

Margtamhane Education Society's

# DR.TATYASAHEB NATU COLLEGE OF ARTS & SENIOR COLLEGE OF COMMERCE

A/P- Margtamhane, Tal. Chiplun, Dist.Ratnagiri,-415702,(MS).  
NACC Re-Accredited Grade "B+" Affiliated to Mumbai University)  
E-Mail: [natucollege@gmail.com](mailto:natucollege@gmail.com). Web: [www.natucollege.org](http://www.natucollege.org)

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## PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

**1. Infrastructure Maintenance Committee:** The college has an Infrastructure Maintenance Committee which supervises all the infrastructure facilities made available in the campus and takes decisions of either repairing or purchasing the tools required. After every month, supervision of the whole physical, academic and support facilities is made by the committee and report is given to the Principal. Then things are either repaired or replaced through outside agencies issuing proper quotations in advance. The purchasing committee takes the decision and all the required needs are sorted out through proper channel. The dead stock register is maintained in the office.

**2. The Sports Committee:** The sports Committee supervises the sports tools in the beginning of every year and gives its report to the Infrastructure Maintenance Committee which in turn gives it to the Principal and things are either repaired or replaced as per the need. Every day, after 11:40 a.m. students are allowed to have an access to sports room where the supporting staff playing the role of sports supervisor helps out the sports students.

**3. The UGC Resource Network Center:** It caters the needs of e-learning & evaluation is maintained by the Infrastructure Maintenance Committee. In the beginning of every academic year, the computers and other media instruments are checked out by the technician and its report in detail is submitted to the Principal and necessary action is taken time to time. Every day, after 11:40 a.m., students are allowed to have an access to facility in UGC Resource Network Center where they enjoy the syllabus oriented films, make their PPTs, search their study material etc. within the stipulated time.

**4. Day to Day Cleanliness:** The classrooms are maintained clean and healthy by the supporting staff. The infrastructure in them is either repaired or replaced as per the need. The Infrastructure Maintenance Committee with the supporting staff of the institution sees that all the classrooms are kept in hygienic and ready to use condition.

**5. The Knowledge Resource Center:** It has about 13310 books available in it. The Library Advisory Committee meets twice in every year. In the beginning of every academic year, a policy decision is taken for purchasing text and reference books. The departments whose syllabi are revised are given first preference in the purchasing of the required text books. The BC Book Bank Scheme is actively implemented by proper channel. The funds received from the University for it is spent by giving due weightage to the number of reserved category students in each department.



**COORDINATOR**  
**INTERNAL QUALITY ASSURANCE CELL**  
DR. Tatyasaheb Natu College of Arts  
& Senior College of Commerce, Margtamhane  
Tal. Chiplun, Dist. Ratnagiri

