

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

Social and Cultural Association's Smt. Narmadabai Nago Chaudhari Arts, Commerce and Science College Kusumba Tal & Dist- Dhule has very well infrastructure and library as well. At the beginning of the academic year budget is allocated for infrastructure augmentation, academic facilities, physical facilities and their maintenance. The college then calls requirements from library and all departments. After that quotations are collected from different sources and same is place in front of management committee through principal of the college for their approval. Management committee and principal study the different quotations and sanction quotation which are suitable for college. The physical facilities including laboratories, library, classrooms and computers etc. are made available for the students. The students seek admission to desired courses. The classrooms boards and furniture facilities are utilized regularly by the students. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non teaching staff. The college has adequate number of computers and internet connections and the utility software's which are installed and updated as and when required. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. One computer lab is made available for all the students and particularly commerce students during their active teaching hours. The facility of using computers in the evening time is also permitted to the needy students on request. The office computers which are also connected through the LAN is consisting of the office software making work easier and systematic. The library is also provided with the computers and they are loaded with the partially library management software SOUL 2.0. The SOUL software keeps all the records of book issue and deposited by number of college students. The departments and the staff can make use of the computer system with internet at their seating places in addition that majority of the staff has their own laptops and the internet providing instruments. The microscope used for biological and experiments are annually cleaned and maintained by the concerned departments. Every department maintains a stock register for the available equipments. Electrical and the plumbing related maintenance is done with the help of local skilled persons and the bills are paid from budget gained by college from different sources. The college website has maintained and upgraded regularly. The campus is disabled friendly with ramps. Campus is under CCTV surveillance. The college provides all the essential facilities for the indoor and outdoor sports and games.