

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

PURCHASE COMMITTEE

FUNCTIONS

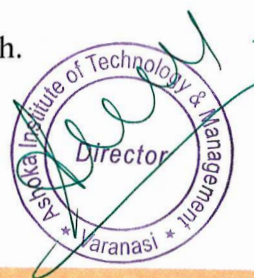
1. To identify and monitor the purchases required for all the academic, administrative and amenities requirements.
2. To collect data of requirements from different departments and enquiring for quotations from suppliers.
3. To keep record of store supplies, issued material and consumptions.

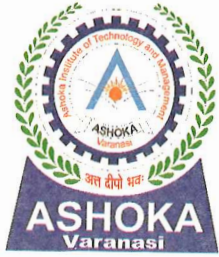
RESPONSIBILITIES

1. Taking list of requirements from the departments/committees/ faculties etc against requirement.
2. To supervise all the purchases made in the campus.
3. To analyze quotations provided by the logistics department, and provide recommendation for approval by the person having delegated powers.
4. To request technical input from relevant staff as required.
5. To ensure proportionality, transparency, accountability and fairness in the procurement process
6. To frame necessary guidelines to exercise its powers judiciously.

Sr.No.	Name	Designation
1.	Dr. Sarika Shrivastava	Convener
2.	Er. Ashim Dev	Member Secretary
3.	Mr. Satyendra Kumar Sharma	Member
4.	Mr. Paresh Verma	Member
5.	Mr. S P Maurya	Member

FREQUENCY OF THE MEETINGS –Normally purchase committee meets once in a month.





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TECHNICAL COMMITTEE

FUNCTIONS

1. To impart technical training to the students to fill in the gap between course curriculum and market trends.
2. To train our students regarding practical aspects of domains.
3. To create necessary infrastructure to facilitate training.
4. To make our students abreast with the current market trends.
5. To organize and plan technical events regularly in the institute.
6. To support students and encourage them to participate in technical events and technical trainings to reduce their curriculum gaps.
7. To provide technical support to students' projects and encourage them to participate in various technical events organized by the different Universities and Institutes.
8. To encourage students about entrepreneurship and provide guidance by organizing special lectures from the experts of the fields.

RESPONSIBILITIES

1. The committee shall create a positive ambience in Institute conducive for Technical training.
2. Provide all necessary infrastructure and software required for relevant training.
3. To organize training related to talks and seminars.
4. To arrange technical tours for students to keep them abreast with latest market trends.

Sr. No.	Name	Designation
1.	Dr. Sarika Srivastava	Chairman
2.	Mr. Somendra Banerjee	Convener
3.	Er. Ashim Dev	Member
4.	Mr. O P Sharma	Member
5.	Mrs. Nisha Pandey	Member
6.	Mr. S. N. Singh	Member
7.	Mr. Randeep Sharma	Member
8.	All HoD's	Member

FREQUENCY OF THE MEETINGS –Normally once in a month technical committee meets.

