



St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Date: 08/03/2016

MAINTENANCE COMMITTEE: 2016-17

COMPUTER MAINTENANCE COMMITTEE

Various committees are formed 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. Satyakanth	IT	Member
6	Mr. Promodh Kiran	IT	Member

Frequency of Meeting: As and when required.

Functionalities: The Computer Maintenance Committee duties are:

- 1) To record the complaints of various departments and resolve those issues.
- 2) To maintain the available over all Servers, Desktops, Network, Printers, Scanners, UPS etc.
- 3) To provide Internet Facilities and rectify any wifi problems.
- 4) To install and update software in the various laboratories.
- 5) To upgrade the antivirus and regularly scanning the systems.
- 6) To assist in purchasing of equipment, such as Computers, Printers and IT related products.
- 7) To monitor and maintain Surveillance Cameras located at various places 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.