

CONVENING ORDER

COMPUTER MAINTENANCE COMMITTEE

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. The Computer Maintenance Committee is constituted with the following members:

S. No.	Name of the Faculty	Designation	Dept.
1	Mr. Shraban Kumar Apat	Convener	CSE
2	Ms. A. Ranga Pavani	Member	CSE
4	P. V. K. N. Prasanna Kumari	Member	ECE
5	Mr.T.Penchalaiah	Member	EEE
6	Mr.R. Suvarna Babu	Member	MECH
8	Mr. J. Anjaneyulu	Member	S&H

Frequency of Meeting: Once in a year, as and when required

Functions and Responsibilities The Computer Maintenance Committee will:

- To keep the healthy working atmosphere in all Computer Labs.
- To record their complaints and solve their problems related to Computers, Printers, and Internet related problems.
- To Maintain the Servers, Desktops, Laptops, Network, Printers, Scanners, UPS etc.,
- To install and update various system software's and application software's in the labs.
- Provide Internet Facilities and rectify their problems.
- To assist purchasing of Computers, Printers and related components.
- To monitor and maintain Surveillance Cameras in the college.



PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M),
Medchal-Malkajgiri (D), Secunderabad-500 100.