St. Martin's Engineering College
Dhulapally, Secunderabad-500 014

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.
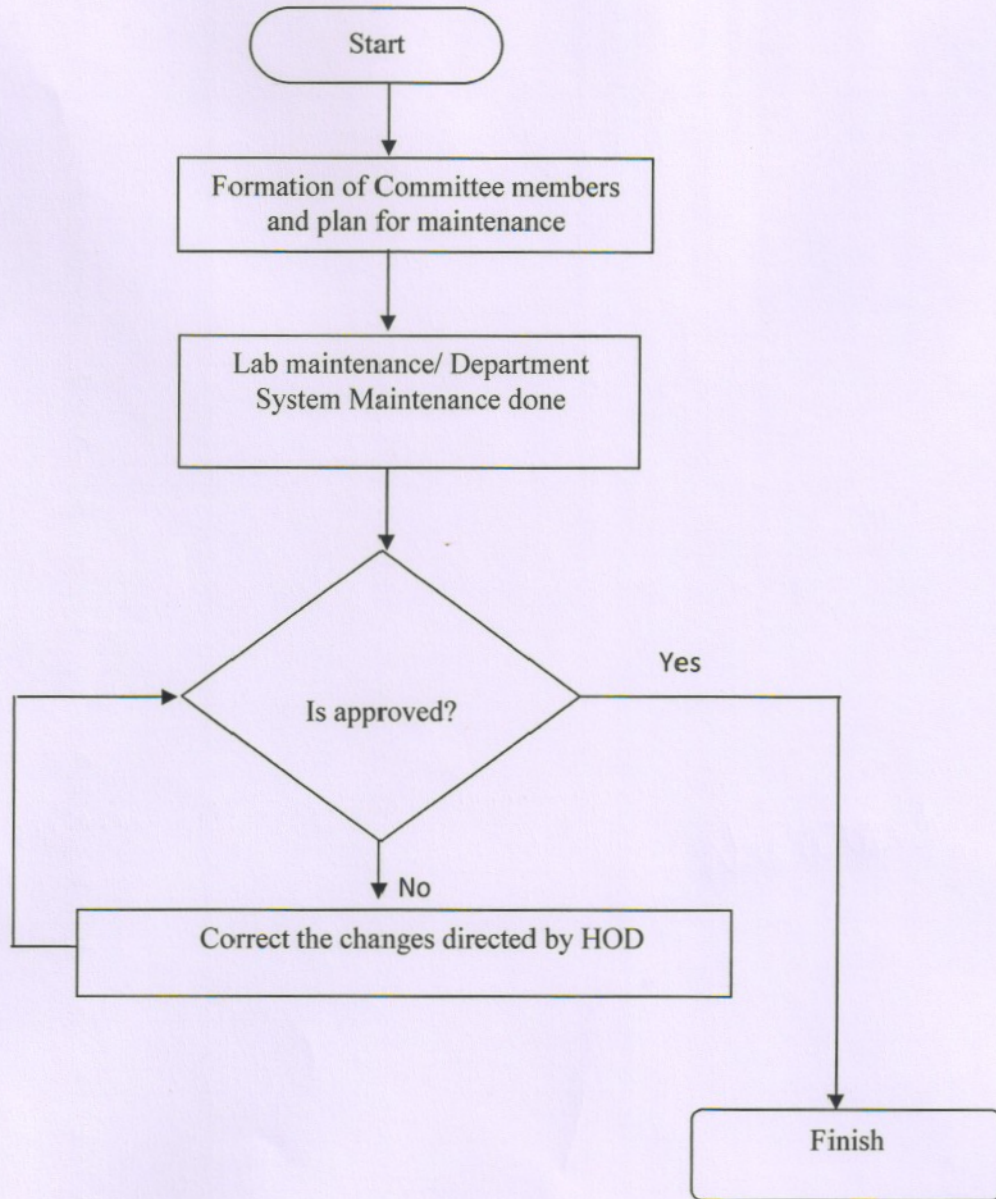
   Flow chart for the above SOP is enclosed:

Convener

St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

STANDARD OPERATING PROCDURE FOR

COMPUTER MAINTENANCE COMMITTEE

```
                    ┌─────────────────┐
                    │      Start      │
                    └─────────────────┘
                             │
                             ▼
                ┌─────────────────────────────┐
                │ Formation of Committee members │
                │   and plan for maintenance     │
                └─────────────────────────────┘
                             │
                             ▼
                ┌─────────────────────────────┐
                │  Lab maintenance/ Department │
                │   System Maintenance done    │
                └─────────────────────────────┘
                             │
                             ▼
                         ◇ Is approved?  ──── Yes ────┐
                             │                         │
                             No                        │
                             ▼                         │
                ┌─────────────────────────────┐        │
                │ Correct the changes directed │       │
                │         by HOD               │        │
                └─────────────────────────────┘        │
                                                        ▼
                                              ┌──────────────┐
                                              │    Finish    │
                                              └──────────────┘
```

Convener