



St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Date: 12/03/2013

MAINTENANCE COMMITTEE: 2013-14

COMPUTER MAINTENANCE COMMITTEE

The Academic administration and maintenance of the college is decentralized and transparency is maintained by constituting various committees with suitable staff members. Computer Maintenance Committee is constituted with the following members.

S.No	Name of the Staff	Dept	Role
1	Dr. R.Ch.Naidu	IT	Convener
2	Mr. Y.Praveen Kumar	IT	Member
3	Mr. M. Venkat	IT	Member
4	Mr. S.Rama Krishna	IT	Member
5	Mr. Shanmugh	IT	Member
6	Mr. Mangaiah	IT	Member

Frequency of Meeting: As and when required.

Functionalities: The Computer Maintenance Committee looks after the following:

1. To keep the healthy working atmosphere in all Computer Labs.
2. To record the complaints of various departments and resolve the issue.
3. To Maintain the Servers, Desktops, Network, Printers, Scanners, UPS etc.
4. Provide Internet Facilities and rectify their problems.
5. To install and update various software in the labs.
6. Antivirus upgrade and system cleaning.
7. To assist in purchasing of Computers, Printers and IT related equipments.
8. To monitor and maintain Surveillance Cameras in the college.

Cc to: 1) The Chairman-For kind information
2) The Executive Director -For kind information
3) All HODs


PRINCIPAL

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Civil	CSE	ECE	EEE	IT	MECH	MBA	S&H
Dean (Academics)	Dean (R&D)	T&P	AO	Accounts	PD	Librarian	Ex.Br.