



# St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Date: 20/05/2013

## MINUTES OF MEETING

Computer Centre Committee was held on May 20<sup>th</sup>, 2013 at 11:30 AM in the Board Room of MG Block, SMEC. The following members were attended.

S.No	Name of the Staff	Designation	Dept.	Signature
1	Mr. Shraban Kumar Apat	Convener	IT	
2	Ms. S.Swetha	Member	CSE	
3	Mr. D.Prasad	Member	ECE	
4	Mr. A.Srikanth	Member	EEE	
5	Mr. Balaji Tandle	Member	Mech	
6	Mr. G.Pradeep Kumar	Member	CIVIL	
7	Mr. Y.Praveen Kumar	Member	IT	
8	Mr. M.Satyaswaroop Roy	Member	MBA	

### Points Discussed:

1. Identify the requirement of computer peripherals.
2. Identify and upgrade the software in the systems.
3. Upgrading the antivirus and system scanning.
4. Utilization of the library resources in the centre.
5. To conduct Telangana Academy for Skill and Knowledge (TASK) examination as and when required.

The above points were thoroughly discussed and forwarded to the Management.

CONVENER

Cc to:

The Principal-For kind information