

AD/DI/27/A/20

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Date: 23 / 07 /2026.

Institute Level Maintenance Committees

All Heads of Departments and staff members are hereby informed that the following **Institute Level Maintenance Committees** are hereby constituted for the Academic Year 2026–2027 to ensure the proper maintenance, safety, functionality, and upkeep of the Institute's infrastructure, laboratories, equipment, utilities, and campus facilities.

The Convener and members of each committee shall be responsible for planning, monitoring, coordinating, and reporting maintenance activities under their respective areas.

Institute Level Maintenance Committees:

- **Civil Work Maintenance**
Mr. K. K Shirsath (Convener)
- **Landscape / Campus Development & Maintenance**
Mr. K. K Shirsath (Convener)
Mr. D.A. Gade
Mr. Ajay Gade
- **Electrical work Maintenance**
Mr. S. Y. Thorat (Convener)
Mr. P. K. Chaudhari
- **Maintenance of Computer / Internet / CCTV**
Mr. L. V. Shinde (Convener)
Mr. P. C. Shah
- **D.G. Set Maintenance**
Mr. R. R. Sonwane (Convener)
Mr. M. N. Patil
Mr. S. Y. Thorat
- **Water Filter / RO System Maintenance**
Mr. R. R. Sonwane (Convener)
Mr. S. Y. Thorat
Mr. A. J. Wagh
Mr. P. V. Khalane

➤ **Telephonic (Landline BSNL Line) EPABX System (Intercom System)**
Mr. R R. Ghule

➤ **Furniture Maintenance**

Mr. Anil B. Mane

Mr. A. J. Wagh

Mr. J. D. Mali

Roles and Responsibilities

- Periodically inspect the facilities under their jurisdiction and identify maintenance requirements.
- Maintain a register of maintenance requests, inspections, repairs, and preventive maintenance activities.
- Coordinate with the Administration, Central Store, and external agencies for timely execution of maintenance work.
- Ensure optimum functioning, safety, cleanliness, and preventive maintenance of Institute infrastructure and equipment.
- Verify completion and quality of maintenance work and submit recommendations for further action, wherever required.
- Submit periodic maintenance reports to the Principal and recommend budgetary requirements for repairs and replacements.
- Ensure compliance with statutory safety standards and Institute policies.

Instructions:

- All Heads of Departments shall promptly report maintenance requirements to the respective Committee Convener.
- Committee Conveners shall conduct periodic inspections and maintain proper records of all maintenance activities.
- All staff members are requested to extend their full cooperation to the respective committees to ensure a safe, clean, and well-maintained campus


(Dr.M.V.Bhatkar)
Principal

Copy to:

- 1 All above Committee members
- 2 All Heads of Department.