



# 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

## WEBSITE MAINTENANCE COMMITTEE

### FUNCTIONS

1. Identifying strategic initiatives for the website and making it reviewed and updated.
2. Developing a priority list of desired designs and functionality enhancements in the website.
3. Identifying new features of website design and content development.
4. Coordinating and communicating with other committees in posting relevant information on the website.

### RESPONSIBILITIES

1. Reviewing the website on regular basis for maintaining, and updating events and information on website.
2. Collecting information from different departments to be updated on website.
3. Sending the data to convener for review members and for updating.
4. After approval reviewed data getting updated on website.

Sr. No.	Name	Designation
1.	Er. Ashim Dev	Convener
2.	Mr. Randeep Sharma – System Administrator	Co-convener
3.	Mr. Abhay Maurya	Member
4.	Mr. Manish Maurya	Member
5.	Mr. Rajesh Kumar -Shadow infosystem	Member

**FREQUENCY OF THE MEETINGS** – The Web site maintenance committee of the institute meets every month.





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## 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.





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## ALUMNI COMMITTEE

### FUNCTIONS

1. The committee keeps the contact with our pass-out students regarding where they are placed.
2. The committee maintains and keeps information about students whether their job is on the basis of on campus or off-campus placements.
3. The committee gets the information whether they are in any startups or in any entrepreneurial activity.
4. Alumni committee meets every year for first hand interactions with our pass-out.
5. Committee prepares data base of our alumni students as well as it also maintains network among pass-out and current students.

### RESPONSIBILITIES

1. To organize alumni, meet every year.
2. To keep alumni, register in every department for updated data entry.
3. To form groups of pass-out students on social media and other social networking platforms.

Sr. No.	Name	Designation
1.	Mr. Arvind Kumar – Dean Alumni	Chairman
2.	Mr. O P Sharma	Convener
3.	Er. Ashim Dev	Member
4.	Mr. Prashant Kumar Gupta	Member
5.	Dr. Priti Kumari	Member
6.	Mr. Somendra Banerjee	Member
7.	Dr. Saumya Srivastava	Member
8.	Dr. Rajiv Kumar Yadav	Member
9.	Mr. Arjun Kumar	Member
10.	Mr. Rajendra Tewari	Member
11.	Mr. Sarfaraz Nawaz – President Alumni	Alumni Student
12.	Mr. Palash Pandey	Alumni Student

**FREQUENCIES OF THE MEETINGS** – The alumni committee of the institute meets half yearly

