



St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Date: 12/05/2017

MAINTENANCE COMMITTEE: 2017-18

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. Pramod Kumar Gouda	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 will:

- 1) Maintain the Servers, Desktops, Laptops, Network, Printers, Scanners, UPS etc.
- 2) Record the various department complaints and solve their problems related to Computers, Printers, etc.
- 3) Install and update various software in the labs.
- 4) Provide Internet Facilities and rectify their problems.
- 5) Upgrade antivirus and clean systems.
- 6) Assist in purchasing of IT related accessories.
- 7) 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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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.