



# St. Martin's Engineering College

Dhulapally, Secunderabad-500 100

Date: 18-04-2019

## MINUTES OF MEETING

Computer Maintenance Committee meeting was held on April 18<sup>th</sup>, 2019 at 02:30 PM in the Meeting Room of IT Department at MG Block. The following members were present.

S.No	Name of the Staff	Dept	Role	Signature
1	Mr. Shraban Kumar Apat	IT	Convener	
2	Ms. B.Swapna	CSE	Member	
3	Ms. P.V.K.N. Prasanna Kumari	ECE	Member	
4	Mr. T.Penchalaiah	EEE	Member	
5	Mr. R Suvarna Babu	MECH	Member	
6	Ms. T.Leena Vinolia	H&S	Member	

### Points Discussed:

- To prepare a schedule for providing computer service to all concerned.
- Repair and maintenance of Computer systems and networking.
- Arrange availability of Internet connection wherever required
- Identify requirement of the computers and network equipment.

The above points were thoroughly debated and forwarded to the Principal.

  
CONVENER

Cc to:

The Principal-For kind information