Fergusson College (Autonomous), Pune

Systems and Procedures

Policy for Infrastructure Maintenance
(Academic Infrastructure and IT Infrastructure)

Overview of Infrastructure

- The college has a sufficient number of classrooms (85) 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 if 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

Deccan Education Society's
Fergusson College (Autonomous), Pune

Procedures for Maintenance of classrooms/ laboratories and other physical infrastructure

The procedure for maintenance of infrastructure which includes repairing of physical infrastructure, repairs of physical facilities, electrical requirements/ repairs, repairs of furniture and adding new furniture. The procedure for approval/ sanction for maintenance is as follows:

1. The maintenance of infrastructure is carried out by the Estate department of Deccan Education Society.

2. For minor repairs costing less than Rs.5000.00 are addressed to the campus maintenance supervisor (maintenance@fergusson.edu).

3. For minor repairs, approval is given by the Principal.

4. For major maintenance a detailed letter is given by the respective Head of the Department / Coordinator.

5. Based on this requisition Principal forwards this requisition/ requirement to the Estate Department of Deccan Education Society.

6. The engineers of Estate Department visit the facility/ department for a site visit to understand the requirements for maintenance.

7. After the visit, a detailed justification supporting the requirement/ repair is sought from the respective Head of the Department.

8. The Estate Department then prepares a detailed estimate with all technical details and approximate costing.

9. Once all this documentation is done, the detailed proposal is placed for approval before the College Development Committee.

10. There is discussion on the proposal and if approved, then it is sent ahead for approval of Finance Committee of the Deccan Education Society and then passed to Governing

Body. Once approved, the Governing Body issues a Governing Body Resolution (GBR) to the Principal.

11. The work is then carried out and completed.

12. In case of purchases to be made (electrical, electrical equipment/ others), the proposal is sent to Central Purchase Committee (CPC) of Deccan Education Society.

13. The CPC identifies the vendor and communicates Central Purchase Committee Resolution with all specifications and terms and conditions to the Principal.

14. The Purchase Order is issued to the identified Vendor.

15. For maintenance of laboratory equipment's, the Principal gives the approval. In case of high end research equipment's, engineers from that particular companies are called for carrying out maintenance/ repair of the equipment's.

16. In case of immediate/ emergency, purchases/ repairs, the Principal approves the proposal and sends it to the Governing Body directly which approves/ sanctions it.

17. Housekeeping and security agencies are appointed by the Governing Body of Deccan Education Society on contractual basis.

Dr. Ravindrasing Pardeshi
Principal

Deccan Education Society's
Fergusson College (Autonomous), Pune

Procedures for Maintenance of Computers and IT Infrastructure

The IT infrastructure (*computers, printers, scanners, IP phones, internet switches, Wi-Fi devices, firewall, CCTVs, Smart TVs, software and hardware*) is maintained by IT Department of Deccan Education Society. The IT department has director, System and Hardware engineers. The procedure followed for maintenance is as follows:

1. There is AMC (Annual Maintenance Contract) given to agencies for maintaining computers, printers, UPS and CCTVs.

2. The AMC vendor is identified by the Central Purchase Committee (CPC) of Deccan Education Society.

3. For initiating the process of maintenance/ repair, the IT department gets actual survey done of the infrastructure. In this process, help of vendor is taken for BOQ (*Bill of Quantities*).

4. Once BOQ is generated, the proposal for maintenance is forwarded to CPC for identifying the vendor for purchases.

5. Once the vendor is identified by CPC, the proposal is placed by the IT department in College Development Committee (CDC).

6. Purchases/ subscriptions of softwares need to be approved by the IT committee of Deccan Education Society and then the CPCR will be issued.

7. For renewal of perpetual licenses of softwares, they are subscribed directly and payment is made according to budgetary provision in college budget.

8. There is discussion on the proposal in CDC with all required justifications and then it is approved and forwarded to Finance Committee for approval and finally approved by Governing Body through Governing Body Resolution.

Dr. Ravindrasing Pardeshi
Principal

Policy of Library and Library Services

(Bai Jerbai Wadia Library)

Introduction

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. The building of the Bai Jerbai Wadia Library, comprising of two floors was completed in May 1929 with a sumptuous donation of Rs. 1.61 lakh from the Wadia brothers and was inaugurated in June 1929 without any formal ceremony. Apart from this, the library also has collection of very old and rare manuscripts like Raosaheb Mandlik and N.B. Bramhe collections. The entire first floor of the library serves as a Reading Hall for students and is spacious enough to comfortably accommodate around 400 students at a time. This is perhaps one of the largest Reading Rooms of any library in the State. The library has heritage status and supported and recognized by National Archives of India. Very old and rare manuscripts are digitized and are made available to the user.

Purpose

The policy is designed and implemented to provide maximum benefits to all stakeholders and maximum services of the library be provided especially to the students of the College.

Policy

1. Make all services of the library available to all stakeholders.
2. As far as possible, promote purchase of e-books which will save on the space.
3. Create additional infrastructure depending on the academic need.
4. Make budgetary provisions for purchase of books/reference books/ journals (preferably online journals) and maintain consistency in journal subscriptions and maintenance of computer centres/ browsing centres.
5. Help and support students with blindness using the braille corner and computational facility established in the library.
6. Make available photocopying facility (outsourcing) at reasonable rates for library users.
7. Approve all budgets/ requirements through Library Advisory Committee.
8. Automation of library services.

Who can avail / Use Library and Library Services?

1. All Registered students of the College
2. Alumni of the College
3. Teaching and Non-Teaching Staff of the College
4. General Public (after following the due process and subject to approval of Library advisory committee)

For Assistance/ Queries a User can mail to: librarianfcp@fergusson.edu

The Library Advisory Committee

Dr. Ravindrasing Pardeshi	Principal and Chairman
Prof. Nitin Kulkarni	Vice Principal
Dr. Prakash Pawar	Vice Principal
Prof. Swati Joglekar	Vice Principal and Prof-In-Charge of Library
Dr. Sonali Joshi	Head, Department of Biotechnology
Prof. Sujata Bamane	Head, Department of English

Dr. Samir Terdalkar	Coordinator, IQAC
Dr. Santosh Ghuge	Head, Department of History
Dr. Aparna Vaidyanathan	Department of Computer Science
Shri. Jeevan Limaye	Department of Computer Science
Smt. Kiran Ghadge	Assistant Librarian
Smt. Vrushali Limaye	Invitee
Dr. Sheetal Ruikar	Invitee
Shri. Ankur Shukla	Invitee

Roles and Responsibilities

1. Plan on adequacy and optimal use of facilities/ services available in the library. Make decisions on the library services.

2. Approve budget for library for each financial year.

3. Approve requirements of the library with special reference to subscriptions.

4. Approve/ sanction services to be provided to general public

5. Make decisions on weeding process of books/texts.

6. Establish specialized services like for manuscripts, reference reprography (Inter Library Loan Services), information development and notification, printing, bibliographic compilation, remote access to e-resources and databases.

7. Monitor maintenance of library and stock verification.

8. Design and develop library webpage on the home page of the college website.

9. Conduct orientation programmes regarding library services with all stakeholders.

10. Improve competency of library staff through visits, lectures by experts, discussions and actual training.

11. Facilitate automation of library services through MASTERSOFT ERP.

Automation of the Library Services

Automation of library services has been one of the priorities of the College and Bar Coding of the books/reference books has been completed and the process of issue and return is automated. Most of the reference books now have RFID tag. Implementation of Digital Library facility enhances the automation and Efforts are underway to make library remotely available through ERP system and make the facilities fully automated.

Policy for Weeding out of Books

The College has two discipline – namely faculty of Arts and faculty of science. The student strength of the college is above five thousand students. Bai Jerbai Wadia Library serves as the central library for all stakeholders and there is consistent flow of students and teachers for reading and referencing work. The library is now automated and also hosts two computational centres for students. Reading material in the form of books, reference books, journals and periodicals are constantly used and over a period of time these materials get worn out and some become absolute due to revisions in the curriculum. The Library Advisory Committee (LAC) looks into day to day affairs of the library. The LAC in its recent meeting decided to weed out books/ reading material which has become absolute/ worn out/ out of date. The process of withdrawing such unserviceable reading material from the circulation in library is called weeding out or discarding.

Reasons

1. Older editions of reference books such as Year Books, Annuals, Handbooks, etc., are weeded out as they are to be replaced with new editions.
2. Out of date and out of syllabus books weeded out to be replaced with the new editions/ revised editions of reference books.
3. Some books, after their use for a few years their pages become brittle, such books listed for weeding out.
4. Books and journals mutilated by readers must be withdrawn from the circulation.

5. Library faces acute space problem to accommodate reading material due to ever increasing stock of new books/ reference books, therefore it is essential to weed out unserviceable materials.

Procedure

1. Books for weeding out will be identified, the cost and the worth of each book will be verified and a list of potential material for weeding out will be placed before the Library Advisory Committee for its approval.

2. Books/Material approved by the Library Advisory Committee for weeding out will be entered in the register and Catalogue cards will be removed. A "withdrawn" stamp will be placed in the book before disposing it off.

3. The books/material may be disposed of by offering them to affiliated colleges, individual readers or sold as scrap.

Loss of Borrowed items (lost and cost recover)

1. In case of loss of books/text books/reference books by the student, the student id asked to replace the copy of book/text book/reference book.

2. In case of unavailability, the student is asked to pay the cost of book/text book/reference book.

3. The same process is followed for teaching and non-teaching staff.

Note: The College authorities may bring amendments in the above stated policy as and when necessary.

Prof. Swati Joglekar
Prof-In-Charge

Dr. Ravindrasing Pardeshi
Principal

Policy for Weeding out of Books

The College has two discipline – namely faculty of Arts and faculty of science. The student strength of the college is above five thousand students. *Bai Jerbai Wadia Library* serves as the central library for all stakeholders and there is consistent flow of students and teachers for reading and referencing work. The library is now automated and also hosts two computational centres for students. Reading material in the form of books, reference books, journals and periodicals are constantly used and over a period of time these materials get worn out and some become absolute due to revisions in the curriculum. The *Library Advisory Committee* (LAC) looks into day to day affairs of the library. The LAC in its recent meeting decided to weed out books/ reading material which has become absolute/ worn out/ out of date. The process of withdrawing such unserviceable reading material from the circulation in library is called weeding out or discarding.

Reasons

1. Older editions of reference books such as Year Books, Annuals, Handbooks, etc., are weeded out as they are to be replaced with new editions.

2. Out of date and out of syllabus books weeded out to be replaced with the new editions/ revised editions of reference books.

3. Some books, after their use for a few years their pages become brittle, such books listed for weeding out.

4. Books and journals mutilated by readers must be withdrawn from the circulation.

5. Library faces acute space problem to accommodate reading material due to ever increasing stock of new books/ reference books, therefore it is essential to weed out unserviceable materials.

Procedure

1. Books for weeding out will be identified, the cost and the worth of each book will be verified and a list of potential material for weeding out will be placed before the Library Advisory Committee for its approval.

2. Books/Material approved by the Library Advisory Committee for weeding out will be entered in the register and Catalogue cards will be removed. A "withdrawn" stamp will be placed in the book before disposing it off.

3. The books/material may be disposed of by offering them to affiliated colleges, individual readers or sold as scrap.

Loss of Borrowed items (lost and cost recover)

1. In case of loss of books/text books/reference books by the student, the student id asked to replace the copy of book/text book/reference book.

2. In case of unavailability, the student is asked to pay the cost of book/text book/reference book.

3. The same process is followed for teaching and non-teaching staff.

Purchase of New Books/ Subscriptions

1. The Library Advisory committee is empowered to approve the annual budget for the Library and Library Services.

2. Every year annual budget is prepared for the Library and approved by the Finance Committee of the Deccan Education Society.

3. After the final approval, purchases are made from identified vendors and payment of subscription fees for e- journals/ periodicals is carried out.

Dr. Ravindrasing Pardeshi
Principal

Policy for Sports

Purpose

The College has a great history and legacy in academics as well as sports. The College Gymkhana was established in the year 1908 in the form of Chandvadkar Pavilion and Bullel Gymnasium and considered as an important milestone in the history of college. The registration, practice and planning of every tournament/ sports event is conducted at this place. Sports include both indoor and outdoor games. Gymkhana takes care of players but also has sole responsibility of maintaining the play grounds and sports facilities in good condition. Gymkhana takes special care for the holistic development of students which looks after their physical as well as mental well being. It also celebrates all the international days related to sports and physical education like yoga day for students as well as for teachers and -staff. Keeping in view the fact 'a fitter nation is a better performer'; the gymkhana takes ample care in promotion of various sports and games and encourages student's participation at various levels.

The college strives to achieve medals and success at national and international level for their sports persons. Taking into consideration all these factors, the policy for sports has been designed which will encourage students' participation in sports. Organization of Annual Sports Day (JOSH), Yoga Day etc.,

Type of Sports offered by the college

Indoor Games	Outdoor Games
Badminton, Table Tennis, Chess, Gymnasium, Malkhamb, Boxing, Judo – karate, Carrom and Yoga Exclusive Ladies Gym	Two Basketball courts, Seven Lawn Tennis courts, Kabaddi Ground, Softball Ground, Football Ground, Hockey Ground, Volley ball Ground and Cricket Ground, Athletics

Scope

The policy will be applicable to all the registered students of the College and will cover all the procedural support required for a student to participate in sports. The policy will also applicable for other related activities like annual sports events (JOSH), YOGA Day and any other activity decided by the college and management.

Objectives

1. Motivate students to participate in sports.
2. Ensure selection of appropriate candidates/ students in particular type of sports event/ tournament.
3. Provide all practical and procedural support to students to ensure their timely participation in sprots events/ tournaments within the campus and outside the campus.

Policy

Selection of sports person/teams will be conducted in the beginning of each academic year and will be informed to students during their three days long Induction programme. During the induction programme, the gymkhana department will provide the necessary information regarding selection procedures, examination and selection schedule. Coaches conduct practice session for various teams for particular period.

The criteria for selection of sports person and teams will focus on the past history of sports of the participant, fitness of student, experience and skills of the student.

The Gymkhana will be responsible for carrying out examinations of physical education for all registered students of the College. The pattern of examination may consist of sport project assignment on specific sport, while on ground physical test will be conducted on following parameters- 100mtrs. running, pushups,1600mtrs. walking, pull ups, skipping rope, standing broad jumps etc.

Financial Assistance/ support

Financial Assistance to sports person/ sports team will be provided by the College, both for local as well as outstation participation in sports events. Teachers/coaches will accompany with the teams. College will provide travel and daily allowance to players as well as coaches/ teachers accompanying the teams.

Grant of concessions

Academic concessions will be given o students participating in sports. The academic concessions would range from attendance of the student, rescheduling of Internal Assessment Examinations, separate academic coaching for the student and conduct of practicals. These concessions would be allowed, only after following the procedure and final approval from the Principal.

Annual Sports Day (Gymkhana Day)

Organization Annual Sports Day (Gymkhana Day) -Organization of Annual Sports Day will be organized by the College. A prominent sports person will be invited to interact with the sports person/students. The College will felicitate students and their coaches for their outstanding performance in sports.

Annual Sports Event (JOSH)

The College/ Gymkhana will organize Annual Sports Event – JOSH. It will be a three day event. In this Event, various competitions and tournaments will be conducted by

the students organizing committee for the students. There will be at least one special Event organized during JOSH. The special event could be any activity under sports.

Celebration of YOGA Day

Every year, on 21st June, the Gymkhana will be organizing celebrating Yoga Day for students and staff of college. National/International participation of expert in Yoga and special classes with International Coaches will also be organized.

Maintenance of Sports Facilities

Maintenance of Sports infrastructure and equipment will be done on periodic basis as well as when the need arises. The procedure to be followed for maintenance is as follows:

1. Requirement of sport facility or maintenance requirement will be communicated to college office and the repair/maintenance would be fulfilled/procured by college.
2. Major repairs and infrastructural changes will be communicated to the Estate department, for estimates of repair/ maintenance work and then finally approved by the Governing Body of our parent organization.

Responsibilities

Gymkhana management committee would act as a nodal agency for all activities related to sports/ gymkhana. The meeting of the Committee would be organized as and when required. The Gymkhana Chairman will act as Coordinator of the all activities.

1. Conducting annual examination [theory and practical] and setting up policy and decisions pertaining to reexams.
2. Health care for students, guidance for sports physiotherapy and medical aid.
3. Assigning Special sports marks to the student's representing on national and international levels.

4. Felicitation of sports players on gymkhana day and experience sharing programme.

5. Conducting induction programme for the new students to make them aware about Gymkhana and Sports.

6. Providing opportunities to the players to represent on various levels like inter-collegiate, state, national and international.

7. Inculcate sportsman spirit amongst students.

Roles and Responsibilities of Director, Physical Education

1. Maintaining and directing all the sports related activities.
2. Selection of teams and players.
3. Appointment of coaches.
4. Looking after infrastructure preparation and maintenance.
5. Organizing Inter- collegiate sports events.
6. Assigning of grounds, courts for various matches and tournaments.
7. Preparing annual schedules of all the sports events, matches and tournaments.
8. Preparing annual budgets of the sports section.
9. Responsible for the inventory and storage of sports equipment.

Role and Responsibilities of Sports Persons/students

1. Regularly attending the examination and lectures.
2. Active participation in various sports activities
3. Practice and planning of tournaments with guidance of teachers.
4. Punctual submission of assignments and various projects.
5. Organizing and managing college sports events.
6. Team building activities.

Dr.Kishor Pendharkar
Gymkhana Managing Committee

Dr.Ravindrasing Pardeshi
Principal

Procedures regarding facilities/ infrastructure of Sports Complex (Gymkhana)

The sports complex (Gymkhana) provides various sports facilities (indoor and outdoor) for all students of the college. The Gymkhana is managed by the "Gymkhana Management Committee" (GMC) constituted by the Principal. All issues regarding sports and sports person are addressed by the GMC. The procedures of Gymkhana can be categorized as follows:

1. Utilization of Sports facilities

a) Sports facilities can be used by registered students and staff of the college.

b) The GMC prepares a detailed time table/ time schedule day wise/ month wise to make the facilities available for the students.

c) To avail facilities, the student/ team take permission from the Principal.

d) Students can issue sports equipment after taking the permission of the Director, Physical Education. A student need to deposit his/her identity card with Gymkhana office.

2. Student Participation in Sports Event

a) At the beginning of the year, Gymkhana publishes notices / circular regarding student participation in various sports events.

b) Based on the responses, the students are called for performance test on the college playground and then subsequently short listed.

c) Once this process is done, final approval is given by the Principal.

d) The students can participate in individual events as well as team events in zonal level/ university / state / national / international level after taking due

permission from the Director, Physical Education and sanctioned by the Principal.

e) The participating students and coaches are provided with travel, dearness allowance and entry fees as per rules by the college.

f) Students participating in various sports events are given special academic support in terms of additional teaching, repetition of practicals (in case of Science subjects) and rescheduling of examinations. All these are preapproved by the Principal and Examination Section.

3. **Organization of Sports Events**

   a) The Gymkhana organizes variety of sports events throughout the year like intercollegiate cricket tournament, lawn tennis tournament, All India Seeding Level lawn tennis tournament (for various age groups). Apart from this, the college organizes intercollegiate cricket tournament, volley ball, badminton tournaments, cricket matches for teaching and non-teaching staff of the college. "*JOSH*" is one such event which is organized for all college students in December every year.

   b) For organizing sports events, the college submits a request application to University Sports department.

   c) The University authorities inspect the sports facilities and accordingly give permission to host the tournaments.

   d) For lawn tennis events, the college seeks permission from "*The Maharashtra Lawn Tennis Association*". After inspecting the sports infrastructure, the authorities permit/ approve the tournament.

   e) The expenses are shared by the Association and the College.

4. **Maintenance**

   a) Maintenance of sports facilities include gymnasium equipment, sports equipment, playground, basket-ball and badminton court, tennis courts, cricket pitch, changing rooms etc.,

   b) The maintenance is carried out by the Estate Department of Deccan Education Society for physical infrastructure and other maintenance

issues are directly addressed by the GMC and Director, Physical Education. The maintenance work and expenditure is permitted and approved by the Principal.

5. **Purchases**

   a) A budgetary provision for procurement of sports equipment and maintenance is made in the college budget for each financial year.

   b) The Gymkhana requires variety of sports equipment's.

   c) A detailed list of requirements is prepared at the beginning of the year by the Director, Physical Education.

   d) The list is approved by the Principal and forwarded to the Central Purchase Committee (CPC) of the Deccan Education Society.

   e) The CPC identifies the vendor and generates a CPCR.

   f) Purchases are made as per the CPCR with specific terms and conditions.

Dr. Ravindrasing Pardeshi
Principal