



Dr D Y Patil Educational Enterprises Charitable Trust's
Dr D Y Patil Technical Campus
Dr D Y PATIL SCHOOL OF ENGINEERING
(Accredited by NAAC)

VISION: "EMPOWERMENT THROUGH QUALITY TECHNICAL EDUCATION"

MISSION:

M 1: To excel centre of excellence in technical education.

M2: To impart skill based education to meet the needs of industry and society

M3: To achieve excellence in teaching learning and research.

M4: To inculcate social and ethical values among the students.

Procedures and policies for maintaining and utilizing physical, academic and support facilities

The institute has allocated the classrooms and laboratories as per the requirement of individual department. Every department has its own computer labs as per requirements. The institute regularly maintains the laboratory equipment by checking the working status of instruments. The laboratories are maintained by means of annual maintenance contract. The minor maintenance being carried out by the laboratory assistant with the help of in house expertise. Laboratory assistants are maintaining dead stock register and consumable materials. Annual physical dead stock verification of laboratory Equipments and consumables is held .They also issue it to other laboratories and departments by making entry in the issue book. They are updating the laboratory notice board with respect to time-table, list of experiments and their current status.. The demand is made for required consumables by laboratory assistants approved by faculties. Class rooms, staff rooms and laboratories cleanliness is maintained by dedicated housekeeping staff.

The institute has central library besides one at each department. There is a library committee which frames policies. The institute's librarian and department library coordinators are regularly reviewing and evaluating. The central librarian prepares a list of books and display the updated list semester wise and sends to the department. He also arranges book exhibition annually for the college which becomes a source for new books. There are three Kindles in library which are added with new books periodically At the end of the semester librarian prepares a report about how many books got issued, returned or misplaced. The copy of departmental project and seminar reports are kept in central library. The departments maintain the master time table, Laboratory time table, weekly review of number of lectures and practicals conducted by teachers, Provisional and final list of defaulters, record of parent's visits and student's feedback reports is also prepared. The defaulter list of students is displayed on notice board and also on college web site for promulgation. The monthly activity report is made by each department and put on college website.

The institute has a seminar hall and auditorium common to all. The requisition for the same is required to be given centrally to principal's office. The common infrastructure can be availed by putting a request of utilization through proper channel. The maintenance of support facilities is done through maintenance department which has dedicated pool of plumbers, electricians and carpenters. The institute has huge sports

complex having all the indoor and outdoor games. The institute has dedicated sports coach, to facilitate teachers and students with sports, recreation, health checkups etc. He also arranges competitions at college and university level thus providing healthy and spirited environment.

A handwritten signature in green ink, appearing to be 'M Z Shaikh', written over a faint rectangular box.

Principal

Dr. M Z Shaikh