



SANDIP
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Sandip Foundation's
Sandip Institute of Engineering and Management
Mahiravani, Trimbak Road, Nashik

Central Library

Know Your Library



SIEM Central Library Welcomes You !



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Sandip Institute of Engineering and Management
At Post : Mahiravani, Trimbak Road, Nashik – 422 213



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Phone: (02594) 222 551, 222 552, 222 553, 222 554, Fax: (02594) 222 55

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1 About SIEM Central Library

1.1 SIEM Central Library

- ✚ The library is an integral part of intellectual power of our college. The Central Library of **Sandip Institute of Engineering and Management (SIEM)**, Nashik was established in 2010.
- ✚ The SIEM Library system consists of a central Library and departmental libraries which collectively support the teaching, research and extension programmes of the Institutes.
- ✚ The Library, besides having a huge collection of books on engineering, science and humanities offers library services through its various divisions.
- ✚ The SIEM Library has a large collection of **text books**, **reference books** and reputed **journals** and **magazines** (national and international).
- ✚ The SIEM Library caters to the need of the faculty and students via a rich collection of more than **22067 books**.
- ✚ The SIEM Library also provides an access to the **46 National / International** periodicals, journals, and magazines and 10 newspapers.
- ✚ All students, faculty members and employees of the Institutes are entitled to make use of the Library facilities on taking library membership.
- ✚ Library has an area of **757 Sq.mtr** and the Reading room Capacity around **180 students**.
- ✚ Digital library services unit has **12 advanced computers** with **high speed internet connection**.



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1.2 Objective

- ✚ To support the educational and research programs of the institute by providing physical and online access to information.
- ✚ To serve as a resource center and aims to develop a comprehensive collection of Books and Journals useful for the Students and Faculty.
- ✚ To procure the necessary information in the form of books and knowledge and make it available to all the beneficiaries including Students and Faculty at all the time.

Vision :

- ✚ Developing, organizing, and maintaining a collection that attempts to meet the needs of our users.

Mision :

- ✚ Creating a conducive learning environment to research, Innovation and entrepreneurship. Education, research and service strengthen and enhances
- ✚ By developing collections, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills and offering research assistance.



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1.3 Library Committee

To effective utilization and improvements in all existing facilities of library, a Library committee is in existence.

- ✚ The committee conducts meeting once in a semester to decide the policies. Implementation of the policies is effectively and monitored by Librarian (Member Secretary).
- ✚ Committee gives suggestions are for efficient and smooth work like Purchase of books, subscribing Periodicals & Journals, E-Database, Supervision, Stock verification, the sanction of withdrawal of books, etc.
- ✚ The committee also discusses problems faced by the students.
- ✚ Committee visits the library every month to take a regular review of books, journals, magazines etc.
- ✚ Ensuring well-furnished seating arrangement, proper light facility and ventilation for stress-free reading.
- ✚ Availability of library information on the college website.
- ✚ Recommending to the authority about library suggestions and others.
- ✚ To work towards modernization and improvement of library and documentation services.



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1.4 Library Membership

- ✚ All students, who have taken admission in college.
- ✚ All faculty members of the college.
- ✚ College Authorities.
- ✚ Educational Institutes / colleges in the Campus by ILL.

1.5 Library Rules & Regulation

General Rules

1. Keep Silence in the Library.
2. Student should be in complete uniform and Students are advised to bring their id cards when ever they visit the library.
3. Every Person who enters in the Library should sign the visitor register.
4. Students are not allowed to sit in the Library during lecture /practical hours.
5. Use of mobile Phones /Laptops is strictly prohibited in the Library.
6. Drinks and eatables are not allowed in the Library.
7. Library should be used for reference & reading purpose, not for discussion.
8. Don't bring any other book in the Library except note books. Don't put your bags on issue/return counter.
9. Personal belongings (bags/files /folders etc) are **NOT** allowed inside the library, keep it at property counter.
10. Students are advised not to keep any valuables things in bags, kept it at the library property counter. If in case any such loss, library staff is **NOT** responsible.



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11. Ask for help from Library staff, if you are unable to find your required book.
12. Reference Books, Journals and Magazines are only for reference & are not for issue.
13. Students should handle the books carefully.
14. If the book is lost then the student will be charged with price of the book & Rs. 50.00/- as processing charges.
15. Every student will be issued 3 books at a time for seven days. A book issued can be re-issued provided the re-issuing process is done before completion of seven days. Non returning of books by due date/time will invite the fine of Rs. 1/- per book per day.
16. Reposition the chairs and switch off the lights and fans after use.

All readers are required to maintain discipline in the Library

1.6 Library Materials policy

1. Library books, Reference books, Electronic Media's etc., are costly and often rare. They are for the benefit of not only the present but also for the future members of the library. Therefore, one should not write upon, damage, turn down the leaves or mark on any library material.
2. If termites/other insects spoiling the books, torn/missing pages are noticed, please report to the librarian immediately.
3. Before leaving the issue counter, members should satisfy themselves as to whether the Library material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the Library staff at the issue counter, otherwise they are liable to be held responsible for replacing the material or paying such compensation as fixed by the Librarian.



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2. Collection

2.1 Library Collection

The Library has a rich collection of books on

- ✚ Applied Science and Humanities
- ✚ Civil Engineering
- ✚ Mechanical Engineering
- ✚ Information Technology Engineering / Computer Engineering
- ✚ Electrical Engineering / Electronics and Telecommunication Engineering
- ✚ GATE Preparation
- ✚ General Recreational

2.2 Library Book Collection

Sr. No.	Course	Titles	e-books Titles	Volumes	National Journals	International Journals
1	Computer Engineering	578	55	2317	2372	06
2	Mechanical Engineering	969	23	4130	4153	06
3	Civil Engineering	933	30	3738	3768	12
4	E &TC Engineering	507	138	2024	2162	06
5	Electrical Engineering	742	139	3001	3140	06
6	Science & Humanities	506	82	1937	2019	06
7	Book Bank	13		4920	4920	04
Total		4248	467	22067	22534	46

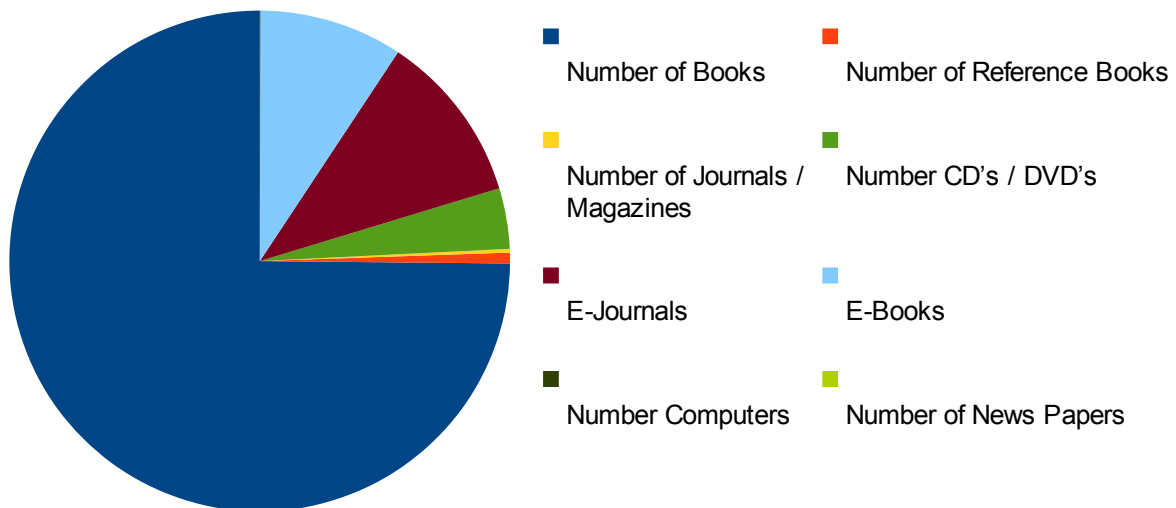


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2.2 Library at Glance (up to May 2023)

Sr. No.	Particulars	Quantities
1	Number of Books	16193
2	Number of Reference Books	194
4	No. of Book Bank Books	4920
5	Number of Journals / Magazines	46
6	Number CD's / DVD's	850
7	E-Journals	6
8	E-Books	6000
9	Number Computers	14
10	Number of News Papers	9 Per Day



Ratio of library books to the number of students enrolled
22067 / 1514 = 14.58 As on 15.05.2023



3. Library Services and Facilities

3.1 Book Circulation Facility

The books circulation time is between 10:00 AM to 5:00 PM.

- + UG (FE (All Students): 09 Books set for 01 Semester.
- + UG Students (SE = 03 | TE = 04 | BE = 05 Books) for 8 days.
- + Research Scholars (ME | Ph.D.): 03 Books for 15 days.

The Books issuing norms for Faculty,

- + Teaching Faculty: 10 Books for 01 Semester.
- + Non-Teaching Faculty: 05 Books for 15 Days.

Note: If students fails to return books within the specified duration, will have to pay fine Rs. 1/- per day.

3.2 Reading Facilities

- + Reading room facility (Books, Reference Books, Journal Magazines, News Papers etc.) is provided to the users form 10:00 AM to 5:00 PM in the library premises.
- + Reading room is available for the Students and Faculty during 09:30 AM to 06:00 PM.
- + During the examination period reading room is kept open up from 8:30 AM to 07:00 PM for the Students.
- + Student/Faculty can refer printed documents and non-printed materials like CD in the library during the specified period.



3.3 Book Bank Facility

- + Book Bank facility is provided to Under Graduate (UG) SC/ST Students.
- + Book Bank Books are issued to such students for one semester.
- + Library Book Bank has a collection of more than 4920 Books.

3.4 Digital Library Facility

- + The digital library has been used for accessing the electronic resources subscribed by the library. It is enabled with computing facility with wired network as well as Wifi.
- + A separate digital library section has been constituted for the simultaneous access to print and e-resources. The library staff guides the users for easy accession.
- + The digital library provides access to the following:
 - **E-Resources**
 - **Open Access e- resources**
 - **Question Papers**

The user's can access the previous year Question Papers for all course

3.5 Photocopy Facility

- + Photocopying facilities are available in the library for all the readers.
- + The service is given at the subsidized rate of Rs 1 per page.



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4. Library Automation

4.1 Library Websites

- Library has a dynamic website giving information on the library processes and services for making easy access to library collection and resources. It can be accessed from below link.

<http://www.siem.sandipfoundation.org/central-library/>

4.2 Library Software

Koha Software

- Library uses KOHA Library software package which is integrated multi-user, multi-tasking library information software that supports all in-house operations of the library.
- The software extends the facilities like Catalogue, Circulation, Utility, Serial Control, and Acquisition.
- The database of books available in the library is being updated on day to day basis.
- The library offers computerized catalogue search services through the Online Public Access Catalogue (OPAC).
- The bibliographic record has the data of more than 22067 Books available in the Library.



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4.3 Library OPAC

- ✚ OPAC (Online Public Access Catalogue) is placed in the user area for the library users to access the OPAC, visit at the site <http://172.16.0.151/>
- ✚ The Online Public Access Catalogue (OPAC) has been facilitated to the members of library through website.
- ✚ Web-OPAC has basic and advance search facility by which availability and location of the books can be obtained. It also facilitates the members to renew and reserve books up to certain limits.
- ✚ Through the Web-OPAC, the members can identify the newly purchased books in the library.
- ✚ The members can observe the account details through this facility.
- ✚ Web-OPAC can be accessed through smart phone as well.
- ✚ All rules and regulations to be followed by all members are displayed on Web-OPAC.



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5. Library Structures

5.1 Basic Structure

SIEM Central Library Situated in second floor and Library Space is divided into following section,

- ✚ Stacking Section
- ✚ Reference Section
- ✚ Digital Library & Reprographic Section
- ✚ Processing Section (Technical Section)
- ✚ Circulation Counter
- ✚ News Paper Section
- ✚ Periodical & Bound Volumes Of Periodicals Section
- ✚ Reading Room - I & II
- ✚ Book Bank Section

5.2 Stacking Section

- ✚ The Library follows Open Access System.
- ✚ Arrangement of Library Collections Branchwise

The reading materials are arranged in two classes:

- 1. General Collections**
- 2. Reference Collections**



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- ✚ Books are shelved according to Dewey decimal classification call Numbers.
- ✚ New books acquired are displayed for a week. After display these “new arrivals are put into circulation.
- ✚ When a book is requested by a user, call number and accession number must be correctly ascertained from the database available on the Online Public Access Catalogue (OPAC).
- ✚ The stack room is provided with classification numbers for book location.

5.3 PROCESSING / TECHNICAL SECTION

✚ Processing Section mainly consist of

- Classification:** ✚ The Library follows the Dewey Decimal Classification System (DDC) for classification of documents.
- Cataloguing:**
- ✚ The collection of library material is computerized.
 - ✚ Existing library material is available on the library database.
 - ✚ Books are catalogued as per AACR-II.
 - ✚ The catalogue is divided into 3 parts viz., author, title, and subject index.
- Locating Books:**
- ✚ OPAC helps the user to search the library database.
 - ✚ Call numbers are the key to location of books on the shelves.
 - ✚ Books are arranged according to their call numbers.
- The main class numbers by which the books are arranged are displayed at the stack room ready reference.



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5.4 Newspaper Section

The Library receives 10 News papers.

✚ To have day to day information about outside world, a separate news paper section has been constituted and maintained.

✚ The news paper cuttings are made available to the members on their demand.

List of Newspapers Subscribed in the SIEM Central Library			
Sr. No.	Name of the Newspaper	Area	Number of paper
1	Loksatta (Marathi)	Regional	1
2	Lokmat (Marathi)	Local	1
3	Sakal (Marathi)	Local	1
4	Divya Marathi (Marathi)	Local	1
5	Maharashtra Times (Marathi)	Regional	1
6	Navbharat Times (Hind)	National	1
7	Indian Express (English)	National	1
8	The Times of India (English)	National	1
9	The Hindu (English)	National	1
10	Employment (English)	National	1
	Total		10

5.5 Journals & Periodicals

✚ It can be classified as Current Periodicals & Bound Volumes of Periodicals.

Current Periodicals:

✚ The Library subscribes to about 91 Periodicals (Including gift and exchange).

✚ The latest issues are displayed and its back issues available in the corresponding drawers.



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Bound Volumes of Periodicals:

These loose issues of periodicals are withdrawn for binding as soon as the volume is complete.

Bound volumes of periodicals are housed in the Reference Section.

5.6 Reference Section

The reference section library has the following types of reference resource.



Dictionaries.



Encyclopaedias.



Hand books.



Text-Books.



Reference Books.



Project Reports.



CDs/DVDs.



6. Rules & Regulation

6.1 Circulation and Renewals Rules

At the time of borrowing books., the students must show their ID cards.

- 1.** All the students, faculty members of the Institutes can register themselves for the membership of the library.
- 2.** Books can be borrowed by staff and students & college authority.
- 3.** Regular books may be borrowed for a period of 07 days by students and one month by staff members.
- 4.** Reference books , journals and CD's may not be issued at home.
- 5.** Reservation of library material can be made through Online Public Access Catalog.
- 6.** Loss of borrowed books and journals should be reported to librarian immediately.
- 7.** If a book which has been borrowed by a student is urgently required, the library may call back the book from the student.
- 8.** Book must be returned on or before the due date.
- 9.** If a book is not returned on the due date, the borrower will have to pay an overdue charge.
- 10.** Repeated failure to return of books on time may lead to denial of borrowing facility.
- 11.** Before borrowing a book, the student should make sure that the book is in good condition.
- 12.** The borrower is fully responsible for the books borrowed in/her account.
- 13.** The library may recall a book at any time before its due date. Overdue charges may be increased for failure to return a book when it is due or recalled.
- 14.** The borrower shall be responsible for loss or damages caused to the library material borrowed. They shall be required to replace or pay double the cost of such material including overdue charges.
- 15.** Penalty will be levied for marking/scribbling the pages and tampering the pages.



Renewals

1. Books issued to you can be renewed unless they are reserved by someone else. You need to bring the books to the library for getting them re-issued.
2. Renewals over the telephone, oral instructions, or written communications are not entertained.

6.2 Digital Library Rules

1. Identity Card is compulsory for getting access to the Library.
2. Users should observe strict silence inside the Digital Library.
3. Use of mobile phone in Digital Library is strictly prohibited.
4. Do not bring any personal computer gadget inside the Digital Library and Use of secondary storage devices / External devices (Pen Drive / External Hard Disks) are not allowed inside the Digital Library.
5. The use of the Digital Library facility is on a first-come-first-serve basis.
6. Make an entry in the register which is kept at the entrance of the Digital Library.
7. Internet and intranet access is limited to academic pursuit only i.e. subscribed online databases, University websites/NPTEL web course/DELNET/ INFLIBNET and open source educational sites.
8. Recreational activities like playing games, audio / video streaming, online chatting and accessing social networking sites i.e. Face Book, Google talks are prohibited.
9. Do not share Digital Library computer with any other peripheral system or computer.
10. Do not change any of the computer configurations.
11. Downloading, installing and running software other than those already installed on the computer are not allowed.



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12. Illegal/Unlawful activities such as (but not limited to) hacking, deleting of files, changing/tweaking of system configurations /passwords resulting in damage to systems and networks are prohibited.

13. Before leaving the Digital Library, users must close all programs positively and keep the desktop blank.

14. Use of mobile phone in Digital Library is strictly prohibited.

7 Digital Library Section

7.1 Digital Library Section

✚ Digital Library has 10 computers with Internet Connectivity for the students to access the Online Electronic Information Resources.

✚ Apart from these 10 computers, the library has another 01 computers for the students to access OPAC and E-Resources.

✚ Library has the following Unlimited Online Electronic Information Resources:

✚ The Digital Library has been used for accessing the electronic resources subscribed by library with wired network as well as Wifi.

✚ The digital library provides access to E-Resources (e-Books, Journal).

✚ **E-sangrah Database Package** :- is IP based platform to accessing E-books and Open access E- Journals. This package covers approximately about 10000+ e books and 1000 e journals (Engineering Science & Technology and Computer Application & Management).





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✚ **J-Gate e-journals Database** is a bibliographic database to access global e-journal literature. As a discovery platform for the research community, it is presented as a website under subscription-based access to a large database of scientific research.



✚ DELNET is a major Resource Sharing Library Network in "South Asia". It networks more than 900 libraries in India and Six other Countries and offers access to about fifty lakh records of Books, Journals, Articles, and other documents (<http://www.delnet.nic.in> | <http://www.e-booksdirectory.com>). (Username / Password please contact Library Staff)



Developing Library Network

✚ **KNIMBUS** provides an online platform for scholarly communication providing access to cutting edge scholarly content to the researchers with the recent developments in their respective fields and tools to share knowledge with peers globally. (<https://sitrc.knimbus.com/user#/home>) (Username / Password please contact Library Staff)



✚ **Indiastat** is the most comprehensive e-resource of socio-economic statistical information of India and its sectors, states and regions on internet. Incepted in the year 2000, Indiastat.com has now been successfully accredited to serve the global research



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fraternity for more than fifteen years. The cluster of Indiastat.com consist of 56 associate websites, which includes 31 state-specific websites, 19 sector-specific websites and 6 region-specific websites. Indiastat contains all the data available on all its 56 associate sites. The additional access of its 56 associate sites is provided on subscribing Indiastat.com . Explore comprehensive insights on demographics,



(<https://www.indiastat.com/>). (Username / Password please contact Library Staff)

✚ **National Digital Library of India (NDL India)** is an all-digital library that stores information (metadata) about different types of digital contents including books, articles, videos, audios, thesis and other educational materials relevant for users from varying educational levels and capabilities. (<https://ndl.iitkgp.ac.in>). (Username / password please contact Librarian).



National
Digital Library
of India

✚ **National Programme on Technology Enhanced Learning (NPTEL)** is an an initiative by seven Indian Institutes of Technology (IIT Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee) and Indian Institute of Science (IISc) for creating course contents in engineering and science. <http://nptl.sandiperp.org/> or <http://172.16.0.4/>

✚ It is accessible within the campus which is openly accessible 24x7 over the intranet.



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7.2 Library E-Packages Details with links

E-Package	E-Books	E-Journals	Login URL	User ID & Password
J Gate	-	9500	https://jgateplus.com/	UN:siemuser PWD: siemuser28134206
E-sangrah Database	6000	1000	172.16.4.131:8085	IP Based
DELNET	304	810	https://delnet.in/ https://discovery1.delnet.in/	UN: mhsfsitrcn PWD: sit8535
KNIMBUS	2378	3500	https://sitrc.knimbus.com/user#/home	IP Based
NDL (Database)	General Databas	General Databas	https://ndl.iitkgp.ac.in	Individual's User ID & Password
NPTEL	General Databas	General Databas	https://nptl.sandiperp.org https://172.16.0	
ScienceDirect	1000	--	https://www.sciencedirect.com/	librarian@sitrc.org PWD: Sitrc@123
Indiastat	--	--	https://www.indiastat.com/	UN: sitrclibrary PSW: sandip@717

Note:-If you have any problem in accessing of these resources feel free to contact the Librarian.



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Library Feedback

To have continuous improvements in the overall functioning of the library voluntary feedback is collected from all the members.

- ✚ **Consultation with the Librarian:** Students can consult the librarian for problems related to the library and its services. The librarian will try to settle them in her capacity or forward them to the Principal of the college.
- ✚ Every member can drop his/her queries, suggestions, feedback through software as well as in suggestion box which are kept at library entrance.
- ✚ The suggestions made by them are taken up and discussed in the library committee meeting and healthy suggestions are implemented.
- ✚ An online feedback mechanism has been developed to collect the feedback about all services extended by library on ERP Digital Section.
- ✚ A feedback facility is availed to all members through Web-OPAC.



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Library Staff

Sr. No.	Name of the Staff	Designation	Phone -Ext
1	Mr. Deepak B. Wadtele	Librarian	3050
2	Mr. Ravindra U Gaikwad	Asst. Librarian	

Contact Us :-

The Librarian,
SIEM Central Library,
Mahiravani Trambak Road,
Nashik-422 213g
Email: library@siem.org.in
Phone: (02594) 222551/52 Ext. 3050



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