

Date : July 21, 2023

Circular (Lab Maintenance Team)

The Lab Maintenance Team has been nominated with an objective to taking-care of below mentioned major works pertaining to the Laboratories (including Central Facilities / Curriculum Labs etc.) :

1. Record-keeping of all the Lab Equipment / Machines / Setups / Apparatus etc. (with working status)
2. Repair and Maintenance of Lab Equipment / Apparatus / Machines etc.
3. Procurement (the process of procurement includes => compilation of requirements, inviting quotation, making comparative charts, approval, purchase order, procurement, commissioning and issuance of satisfactory-working certificate – to be issued by respective lab in-charge and HOD)
4. Calibrations / Standardization
5. Upgradation of Lab infra-structure
6. Scrapping / Phasing-out of Non-working / Outdated / Non-reparable Lab Equipment / Machines / Apparatus etc. (as per Scrap / Write-off Policy)

The Lab Maintenance Team comprises of following :

S. No.	Name	Designation / Department	Nature
1	Mr. Deepak Mittal	Asst. Prof. (ME)	In-charge
2	Dr. Alok Kumar	Asst. Prof. (Pharmacy)	Faculty Member
3	Mr. Arun Shukla	Asst. Prof. (ECE)	Faculty Member
4	Mr. Dharmendra Kumar	System Admin	Member
5	Mr. Pawan Kumar	Lab Tech (ME / ACIC)	Member
6	Mr. Vijay Chauhan	Lab Tech (ECE)	Member
7	Mr. Rajendra	Lab Tech (EE)	Member
8	Mr. Shyamveer	Lab Tech (B. Pharma)	Member
9	Mr. Jitendra	Lab Tech (Bio-Tech)	Member
10	Mr. Arpit Jain	Lab Tech (CS/IT)	Member
11	Mr. Arman	Lab Tech (Idea Lab)	Member
12	Mr. Kuldeep	Lab Tech (CH)	Member
13	Mr. Ravindra	Lab Tech (First Year)	Member
14	Mr. Rahul Kashyap	Lab Tech (CCS)	Member

All the concerned are requested to cooperate the team.

(Dr. Brijesh Singh) 
Director

Copy for information and necessary compliance to :

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-Students' Welfare, Dean-First Year
3. All the HODs, IQAC, Chief Proctor, Chief Warden, Registrar, ERP, Transport, Account