

## **POLICY DETAILS**

### **OBJECTIVES OF MAINTENANCE COMITTEE**

1. To Direct and coordinate the operations and activities of the various committees
2. To Provide consulting services, and recommendations to all Departments
3. To oversee the activities of

### **various committeesFUNCTIONS**

1. To meet once in every six months to goals, plan, organize ,and control the activities ofvarious Committees
2. Goals should be specific, well defined, and quantifiable, with an estimated time ofachievement given for each goal
3. Each goal should be communicated freely and clearly to all those involved
4. Goals should be reviewed regularly by the

### **Maintenance CommitteeADMINISTRATION**

1. The maintenance committee consists of a Chair person and members representing various departments like Laboratory, Library, Sports, Computers and Class room maintenance.
2. Decisions made will be reviewed in the next meeting to gauge if maximum output has been reached in that specific department

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