



St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Strategic Perspective Plan for the Year 2013-14

S. No	Month	Tentative Date	Plan	Unit	Strategy	Details
1	July	08-07-2013	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network
2	Aug.	20-08-2013	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
3	Sept.	10-09-2013	Maintenance in Department Laboratories	100 Computer systems	Strategy	To verify and rectify problems of the systems and network
4	Oct.	04-10-2013	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network
5	Nov.	12-11-2013	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
6	Dec.	19-12-2014	Maintenance in Department Laboratories	30 Computer systems	Strategy	To verify and rectify problems of the systems and network
7	Jan.	07-01-2014	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network
8	Feb.	10-02-2014	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
9	March	27-03-2014	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network
10	April	22-05-2014	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network
11	May	19-05-2014	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network
12	June	24-06-2014	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network

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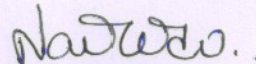
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Computer Maintenance Strategy:

1. Computer Maintenance Committee is conducted at the beginning of each semester.
2. The Committee communicates with Head of all the Departments to inform their problems associated with different laboratories.
3. The concerned Lab Assistants have to submit the reports to concerned HoDs.
4. HoDs will intimate the problems to the System Administrators/HoD-IT for rectification.
5. System Administrators will check and resolve the issues.
6. The same thing will be intimated to the concerned Lab In-charges as well as HoD.

Flow chart for the above SOP is enclosed:


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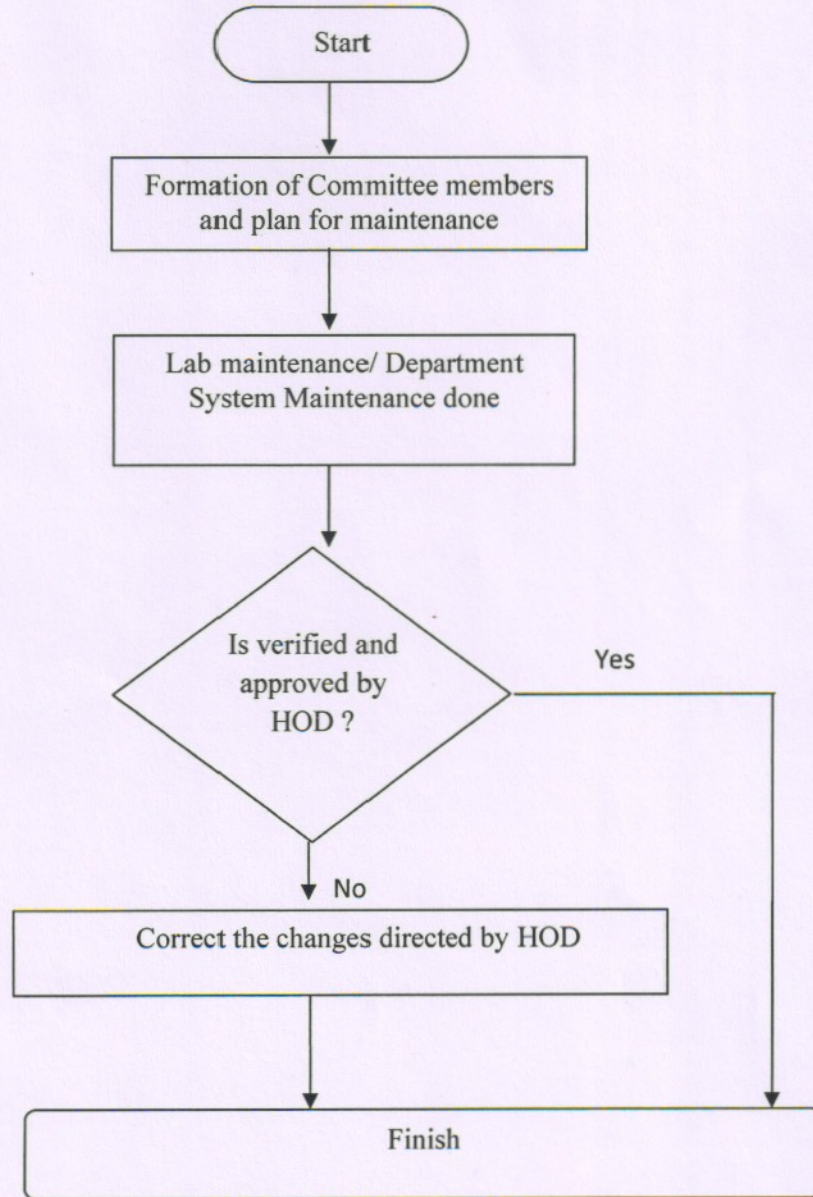


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SOP FOR

COMPUTER MAINTENANCE COMMITTEE



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