



Savitribai Phule Shikshan Prasarak Mandal's SKN SINHGAD COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by DTE (MS) &
Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur)

Accredited 'A' Grade by NAAC

DTE Code : EN-6643

Prof. M. N. Navale

M. E. (Elect.), MIE(I), MBA
PRESIDENT

Mr. Rohit M. Navale

M. E. (Mech.)
GENERAL SECRETARY

Dr. K. J. Karande

M. Tech. Ph. D. (E&TC)
PRINCIPAL

Outward No. : SKNSCOE /

Date :

Procedures and policies

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Physical facilities:

Following are some of the physical facilities available inside the campus:

1. Sports
2. Solar water heater
3. Electrical Section
4. Gym
5. Parking facilities
6. TV room
7. Guest House
8. RO water system

Sports:

Institute has provided separate sport section along with recreation room which facilitates students with cricket kit, badminton kit, table tennis, carom, chess, football, basketball etc. Students can get and utilize any of the above mentioned kit and material whenever required. Whenever any repair or maintenance is required, estate office take necessary action on this.

Solar water heater:

Institute has provided solar water heaters in the hostels. Hostel students can utilize this whenever required. These solar heaters are regularly maintained by plumber of pump house section.

Electrical section:

In campus, express feeder supply is available. Whenever there is any problem regarding power supply, technicians from electrical section takes care. In addition to this, if there is power failure, power generator backup is made available whenever required.



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Gym:

Gym facility is also available inside the campus. This facility is available in the morning from 6:00 am to 8:30 am and from 6:00 pm to 8:30 pm. Proper team is allocated for cleaning and maintenance from estate office.

Parking facilities:

Institute has well developed parking system for two wheelers, 4 wheelers and buses. Cleaning is done regularly by sweepers. Systematic parking is maintained by security section.

TV Room:

TV room is available inside the campus. This room is made available and utilized by students after college hours whenever required. Cleaning and maintenance of TV room is done by Estate office with the help of sweepers and electrical technician.

Guest House:

Guest house is available inside the campus which can be utilized for resource person, guests and parents whenever required. Cleaning and maintenance of guest house is done by Estate office with the help of sweepers, plumbers and electrical technician.

RO water system:

RO water system is available in whole campus. This facility can be utilized by students and staff members from all departments, hostels, canteen, library, mess etc. Cleaning and maintenance of RO water system is done by plumbers and technician from Pump house section.

Academic facilities:

Following are some of the academic facilities available inside the campus:

1. Laboratories and computers
2. Library
3. Offices, Classrooms, Tutorial rooms and Seminar Halls

Laboratory and Computer equipment:

The institute regularly maintains the laboratory equipment by checking the working status of instruments before start of every semester. The minor maintenance is carried out by the laboratory assistants. Laboratory in-charge along with laboratory assistant are maintaining



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dead stock register and register for consumable material and to undertake physical dead stock verification of laboratory material. Laboratory assistants are maintaining log book in laboratory, updating laboratory board periodically, maintaining equipment, kits, wires, probes etc. Laboratory assistants are issuing equipment and components to the students. They are regularly updating the display of laboratory with respect to laboratory time-table, list of experiments, list of major equipment along with cost, lab area and charts as well as keeping record of consumables required for the laboratory.

Library:

The institute's librarian and department library coordinators are regularly reviewing and evaluating resource materials such as book reviews and catalogues in order to select and order print, audiovisual, and electronic resources. Departmental library in-charge prepares a list of books and display the updated list semester wise in the department. Departmental library in-charge also does a new entry of books as available in the department library. At the end of the semester, Departmental library in-charge prepare a report about how many books got issued, returned or misplaced. In addition to this, Departmental library in-charge prepare requirement of new books and journals that are required according to the new syllabus and submit the proposal accordingly through HOD. Departmental project and seminar coordinators are submitting all the project and seminar reports of students in departmental and college library.

Offices, Classrooms, Tutorial rooms and Seminar Halls:

Office of head of the Departments maintains the academic documents such as Departments master time table, copy of individual teacher's time table, Class room time table, Laboratory time table, monthly review of number of lectures and practical conducted by teachers, a copy of unit test examination time table, provisional and final list of defaulters, record of parent's visits, student's feedback reports etc. The institute's sports section has sports facilities which facilitate teachers and students with sports, recreation, etc. Class rooms, staff rooms and laboratories cleanliness is maintained by peon. College corridors and washrooms cleanliness is maintained by external cleaning services

Support facilities:

1. Various Stores
2. Canteen
3. Sports ground
4. Lawn
5. WiFi



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Various Stores:

Various Stores like stationary, laundry, Bakery, Grocery and Ice-cream are available inside the campus for the students and staff members. In all the stores, maintenance related to power supply is taken care by Electrical section. Students and staff members can utilize these stores whenever required. Cleaning of the premises is done by sweepers as and when required.

Canteen:

Canteen is available within the campus from 7:30 am to 8:30 pm. Canteen facility is utilized by students and staff members whenever required. Cleaning and maintenance is done by person taking care of canteen whereas maintenance related to power supply is taken care by Electrical section.

Sports Ground:

Sports ground is available inside the campus. Separate ground for cricket, basketball and volley ball is available. Ground is properly cleaned and maintained by Estate officers with the help of sweepers. This ground is also utilized to organize cultural activities of the college.

Lawn:


Institute has well established lavish lawn within the campus. Lawn is used for celebration of Independence Day and Republic day. It is also used for celebrating any institute's event. Students can utilize this during breaks and after college hours. Motivational movies are shown to the students by utilizing this lawn. Some of the practical are performed on this lawn. There are various trees of biological importance. Cleaning of lawn is done by sweepers and annual maintenance contract is given to garden contractor.

Wifi:

Wifi facility is available within the campus after college hours from 5:00 pm to 9:00 am and for 24 hours during holiday. This facility can be utilized from various locations like girls study room, boys study room and premises near lawn. Regular testing and maintenance is done network related team.


IQAC Coordinator




Principal