



# St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Ref.: SMEC/CMC/2017-18/002

Date: 13/05/2017

## CIRCULAR

Computer Maintenance Committee meeting is scheduled to be convened on 15th May, 2017 at 03:00 PM in the Meeting Room of IT Department at MG Block, SMEC. All the members are requested to attend the same.

### **Agenda:**

1. Maintenance of the computer, Printer and UPS
2. Maintenance of the Network
3. Updating of the Antivirus
4. Identifying the requirement of IT related equipment.

**CONVENER**

Cc to:

The Principal-For kind information