

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

Sr. No.	Physical, Academic & Support Facilities	Procedure & Policies
1	<b>Class Rooms</b>	Regular cleaning and maintains is carried out one leady appointed for cleaning toilets & Washroom, Class- IV of Non-Teaching Staff keep all calls rooms clean. So as to provide effective learning environment to the students all class rooms are cleaned daily by the non-teaching staff of the college. M/s Abhinav Electricals has given Annual maintain control (AMC) to Monitoring of electrical & Fixtures. M/s Sistec Computers has given to maintain of computers and LCD facility. College Management provide college Ground and Seminar hall to NGO Social worker societies to arrange beneficiary programm for society.
2	<b>Laboratory</b>	This College has no Science Faculty.
3	<b>Library</b>	Procedures and policies for maintaining academic facilities Library. The requirement and list of books is taken from concerned departments and HOD's are involved in process. The finalized list of required books is duly approved and signed by the Principal The Proper account of visitor (Students and Staff) on daily basis is maintained. Books home ending facilities provided for students and staff. Proper ventilation is done so as to maintain dry environment near books shelves. Regular dusting and cleaning is done by using. Vacuum cleaners. Books exhibitions are conducted in the library and books suggested by staff members are included in the library. Open access is given to students to the books so as to have effective referencing and exploring of new books related to subjects. Special reading room facility is provided. New arrivals are exhibited on board.

		Library is kept open in long vacations for the benefits of the students. Qualified Staff is appointed in Library to guide and help students. Furniture and Fixtures are repaired as per the requirement centrally.
4	<b>Computers</b>	Sestet Computer Agency appointed by management to monitoring maintains and support for all college computer regular up gradation is carried out for computers and software, 15 computers and 6 Laptops are distributed in various departments office, Library and for administrative work as per the requirement and load of the work. Computers are connected through LAN and with high speed internet facility, computers are provided with upgraded antivirus.
5	<b>Sports Facility</b>	College provided all sports materials to the students. I.e. Cricket Keats, Badminton, volley ball Court, Table Tennis, Carom Boards, Athletics Material etc. College appoint visitor's coach to guide students about sports. Synthetic surfaces on ground are cleaned periodically sports material is issued to students as per the schedule. College students participated in intercollegiate Competitions.

Dr. Chavan V.B.

I/C Principal

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