



St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Date: 24/03/2014

MAINTENANCE COMMITTEE: 2014-15

COMPUTER MAINTENANCE COMMITTEE

Various Committees are formed in the college for the smooth and efficient management of various activities. The Computer Maintenance Committee is constituted in consultation with HOD IT for one academic year or until new committees are constituted. The Committee is constituted with the following faculty members and system administrators:

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

Frequency of Meeting: As and when required.

Functionalities: The Computer Maintenance Committee looks after the following:

- 1) To record the complaints of various departments and resolve the issue.
- 2) To maintain the Servers, Desktops, Network, Printers, Scanners, UPS etc.,
- 3) Provide Internet Facilities and rectify their problems.
- 4) To install and update various software in the labs.
- 5) Upgradation of the systems.
- 6) To assist in purchasing of Computers, Printers and IT related equipments.
- 7) 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

St. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14

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