



Date: 01/07/2024

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

Laboratory:

The Institute has well equipped laboratories as per norms of Shivaji University Kolhapur. The laboratories are equipped with equipment, experimental kits etc. Exclusive computer laboratories are available in all departments with adequate hardware and software.

- The Lab In charge must submit a requisition for materials or equipment to the Head of the Department. The Head of the Department should verify the requirement and, if necessary, forward it to the principal for approval to proceed with the purchase. At least three quotations must be obtained, and the procurement process will then be carried out by the Purchase Committee with approval from the Secretary.
- Our college policy regarding expenditures allows the HOD to make decisions and proceed with expenses up to Rs. 1,000. However, if the amount exceeds this limit, the HOD must consult with the principal before proceeding. The principal has the authority to approve expenses up to Rs. 5,000. For amounts exceeding this limit, decisions will be made under the guidance of the Secretary.
- The laboratories are allotted to faculty to take care of maintenance.
- The laboratory assistant updates dead stock register, consumable register, carrying out routine maintenance, maintaining discipline in laboratory.
- The maintenance of equipment is carried out twice in a year (before the start of odd and even semester) or as per requirement.
- The maintenance of equipment is carried out by the laboratory assistant as per directions given by faculty.
- The external maintenance agency is called for critical problems in equipment with prior permission of management.
- The meters, gauges are calibrated by external agencies

Library:

- The Central Library is a proud resource which manages knowledge, both in print and digital format, ensures easy and anytime access to the scholarly resources and provides faculty members and students with all the support to collect, evaluate and manage information pertaining all the streams of Engineering.

- It offers a range of services such as membership, anytime circulation, photocopying.
- The library is available to students from Monday to Saturday at 9.00 a.m. to 5.00 p.m., general holidays and in preparatory leave vacations.
- Library staff members are available for conducting day to day transaction of books and to maintain discipline.
- The software is available for search, indexing issue and return records of books.
- The engineering books are arranged according to the DDC (Dewey decimal classification) system including Civil Engineering, Computer Science Engineering, Electronics and Computer Science, Electrical Engineering, Mechanical Engineering, First Year Engineering.
- The Digital Library section has high configuration Computers to access the online journals and video lectures, e-journals and other e-resources.
- The reading section in the library is Wi-Fi enabled to provide wireless access to the Internet.
- Users are allowed to use their laptops in library.
- The reference books and journals are issued to students to read inside library only.
- Only two books will be issued to students on borrow card for a period of one week.
- Each department will offer the book bank facility to the top five students every semester.
- Maximum two books will be issued to faculty for a week.
- The titles, volumes, number of national journals, e-journals, reading room seating arrangement, multimedia PCs for digital library/ internet surfing facility is available as per norms given by AICTE, New Delhi.

Gymkhana:

- Institute has gymkhana equipped with kits for cricket, football, volleyball, badminton, carom, chess, etc. It also has a modern gym.
- Gymkhana in charge and non-teaching staff look after maintenance and utilization of equipment's.

Computers:

- Central computer facility is available in the Institute.
- Computer maintenance is carried out regularly and non-repairable systems are disposed of.
- The lab in-charge separates the non-repairable electronic materials, and under the supervision of the principal, they are treated as e-waste. This e-waste is then disposed of through the agency with which an MOU has been established for e-waste disposal.




Principal

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