



# St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Date: 13/05/2015

## MAINTENANCE COMMITTEE: 2015-16

### COMPUTER MAINTENANCE COMMITTEE

Committees are formed at various levels in the college for the smooth and efficient management of 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. S. Lakshmi Kanth	IT	Member
6	Mr. G.Shiva	IT	Member

**Frequency of Meeting:** As and when required.

**Functionalities:** The functions of Computer Maintenance Committee are as follows:

- 1) To up keep a healthy working atmosphere in all the Computer Labs.
- 2) To record the complaints received and resolve their problems related IT.
- 3) To maintain the Servers, Desktops, Network, Printers, Scanners, UPS etc., available at various locations.
- 4) To provide Internet Facilities.
- 5) To install and update various system and application software in the labs.
- 6) Antivirus upgrade and system cleaning.
- 7) To assist in purchasing of Computers, Printers and related components.
- 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.