



# ASHOKA

INSTITUTE OF TECHNOLOGY AND MANAGEMENT

AKTU- 641 | BTE- 4186  
www.ashokainstitute.com

Ashoka Engineering  
Chauraha, Paharia,  
Sarnath, Varanasi  
Mob.: 91988 40005 / 06  
Info@ashokainstitute.com

## MAINTENANCE COMMITTEE

### FUNCTIONS

1. To ensure regular maintenance of the building and equipment's of the Institute.
2. To coordinate with the people responsible for the maintenance and to monitor the quality of the job in given time frame.
3. To supervise usually in the Institute on daily basis for any maintenance related issue.
4. To ensure annual maintenance of the Institute infrastructure.
5. To monitor and arrange major and minor repairs of lab equipment and office accessories.

### RESPONSIBILITIES

1. Assessing the limit of annual maintenance every year and get approved for execution.
2. Placing staffs for daily and routine maintenance and monitoring their work on a daily basis through supervisors.
3. Getting complaint and registering them through department's heads and competent authorities related, to maintenance and resolve them within stipulated time.
4. Those complaints which don't come under the preview of normal maintenance are reported through the committee to higher management authorities by means of meetings every month to get budget allocated.

Sr.No.	Name	Designation
1	Mr. Paresh Verma	Convener
2	Er. Ashim Dev	Co-convener
3	Mr. Satyendra Sharma	Member
4	Mr. S P Maurya	Member
5	Mr. S S Upadhyay	Member
6	Mr. Subhash Chandra Sharma	Member

**FREQUENCY OF THE MEETINGS** – The Maintenance committee of the institute meets every month taking infrastructural activities on priority.

