education Society's
Fergusson College (Autonomous), Pune
Research Coordination Committee**

**Policy for Infrastructure Maintenance
(Academic Infrastructure and IT Infrastructure)**

Overview of Infrastructure

- The college has a sufficient number of classrooms (79) which are very well ventilated with spacious seating arrangements. In many of these classrooms, conventional as well as advanced teaching aids are available.
- The Tutorial building houses Philosophy, English, Marathi and Hindi departments and classrooms. The Psychology department has a separate building, classroom and laboratory.
- All science departments have separate buildings and laboratories for general as well as research programmes. There are 52 laboratories for General programmes and 15 laboratories for research. Laboratories for research in Animal Cell Culture and Plant Tissue Culture are housed in the Department of Biotechnology. All science laboratories are ICT supported. The laboratories in Animation Department have high end facilities like workstations with licensed software.
- Special research facilities include Central Instrumentation laboratory (Chemical Sciences, Life and Earth Sciences), which has high end research equipment like Atomic Absorption Spectrophotometer, High Performance Liquid Chromatography, Gas Chromatograph, Infrared Spectroscopy and UV-visible Spectrophotometer.

- Other teaching-learning facilities include Language Laboratory, Computer laboratories and Browsing Centres / IT Zones with net connectivity for students.
- There are sufficient audio-visual halls and 01 Amphi-theatre (Heritage Building) and one open air Amphi-theatre has been constructed. Kimaya and Lower Recreation Hall are separate spaces marked for extra-curricular activities.
- The campus also has one botanical garden with 430 plant varieties.
- Geology, Physics and Zoology Departments have museums with a rich collection of specimens and scientific models.
- Bai Jerbai Wadia Library is one of the oldest library across the State. Over a period of time, changes/ modifications in infrastructure and services have taken place. The library is automated. An on-line public access catalogue is available for users. Very old and rare manuscripts have now been digitized. There is a separate policy for maintenance of library and library services.

Purpose

This policy is prepared for maintenance of academic and IT infrastructure. This will help in maintaining and timely resolution of issues related to infrastructure. The processes have been defined by Deccan Education Society (Estate Department) and subsequent approval needs to be taken from competent committees of the college/ Deccan Education Society.

Scope of Policy

The policy will cover infrastructure like classrooms, laboratories, equipment's/ instruments, minor repairs of physical infrastructure (concrete/ furniture) and IT infrastructure with reference to computer machines, DLP, Smart TVs, LAN connectivity, sound system in classrooms, internet services, *Wi-Fi* devices, fire wall access and related

maintenance. The policy also covers maintenance of library and its services. The policy aims at providing well maintained infrastructure for all stakeholders and create a conducive learning atmosphere with supportive infrastructure.

The physical facilities are maintained by the Deccan Educations Society's, Estate department which comprises of civil engineers and electrical engineers.

The Deccan Education Society also has a separate Estate Committee which caters to infrastructural needs and maintenance of physical facilities in the campus. The Estate Committee also plays an important role in sanctioning and approving creation of new infrastructure. The services of plumbers, electricians, and hardware maintenance are available round the clock in the campus.

Electrical engineer and electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc., in the campus. Maintenance of water plumbing, water pipelines, sewage and drainage is undertaken by the vendors identified by the Estate Committee.

All queries/complaints regarding repairs of physical infrastructure are sent to the following email ID

maintenance@fergusson.edu

A separate support staff has been appointed to look into the queries/complaints on daily basis. The support staff puts up this requirement/ complaint with the College Principal. If the cost of maintenance is less than Rs. 5000.00, then immediate decision is taken to repair the infrastructure. If the cost exceeds, Rs. 5000.00, then it is forwarded for needful action to the Estate Committee. Housekeeping services are outsourced on annual contract basis and are made available during day time in all days.

Maintenance of Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants and attendants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Staffs of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

Maintenance and Utilization of Seminar Halls and Auditoria

Seminar halls and auditoria are under the purview of the general maintenance, which is taken care by the support staff. Daily cleaning is taken care of by the housekeeping team appointed by the Deccan Education Society. Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff member submits a form available with College Office. The Application is then approved by the Principal/Deccan Education Society and then permission is given for the activity/programme/event. A separate log book is maintained in the College office which is register and the facilities are accessed on priority basis.

Maintenance of ICT Facilities

The ICT infrastructure is maintained by hardware maintenance engineers appointed by the Deccan Education Society. In addition to this, the Society has established a separate IT Department with dedicated technical staff and Director. The IT Director and their staff look in daily maintenance, repairs and new requirements of IT/ ICT. The annual maintenance includes the required software installation, antivirus and up gradation. The computers are maintained through Annual maintenance Contracts as per the need, as decided by the Deccan Education Society. To minimize e-waste, electronic gadgets like

projectors, computers, printers, photocopiers are serviced and reused. The College uses ERP services provided by Master soft.

Maintenance of Laboratory Equipment

The respective faculty members, staff and laboratory assistants are given responsibility to maintain the equipments under their purview. Stock registers, Asset Registers and Log books are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal. As per need arises, Annual maintenance Contract is also given for maintenance of certain high end equipments. Standard operating procedures for all high end equipments are made available to the users. Breakage and repair if any, are reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures are taken for speedy functioning of the equipment.


Annual Stock Verification (Dead Stock Verification)

Annual stock checking of furniture, laboratory equipment, computers and peripherals, sports items and all other assets is carried out on yearly basis by the a team formed by the College Central Administration Office. A consolidated report is submitted to the administration to take up necessary actions if required.

Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Estate Department.




Dr. Ravindrasing Pardeshi
Principal