St. Martin's Engineering College

Dhulapally, Secunderabad-500 100
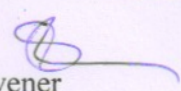
COMPUTER MAINTENANCE COMMITTEE

Perspective Plan for the Year 2019-20

S. No	Month	Tentative Date	Plan	Unit	Strategy	Details
1.	July	09-07-2019	Maintenance in Department Laboratories	100 Computer systems	Strategy	To verify and rectify problems of the systems and network.
2	Aug	12-08-2019	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
3	Sept	11-09-2019	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
4	Oct	28-10-2019	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network
5	Nov	13-11-2019	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
6	Dec	16-12-2019	Maintenance in Department Laboratories	100 Computer systems	Strategy	To verify and rectify problems of the systems and network
7	Jan	20-01-2020	Maintenance in Department Laboratories	50 Computer systems	Strategy	To verify and rectify problems of the systems and network
8	Feb	11-02-2020	Maintenance in Department Laboratories	100 Computer systems	Strategy	To verify and rectify problems of the systems and network
9	March	10-03-2020	Maintenance in Department Laboratories	60 Computer systems	Strategy	To verify and rectify problems of the systems and network
10	April	10-04-2020	Maintenance in Department Laboratories	80 Computer systems	Strategy	To verify and rectify problems of the systems and network
11	May	18-05-2020	Maintenance in Department Laboratories	100 Computer systems	Strategy	To verify and rectify problems of the systems and network
12	June	11-05-2020	Maintenance in Department Laboratories	100 Computer systems	Strategy	To verify and rectify problems of the systems and network

Cc to:

1. The Principal
2. Dean Academics
3. Dean R&D
4. IQAC
5. **All HODs**

Convener

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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 In-charges as well as HoD.

   Flow chart for the above SOP is enclosed:

Convener