St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Strategic Perspective Plan for the Year 2017-18

S. No	Month	Tentative Date	Plan	Unit	Strategy	Details
1	July	12-07-2017	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
2	Aug.	18-08-2017	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network
3	Sept.	11-09-2017	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network
4	Oct.	09-10-2017	Maintenance in Department Laboratories	30 Computer systems	Strategy	To verify and rectify problems of the systems and network
5	Nov.	15-11-2017	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
6	Dec.	12-12-2017	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network
7	Jan.	04-01-2018	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
8	Feb.	13-02-2018	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
9	March	20-03-2018	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
10	April	17-04-2018	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
11	May	22-05-2018	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
12	June	21-06-2018	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network

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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 Incharges as well as HoD.

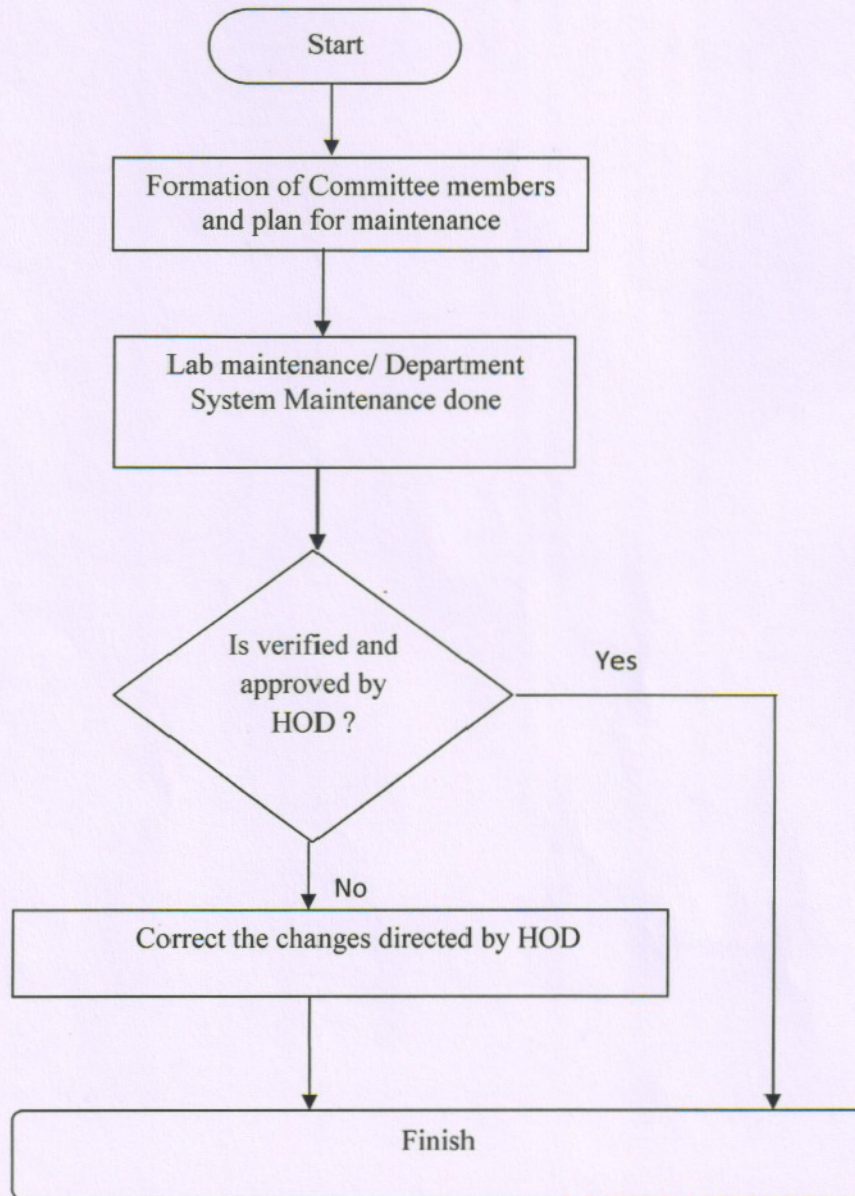   Flow chart for the above SOP is enclosed:

Naveen

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St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

SOP FOR

COMPUTER MAINTENANCE COMMITTEE

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