



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

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

## **Introduction**

### **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 can be used.
- 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 Department of Animation laboratories have high end facilities like workstations with 2D and 3D animation.
- 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 Computational Centres / IT Zones with net connectivity for students.
- There are 13 audio-visual halls and 01 Amphi-theatre (Heritage Building) and recently 01 open air Amphi-theatre has been constructed. Kimaya and Lower Recreation Hall are separate spaces marked for extra-curricular activities.
- The campus also has 01 botanical garden with 430 plant varieties. There is an Animal House in the department of Zoology, which was used only for storage of preserved specimens. Currently the space is used as a student research laboratory.
- Weather Station is housed in the new academic complex building which has Weather Link Software 6.0.3. It records temperature, rainfall, wind speed and direction and humidity.
- Geology, Physics and Zoology Departments have museums with a rich collection of specimens and scientific models.

### **Buildings**

Main Administrative Building, Tutorial Building, Department of Psychology, Ladies Recreation, Department of Electronic Science, RESOLVE building, Department of Electronic Science, Lower Recreation Hall, Upper DST Instrumentation Facility, New Canteen, Department of Geology, Department of Botany and Zoology, Department of Physics, Department of Chemistry, Amphi-theater, Central Library (Bai Jerbai Wadia Library), Old Gymkhana (Central bank), Office NSS, Old Canteen, Gymkhana Building (Chandvadkar Pavillion/ Bullel Gymnasium), Boys Hostel, Girls Hostel, Life Sciences Building and Computer Science Building.

**CLASSROOMS :**

<b>Sr. No.</b>	<b>Class Room No.</b>	<b>Area (Sq. Mtrs.)</b>	<b>Capacity</b>
<b>Geology</b>			
1.	G-101	112.6	120
2.	G-203	53.26	60
3.	G-03	49.35	24
<b>Physics</b>			
4.	P-9	136.2	132
5.	P-10	146.4	116
6.	P-11	45.90	52
7.	P-3	76.49	74
8.	P-2	117.6	116
<b>Resolve</b>			
9.	R-1	103.3	136
10.	R-2	101.5	130
11.	R-3	23.87	28
12.	R-4	38.09	50
13.	R-6	104.2	120
14.	R-7	104.1	122
15.	R-8	67.41	60
16.	R-9	57.58	60
17.	R-MSc	59.18	60
18.	Resolve	19.14	30
19.	Godawari	39.46	30
20.	MSc	59.03	60
<b>Chemistry</b>			
21.	C-16	113.80	132
22.	C-6	142	156
23.	Upper Statistics Laboratory / DST- Laboratory	81.54	60
24.	Lower Recreation Hall	163	100
<b>Main Building</b>			

25.	M-14	88.93	120
26.	M-15	27.29	18
27.	M-16	60.67	62
28.	M-19	57.39	64
29.	M-22	86.14	116
30.	M-21	21.31	15
<b>Economics</b>			
31.	Eco-E-1	46.51	66
32.	E-2	28.33	32
33.	E-3	38.28	50
34.	E-4	37.61	48
<b>Tutorial Building</b>			
35.	T-28	22.18	25
36.	T-35	23.87	30
37.	T-34	12.16	10
38.	T-36	23.05	30
39.	W-1	20.90	22
40.	W-2	20.90	26
<b>Amphi Theater</b>			
41.	A-2	113.9	130
42.	A-3	22.72	18
43.	A-4	29.72	20
44.	A-5	13.07	20
45.	A-6	38.88	24
46.	A-7	117.2	118
47.	A-8	27.79	50
48.	A-9	50.83	50
49.	A-10	52.13	50
50.	A-11	30.31	50
<b>Academic Complex</b>			
51.	AC-1	104.8	120
52.	AC-2	108.6	120
53.	AC-3	103.80	120

54.	AC-4	104.70	120
55.	AC-5	108.7	120
56.	AC-6	108.7	120
57.	AC-7	44.20	54
58.	AC-8	52.96	54
59.	AC-9	42.37	52
60.	AC-10	42.03	54
61.	AC-11	52.96	60
62.	AC-12	42.37	54
63.	AC-13	106.9	50
64.	AC-14	108.9	120
65.	AC-15	107.70	120
66.	AC-16	75.17	120
67.	AC-17	101.80	120
68.	AC-18	104	120
69.	AC-20	83.73	100
70.	AC-21	85.07	100
71.	AC-22	43.89	60
72.	AC-23	43.89	60
73.	AC-24	101.2	80
<b>Life Sciences/Computer Science</b>			
74.	LS-1	70.73	60
75.	LS-2	70.73	60
76.	Seminar	75.68	80
77.	Nalanda	99.02	108
78.	Takshashila	99.02	108
79.	Vikramshila	99.02	108

**ICT Facilities :**

<b>Sr. No.</b>	<b>Name of the Department</b>	<b>Number of DLP Projectors</b>
1.	Computer Science	08 + 03 (Faulty)
2.	IQAC	02
3.	Photography	02
4.	Physics	02
5.	A.V. Hall	01
6.	Marathi	01
7.	English	01
8.	Animation	04
9.	Computer Science (UG)	09
10.	Chemistry	03
11.	Junior College	15
12.	Electronic Science	05
13.	Statistics	02
14.	EVS	02
15.	Microbiology	03
16.	Biotechnology	04
17.	Economics	01
18.	Geology	05
19.	Botany	01
20.	Zoology	03
21.	Psychology	01
22.	Wadia Library	01
	<b>Total</b>	<b>76</b>

### **LABORATORIES**

<b>Sr.No.</b>	<b>Infrastructure</b>	<b>Dimensions (Sq. Mtrs.)</b>
<b>BIOTECHNOLOGY</b>		
1.	Laboratory-I	9.38

2.	Laboratory-II	9.38
3.	Laboratory-III	9.38
4.	ATC lab	14.2
5.	PTC lab	14.2
6.	Computer Lab	9.38
<b>BOTANY FINAL</b>		
1.	Laboratory-I UG ( FY&SY) Senior Lab.	50x32= 1600
2.	Laboratory-II UG ( TY)	20x24= 480
3.	Laboratory-III PG (M Sc)	20x24= 480
4.	Laboratory-IV Research	20x24= 480
5.	Laboratory V Tissue culture	10 x24 =240
6.	Any other Museum cum staff room	30x24= 720
<b>CHEMISTRY</b>		
1.	Senior Laboratory	42x67
2.	Physical Laboratory	31x15.6
3.	Biochemistry Laboratory	54x32
4.	Computer Laboratory	14x15.6
5.	M.Sc. Inorganic laboratory	14x15.6
6.	Senior Chemical Store Room	20x16
7.	Lab Assistant Room	31x16
8.	T. Y. B. Sc. Balance Room	10x43
9.	Audio Visual Class Room C6	47x32
10.	M. Sc. Lecture hall	28.6x14
11.	C 16 Lecture Hall	40 x 33
12.	Conference Room	32x43
13.	Room No. 7 (Staff Room for Ladies)	32x9.6
14.	Room No. 8	32x5.5
15.	Organic Chemistry Coordinator Room	15x8
16.	Computer Room	16x13
15.	Organic Chemistry Coordinator Room	15x8

16.	Computer Room	16x13
<b>COMPUTER SCIENCE</b>		
1.	Laboratory-I (Kanad)	1500 sq. ft.
2.	Laboratory-II (Panini)	1500 sq. ft.
3.	Laboratory-III (Ramanujan)	1500 sq. ft.
4.	Laboratory-IV (Raman)	1500 sq. ft.
5.	Laboratory - V (Koyana)	1000 sq. ft.
6.	Laboratory - VI (Chandrabhaga)	1200 sq. ft.
7.	Any other (Internet Lab)	1000 sq. ft.
<b>ECONOMICS</b>		
1.	Staff room	
2.	Departmental Office	13.935
3.	Departmental Library	13.935
<b>ELECTRONIC SCIENCES</b>		
1.	Laboratory-I-General lab.-1	800
2.	Laboratory-II-Special lab.	500
3.	Laboratory-III-Computer lab.	500
4.	Laboratory-IV-General lab.-2	600
5.	Laboratory-V-PG-General lab.	500
6.	Laboratory-VI-PG-Computer lab.-1	300
7.	Research Laboratory	400
<b>ENVIRONMENTAL SCIENCE</b>		
1.	Laboratory-I	83.60
2.	Laboratory-II	41.80
3.	Any other	-
4.	EVS Classroom	32.51
5.	LS-2 Classroom	83.60
<b>GEOLOGY</b>		
1.	Laboratory-I (G-102)	46
2.	Laboratory-II (G-103)	37
3.	Laboratory-III (GL-204A)	30
4.	Laboratory-IV (GL-206)	31
5.	Laboratory-V (G-03 Basement)	37



6.	Laboratory-VI (G-101 A)	24
7.	Geology Museum (G-205)	83
<b>MICROBIOLOGY</b>		
1.	Laboratory1	30X35
2.	Laboratory2	25X30
3.	Laboratory3	25X30
4.	Inoculation Room	8X15
5.	Incubation Room	8X15
<b>PHYSICS</b>		
1.	Laboratory-I (F. Y. B. Sc. / S. Y. B. Sc.)	290
1.	Laboratory-I (F. Y. B. Sc. / S. Y. B. Sc.)	290
2.	Laboratory-II (T. Y. B. Sc.)	200
3.	Laboratory-III (M. Sc. I & II)	217
4.	Laboratory-IV (Research)	68
<b>PSYCHOLOGY</b>		
1.	Laboratory-I	89.96
	STATISTI	
<b>STATISTICS</b>		
1	Laboratory-I	79.80
2	Laboratory-II(Computer Laboratory)	30.18
<b>ZOOLOGY</b>		
1.	Laboratory-I	15.35 X 10.5 mt.
2.	Laboratory-II	15.45 X 9.25 mt.
3.	Laboratory-III	10.80 X 7.50 mt.
4.	Research Laboratory	7.50 X 6.20 mt.
5.	<b>Any other:</b>	
	i)Museum	8.30 X 6.30 mt.
	ii)Animal House	2.60 X 1.85 mt.
	iii)Computer Room	3.25 X 2.20 mt.
	iv)Chemical Room	8.5 X 2.30 mt.
	v)Teachers Room	7.50 X 6.30 mt.

<b>ANIMATION</b>		
1.	3D Laboratory-I	86.957
2.	3D Laboratory-II	80.268
3.	2D Laboratory-I	80.268
4.	Audio Video Room	80.268

### **SPORTS :**

College has played a proactive role and supportive role in grooming students. Specific spaces have been earmarked for extra-curricular activities and made available to students.

Sports equipment has been added; venture and combat sports have been propagated and welcomed by students enthusiastically. Facilities in both the gymnasiums have been upgraded.

<b>Sr.No.</b>	<b>Playgrounds/Halls</b>	<b>No.</b>
1	Large Play Grounds for all outdoor games	02
	<ul style="list-style-type: none"> <li>• Goal posts for Handball, Football, Hockey and Netball)</li> <li>• Cricket (cricket wicket- 33X3m), Football, Volley Ball (40X40m) ,Hockey and Kabaddi (pawta soil, 20X20m)</li> </ul>	
2	Badminton Hall	01
3	Lawn Tennis Courts	07
4	Basket Ball Courts (Synthetic)	02
5	Volley Ball Court	01
6	Boxing Hall	01
7	Judo Hall	01
8	Table Tennis Hall	01

### **Gymnasium for Boys and Girls**

There is a separate gymnasium for boys and girls. The details of equipment available in the gymnasium are as follows:

- Equipment for Boys: Eight station multi gym, adjustable bench, dumbbell stand, twister,

incline and decline bench press, incline leg press, bar belt, abdominal board, flat bench press, hyperextension, spine bikes, weight plate stand etc.,

- Equipment for Girls: four station multi gym, twister double, hyper extension, cycle, walker, rubber dumbbells, rubber mats and multi H. P. machine

• **Auditoria**

<b>Theatre/Auditorium</b>	<b>Seating Capacity</b>	<b>Dimensions</b>
Amphi Theatre	600	400 sq.mt (Ground Floor) 226 sq.mt (First Floor)
Open Air Amphi Theater	50	350 sq.mt
Navalmal Firodia Auditorium	180	227 sq.mt

**LIBRARY (BAI JERBAI WADIA LIBRARY)**

Bai Jerbai Wadia Library is one of the oldest libraries across the State. Over a period of time, changes/ modifications in infrastructure and services have taken place. The process of automation of library services is in progress. An on-line public access catalogue is available for users and most of the bar coding of books is near completion. Very old and rare manuscripts have now been digitized. The details are as follows:

<b>Sr. No</b>	<b>Books/Journals/manuscripts</b>	<b>Quantity</b>
1	Reference Books	12,000
2	Books	2,29,763
3	Text Books:	4,555
4	Journals	104
5	Manuscripts	1396
6	Palm Leaves	55
7	CDs	204

<b>Sr.No</b>	<b>Facilities</b>	<b>Details</b>
1	OPAC	On Line Public Access Catalogue available for users on College Intranet (Local Server). 03 computers are made available at the entrance of the library for this purpose.
2	Electronic Resource Management package for e-journals	Available through N-LIST INFLIBNET
3	Federated searching tools to search articles in multiple databases	
4	Library Website	Dedicated web page on the college website
5	In-house/remote access to e-publications	Available through N-LIST INFLIBNET
6	Library Automation	Services fully automated (Bar Code)
7	Total number of computers for public Access	43
8	Total numbers of printers for public Access	
9	Internet band width/ speed	22 Mbps (Lease line- Reliance)
10	Institutional Repository	On College Intranet (Server)
11	Content management system for e- Learning	-----
12	Participation in Resource sharing networks /consortia(like NLIST-INFLIBNET)	N-LIST INFLIBNET Member

### Services of Library

<b>Sr.No</b>	<b>Services</b>	<b>Details</b>
1	Manuscripts	1396; Digitized through support from National Archives of India, Ministry of Culture, New Delhi and DES
2	Reference	12,000
3	Reprography	Available for users with concessional rates
4	ILL (Inter Library Loan (Service)	Available with following Libraries: (a) Jaykar Library, SPPU, Pune (b) Gokhale Institute of Political Science and Economics, Dhananjayrao Gadgil Library, Pune (c) M.E.S. Abasaheb Garware College ,Pune (d) Brihan Maharashtra College of Commerce , Pune (e) Kirti M. Doongursee College of Arts, Science and Commerce, Mumbai
5	Information deployment and notification (Information Deployment and Notification)	Display Boards at appropriate locations. Assistance available on request.
6	Download	Facility available
7	Printing	Not available
8	Reading list/ Bibliography Compilation	Available on request
9	In-house/remote access to e-resources	Available through N-LIST INFLIBNET
10	User Orientation and awareness	a) Conducted for staff of the library with regard to basic computational skills and library software. b) Orientation for students, during Principal s Address c)Also through Notices/ display boards/Instructions d) Library staff trained at other centres like

		inlibnet
11	Assistance in searching Databases	Available on request for OPAC
12	INFLIBNET/IUC facilities	Available for users

## COMPUTER FACILITIES

Computational and Internet facilities are provided in the following departments:

- (a) Botany, Biotechnology, Chemistry, Computer Science, Electronic Science, Geology, Microbiology, Physics, Psychology, Statistics and Zoology.
- (b) Two separate facilities with 20 computers each specially for students have been established in Bai Jerbai Wadia Library.

### Drinking Water Facilities

Academic Complex (Life science and Computer Science), Library, Main Building, Tutorial Building, Physics, Chemistry, Electronic Science, Botany, Zoology, Statistics and Mathematics, Geology and Zoology

### Gymkhana

Gymnasium for Girls and Boys; Gymkhana equipment for Girls and Boys, Goal Post and Table Tennis, new Kabaddi ground, Cricket Wicket, 01 Volley Ball Courts and One Modern / Synthetic Basket Ball Court.

Sr. No	Building / Playgrounds / Rooms/Facilities	Area (Sq. Mtrs.)	No.
1	<b>Rooms in Gymkhana</b>		4
	a) Room No. 1 Gymkhana Office	9.25 X 7.25 = 67.06	
	b) Room No. 2 Gymnasium (Gents)	12.25 X 9.70 = 118.83	
	c) Room No. 3 Boxing Hall	7.35 X 7.35 = 52.56	
	d) Room No. 4 Store Room	6.20 X 3.45 = 21.39	
2	Playground No. 1 Cricket, Football etc.	, a) Cricket 168 X 130 = 21840 b) Football 90 X 90 = 8100	3
3	Playground No. 2: Kabaddi, Kho-Kho, Volleyball, etc.	a) Kabaddi 15.15 X 12.12 = 183.61	3

		b) Kho-Kho $29.00 \times 15.00 = 435$	
		c) Volleyball $40.00 \times 25.13 = 1005.2$	
4	Basketball Ground	$45.30 \times 40.20 = 1821.6$	2
5	Badminton / Table Tennis Hall	$17.17 \times 13.70 = 235.23$	1
6	Lawn Tennis Ground	a) $62.70 \times 38.40 = 2407.69$	7
		b) $51.00 \times 38.40 = 1958.4$	
7.	Ladies Gym	$10.30 \times 5.90 = 60.77$	1

### Details of Hostel facilities

Sr.No.	Hostel Facilities	Dimensions(Sq.Mt)
1	<b>Boys Hostel: 4 Blocks</b>	
	a) Number of Rooms: 358	Single seater= 7.43
	b) Total Capacity :441 Students	Double seater =13.00
	c) bathrooms :36	Triple seater= 18.20
	d) Toilets :30	
	e) Mess :02	
	f) T.V. Rooms :03	
2	<b>Girls Hostel</b>	
	a) Total number of rooms= 84	Single seater=8.36
	b) Total capacity=230 students	Double seater=14.30
	c) Bathrooms=29	Triple seater=17.37
	d) Toilets= 18	Six seater= 51.27
	e) Dining hall=01 and	
	f) T.V rooms= 03	
	g) CCTVs =05	
	h) Solar Panels (Birla Hostel) =15; hot water	
	i) capacity 1875 litres	
	j) Solar Panels (Agarkar Hostel) = 27; hot	
	k) water capacity 4,000 litres	
	l) Waste Water Recycling Plant- capacity	
	m) 10,000 litres/ hour	
3	Tea vending machine, telephone and intercom	
4	systems, water purifiers and coolers	

- Recreational facilities, gymnasium, yoga centre, etc.

There is a badminton hall, throw ball court, treadmill, spin cycle, reading room and library with books, newspapers and magazines at the girls hostel. There is a Health Centre for girls hostel for medical consultation. Apart from this, there is a separate gymnasium for girls at Gymkhana. Television sets are installed in both the hostels.

- Available residential facility for the staff and occupancy

Residential quarters are provided to the teaching and non teaching staff of the college, subject to availability. The total number of quarters is 50, 12 teaching staff and 28 non teaching staff members of the college have availed this facility.

- Constant supply of safe drinking water

There is 24 hr water supply. Water is supplied by Pune Municipal Corporation. In addition to this, there are 05 bore wells which are used as and when required.

- Security

26 security personnel have been employed. There is a separate Rector Office with support staff comprising of 01 Hostel Supervisor, 20 Peons, 02 Security Guards and 12 Student Block Superintendents.

- House keeping

There are 06 people for maintaining the hostels- i.e. upkeep and cleanliness, 34 people for campus upkeep and wash room cleaning and 05 people for maintaining the garden.

### **Infrastructure for Special Purpose**

The college has separate spaces for various activities on the campus. Kimaya , Lower Recreational Hall and Amphi-theatres are available for extracurricular activities. There is also a Ladies Common Room, which has been renovated recently. Spaces are available for units like IQAC, Grievance Redressal unit, Women s Cell, Counseling and Career Guidance and Placement Unit.

<b>Sr,No</b>	<b>Spaces for various activities on campus</b>
1	<b>Internal Quality Assurance Cell</b> A separate office for IQAC, area is 88 sq. mt. It has basic furniture such as cupboards, conference table, computer tables, chairs and book case. ICT facilities include 05 computers with net connectivity, 02 lap tops, 04printers, 02 telephone lines and 01 smart board.
2	<b>Women s Cell (Philosophy)</b> Area is 9.00 sq.mt with basic furniture and computer.
3	<b>Counseling and Career Guidance</b> Area is 10 sq. mt. Located at the Department of Psychology
4	<b>Placement Unit</b> Area is 12.35 sq.mt with basic furniture (tables, chairs and cupboards) and computer with net connectivity and printer.
5	<b>Industry-Institute Interaction Cell</b>



	Area is 12.00 sq.mt with basic furniture, NET and LAN connectivity.
6	<b>Health Centre</b> Area is 12.00 sq.mt- bed for patient, medical report cards, blood pressure measuring device and first aid box
7	<b>Canteen</b> There are 03 canteens measuring 120 sq.mt, 180 sq.mt and 760 sq.mt. respectively. Each canteen has a sitting arrangement for staff and students. There is a kitchen and serving counter.
8	<b>Recreational Spaces</b> There is a Lower Recreation Hall measuring 193 sq.mt, Open Air Theatre measuring 350 sq.mt, and a large concrete structure Kimaya measuring 310 sq.mt. located on the campus, which is used for cultural programmes, exhibitions, open forums and student related activities. For girl students, there is a separate recreation room with wash rooms.
9	<b>Social Outreach and Enabling Centre</b> The area is 22 sq. mt. There are benches, writing board, 01 computer and 01 laptop for use of students.
10	<b>NCC</b> The college has 02 NCC offices each measuring 4 sq. mt and 14 sq.mt, one for NCC officers and the other for students. Tables, chairs and notice board are provided.
11	<b>NSS</b> There is a separate space for NSS unit measuring 14 sq.mt. There is a table, chairs, notice board, cupboard, 01 computer and 01 printer

#### Toilets:

Sr. No.	Particulars	Ladies	Gents	Common	Urinals
1.	Geology	2	2	-	2
2.	Botany	1	1	-	1
3.	Physics	2	2	3	12
4.	Chemistry	1	2	-	11
5.	Mathematics	4	-	4	-
6.	Resolve	-	-	1	-
7.	Lower Rec.	-	1	-	8
8.	Electronic Science	1	1	1	1
9.	Ladies Recreation	5	-	-	-
10.	Psychology	-	-	1	-
11.	Main Building	-	1	2	1
12.	Tutorial	-	-	2	-
13.	Amphi Theater	-	-	4	7
14.	Wadia Library	1	1	-	2
15.	A. C. Complex	9	7	1	13
16.	Life Science	3	2	1	2
17.	Computer Science	2	3	2	5
18.	Canal Common	-	1	-	8
19.	Economics	1	1	-	1
20.	Gymkhana	-	-	2	1
	<b>Total</b>	<b>32</b>	<b>25</b>	<b>22</b>	<b>75</b>

## **Maintenance of Physical Facilities**

The physical facilities are maintained by the Deccan Education Society's, Estate Department, which comprises of competent civil engineer 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 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](mailto: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 Library and Library Resources**

### **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 utilisation of seminar halls and auditoria for organising academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organising 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 looks 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 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 Mastersoft.

### **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