



St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Strategic Perspective Plan for the Year 2015-16

S. No	Month	Tentative Date	Plan	Unit	Strategy	Details
1	July	06-07-2015	Maintenance in Department Laboratories	60 Computer systems	Strategy	To Verify and rectification of the systems of the labs
2	Aug.	03-08-2015	Maintenance in Department Laboratories	50 Computer systems	Strategy	To Verify and rectification of the systems of the labs
3	Sept.	07-09-2015	Maintenance in Department Laboratories	60 Computer systems	Strategy	To Verify and rectification of the systems of the labs
4	Oct.	05-10-2015	Maintenance in Department Laboratories	60 Computer systems	Strategy	To Verify and rectification of the systems of the labs
5	Nov.	09-11-2015	Maintenance in Department Laboratories	60 Computer systems	Strategy	To Verify and rectification of the systems.
6	Dec.	16-12-2015	Maintenance in Department Laboratories	60 Computer systems	Strategy	To Verify and rectification of the systems.
7	Jan.	04-01-2016	Maintenance in Department Laboratories	50 Computer systems	Strategy	To Verify and rectification of the systems of the labs
8	Feb.	08-02-2016	Maintenance in Department Laboratories	60 Computer systems	Strategy	To Perform the task and rectification of the connectivity
9	March	18-03-2016	Maintenance in Department Laboratories	60 Computer systems	Strategy	To Perform the task and rectification of the connectivity
10	April	12-04-2016	Maintenance in Department Laboratories	60 Computer systems	Strategy	To Perform the task and rectification of the connectivity
11	May	10-05-2016	Maintenance in Department Laboratories	60 Computer systems	Strategy	To Perform the task and rectification of the connectivity
12	June	09-06-2016	Maintenance in Department Laboratories	60 Computer systems	Strategy	To Perform the task and rectification of the connectivity

Narada
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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:

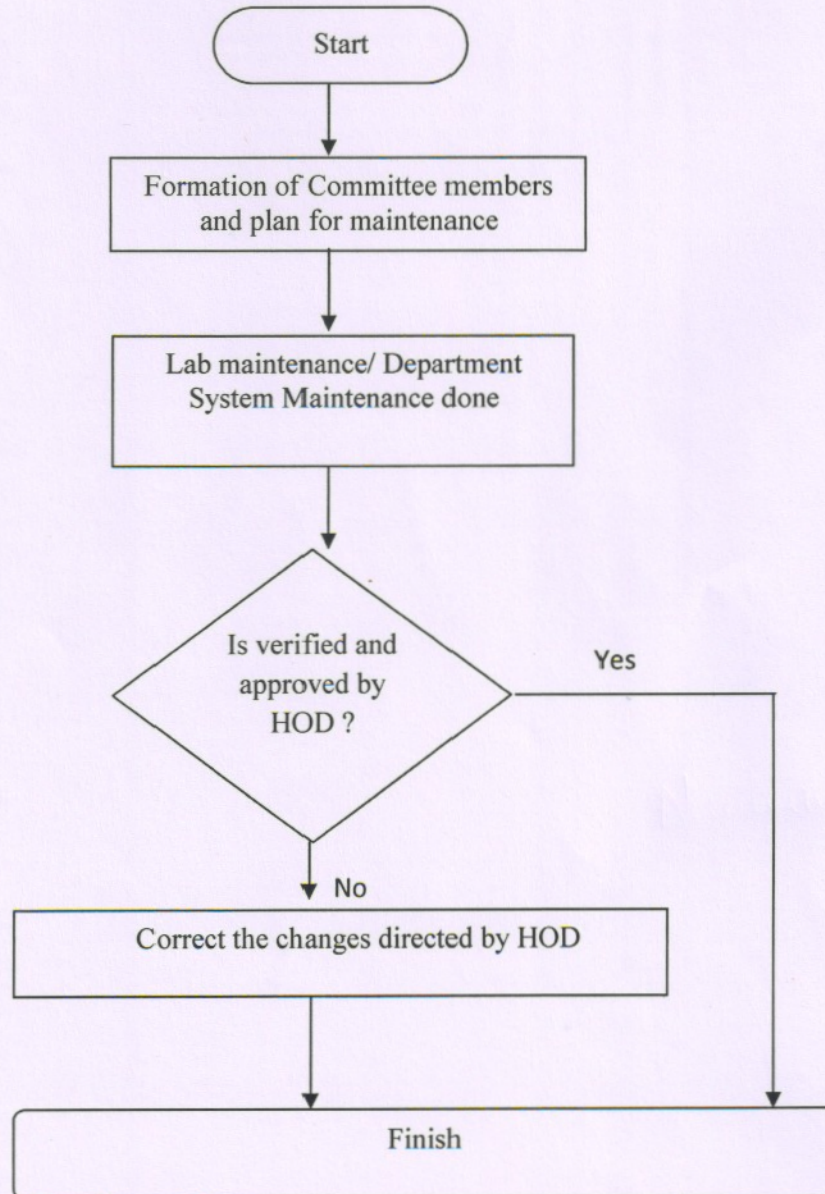
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SOP FOR COMPUTER MAINTENANCE COMMITTEE



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