



SINHGAD TECHNICAL EDUCATION SOCIETY'S  
**SINHGAD INSTITUTE OF BUSINESS  
 ADMINISTRATION AND RESEARCH**



(Approved by AICTE, Recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University)

Near PMC Octroi Post, Kondhwa - Saswad Road, Kondhwa (BK), Pune - 411048

Phone : +91 20 26933635 / 26934543 Email: director\_sibar@sinhgad.edu Web: www.sinhgad.edu

**Physical, Academic and support facilities**

Established system and procedures for maintaining and utilizing physical, academic, and support facilities, laboratory, library, sports complex, computers, classroom etc. The institute has appointed a team of personnel of all kind of maintenance staff on the payroll of the institute /society which is duly supervised by the Registrar / Office superintendent. Student and staff feedback mechanism are used to maintain/upgrade/enhance existing facilities. A need analysis is conducted for additional requirements. Proposal is scrutinized and sanctioned by purchase committee and accordingly requirement is forwarded to society head office. Taking need into consideration budget is allocated or sanctioned separately. The maintenance of the institute along with the classrooms, computers laboratories, faculty rooms, gardens, etc. is carried out regularly and as on requirement basis.

**Maintenance is done by the contract dealers / service providers.**

SR.NO	Particulars	Flow
1	Housekeeping	1)Day wise cleaning of washrooms, classroom, passages and institute's premises. 2) Weekly cleaning of water cooler. Maintaince done annually. 3) Curtains from classroom are washed every 2 weeks. 4)Water Filter is cleaned for students.
2	Civil work	1)Requirements with requisition submitted by director to Estate department. 2)Estate department further handles and works on issues.
3	Electrical department	1)Separate department to work and solve on electrical issues. 2)Required materials raised can be sanctioned by director and brought. 3)Requisition of items required/Damaged is raised and then changes are done
4	Gardening	1)Separate dedicated team 2)Work on watering lawn on timely basics. 3)Shape trees and plants around. 4)Appropriate use of fertilizers if required. 5)Lawn is watered, trees are cut and maintained for better presentation.
5	Common Facilities	1)All sister institutes work together through common meeting of each agenda 2)Responsibilities are divided and workflow is diversified.



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### Sports Complex

Sr no	Particulars	Flow
1	Ground	1) Ground available for Basketball, volleyball, Tennis court. 2) All above facilities are common and taken care by estate office. 3) Permission required prior to use these facilities from the campus director.
2	Sports Equipments	1) Sports equipments available for all above sports and maintained and kept in store room. 2) Students participating in sports can use them and return back it in store room 3) Students can issue sport material by entering their name in the sports register.

### Computers

Sr no	Particulars	Flow
1	Maintence	1) Technical team takes care of computer and ICT 2) Cleaning done on daily basics by housekeeping staff 3) Wifi checked on workings and issues by technical team 4) Instruments which are not working are checked and repaired by respective vendors from where they are purchased 5) Computer hardware and software are replaced or upgraded on regular basics are per requirements. 6) CCTV, LEARNING RESOURCES, DIGITAL LIBRARY are upgraded as and when required. 7) Internet connection is checked by technical team and issues are resolved immediately.

### LIBRARY

*Celebrating 30 Years*



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Sr no	Particulars	Flow
1	Requirements	1)Requirements of new e books, magazines are mentioned by faculty members 2)Books are ordered as per requirements
2	Housekeeping	1)Cleaning and dusting done by housekeeping staff regularly 2)Library shelves are cleaned regularly

#### Classroom

Sr no	Particulars	Flow
1	Classroom standards	1)Institute has classrooms as per AICTE and SPPU norms 2)Ventilation taken care of 3)Classroom are cleaned on regular basics 4) Projectors are maintained by technical team. 5)Comfortable seating for students is ensured.

#### Health Centre

Sr no	Particulars	Flow
1	Medical Centre	1)Institutes medical facility at 0.5km 2)Minor health issues can be treated. 3)Institutes vehicle available for transportation

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