



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE

PIET/ADMIN/2023-24/1150

August 9, 2023

MAINTENANCE COMMITTEE

Functions:

- To establish regular maintenance of the building and the equipment of the institute.
- The committee's objective is to correspond with the people responsible for the maintenance and monitor the quality of work and given time schedule of the job.
- To monitor regular maintenance in the institute on a daily basis.
- To monitor regular annual maintenance of the institute and related infrastructure.
- To monitor and plan major and minor repairs of lab equipment and office accessories.

Responsibilities:

- To estimate the quantum of annual maintenance every year and get approval of the same for execution of the work
- To plan staff for daily and routine maintenance and their work is monitored on a daily basis through supervisors.
- For the issues related to maintenance, a complaint register is kept at the central hall in which a complaint enters and the complaint is resolved on a daily basis and its stock is taken daily.
- Those objections which don't come under the preview of normal maintenance are reported through the committee to higher management by means of meeting every month to get budget allocated

To maintain all these resources in an effective and efficient manner we do have a Maintenance Committee. The list of committee members is listed below

S.No.	Name	Designation	Responsibility
1.	Dr. Dinesh Goyal	Principal	Convenor
2.	Dr. Gautam Singh	Registrar	Co- Convenor
3.	Mr. Shamal Burman	Assistant Professor Civil Engineering	Coordinator of Infrastructure
4.	Dr. Anil Kumar	HoD- Computer Engineering	Coordinator of IT Infra Coordinator
5.	Mr. Abhishek Dadhich	Dy. HoD, Computer Engineering	Coordinator of ICT
6.	Ms. Shikha Gautam	Dy. HoD, Computer Engineering	Coordinator of Computer Engineering Lab
7.	Dr. Sama Jain	HoD – First Year	Coordinator of all First Year Lab
8.	Mr. Udit Mamodiya	Asst. Professor	Electrical Maintenance Coordinator
9.	Ms. Suman Jain	Chief Librarian	Library Coordinator
10.	Mr. Ashwani Lata	Director Students Welfare	Hostel & Canteen Maintenance
11.	Dr. Priya Mathur	Professor	Women's and Grievance cell co-coordinator
12.	Mr. Mukesh Gurjar	Estate Manager	Campus Coordinator


Dr. Dinesh Goyal
(Director/Principal)

