

## **INSTITUTIONAL POLICIES AND PROCEDURES FOR MAINTAINING ASSETS**

The institution has in place an effective system for managing and maintaining the physical spaces and facilities in the college such as classroom, laboratories, sports complexes, computers and other infrastructural amenities. An overall maintenance manager is in-charge of a team of supervisors who oversee the work of housekeeping and cleanliness maintenance staff. Duty files detailing information regarding staff, timings and leave allowance is diligently maintained. There are enough workers who have been employed to keep the campus clean, maintain hygiene and provide a congenial learning atmosphere in the college. Classrooms, labs, conference and seminar halls are always clean and presentable for which housekeeping staff tirelessly works. Restrooms and washrooms are cleaned by a dedicated team of staff and are kept clean at all times. The campus has an impressive green cover for which the institution takes all measures to maintain and add on to the green factor. Regularly new saplings are planted and niche areas are created by effective landscaping. There is a team of gardening staff who work towards ensuring the maintenance of the plants, trees, lawns and providing a beautiful and eco-friendly environment.